



DELTA TAU DELTA

SERGEANT-AT-ARMS

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INTRODUCTION

Accountability is fundamental to all commitments. As sergeant-at-arms, your primary duty is to preserve order within the chapter. You are also chief accountability officer and through your work with the honor board, you will ensure members live up to the expectations of their sacred oath and are held accountable when they fail to do so.

DUTIES

The duty of the sergeant-at-arms is multifaceted. The sergeant-at-arms is chairman of the honor board. He also acts as parliamentarian during chapter meetings. It is very important for you to understand the process for amending and enforcing chapter Bylaws as well as have an understanding of Robert's Rules of Order. To help you, we have inserted a step-by-step manual of the process. Read it carefully, and if you have any questions, be sure to ask your advisor. As chairman of the honor board, you help facilitate conversation and break ties. A good chairman never lets his personal feelings affect the decision of the body.

YOUR ROLE AS LEADER

Because primary responsibility is to enforce the conduct standards of the chapter, it is critical that you always act in a respectable and responsible manner. You should be viewed as a role model for the other chapter members. No one is going to follow the rules if his own sergeant-at-arms cannot abide by them. You are a leader of the chapter, and you should commit yourself to acting as leader.

HONOR BOARD

OVERVIEW

The honor board is responsible for a fair and impartial hearing of all violations by members and new members of chapter Bylaws, rules and Code of Conduct. Each case shall be deliberated and appropriate sanctions handed down including the recommendation to the undergraduate chapter for the suspension and/or expulsion for due cause in accordance with Article XI of the Constitution.

The honor board is a quintessential component of the Fraternity. It was developed to ensure the standards and values of the Fraternity remain present in the daily lives of the members. If a violation occurs, it is the responsibility of the honor board to give a fair and impartial hearing. As a member of the honor board, you have the power to hand out decisions and also make recommendations for suspension and expulsion. To be successful, you must be unbiased, decisive and patient. Being a member of the honor board can be difficult since you are required to hold your brothers accountable for their actions. It is important to remember the business of honor board is a matter of the Fraternity and should not be considered a personal endeavor.

RESOURCES

Both the Member Responsibility Guidelines and the Code of Conduct (Appendix 1 and Appendix 2 respectively) should be used in determining whether the actions and behavior of our brothers is consistent or inconsistent with the values of the Fraternity. In Appendix 3 there is a sample due process which outlines how a chapter should handle honor board hearings. If your chapter does not follow the prescribed process, it should adopt it as soon as possible.

Please keep in mind that in your work as head of the honor board, you should not focus on who the individual is or whether or not he's a good guy. Instead, you must focus on the behavior the member demonstrated in this particular incident. If his behavior is inconsistent with the values and policies of Delta Tau Delta, it is necessary for you to hold him accountable for his actions.

MAKE-UP OF HONOR BOARD

The honor board should consist of a representative from each academic class (freshman, sophomore, junior, senior) resulting in five total members (including yourself). This combination of members allows for perspectives from different viewpoints of the chapter and keeps the board at a manageable size.

Each academic class within the chapter shall nominate and elect an individual to the honor board. Each election to the honor board must be ratified by two thirds vote of the class.

Once appointed to the honor board, a member may retain that position until he graduates, voluntarily steps down, or is elected to an executive committee position. Vacancies shall be filled in accordance with the above mentioned selection process.

MEETINGS

The honor board shall meet every two weeks to hear minor infractions of chapter law or after three days of a reported violation in accordance with the prescribed due process. If there is no case to be heard on a bi-weekly basis, the honor board should either review the Bylaws or vote on giving positive accolades. The honor board does not always need to be a negative experience; by acknowledging members' positive actions (and announcing it at the next chapter meeting), the honor board can demonstrate its efforts to be a positive component of the chapter.

When a referral is made to the honor board, you must first decide if the case should be heard by the board. Typically cases heard by the board impact the chapter as a whole and are not individual disputes. An example would be a member who gets drunk in public; this damages the public image of the chapter. Cases of personal disputes are not typically heard by the honor board, though as the sergeant-at-arms you are encouraged to offer yourself as a mediator for the dispute. If you deny a complaint to the honor board, the person making the complaint can appeal to the rest of the honor board. The case will be heard upon a majority vote of approval.

MAINTAIN A FILING SYSTEM FOR CASES

It is important for the chapter to keep written records of all honor board hearings, even if the member is not found responsible for his actions. Keeping records is for the benefit of the chapter and the member in the event a past hearing is referenced at a future one. Each hearing should be documented with the formal complaint form, notice of summons, and findings of the honor board. See Appendix 4 for these documents

THE HONOR BOARD

The honor board is an imperative component of the Fraternity. It was developed to ensure members are being held accountable to the standards and values of the Fraternity. As a member of the honor board you have the privilege to publically recognize outstanding members and also the responsibility to adjudicate members who are not living up to established standards. Being a member of the honor board can be difficult by requiring you to hold your brothers accountable to their actions. However, it is important to remember that the honor board should not be centered around personal endeavors, it is the duty of the honor board to keep the best interest of the Fraternity in mind.

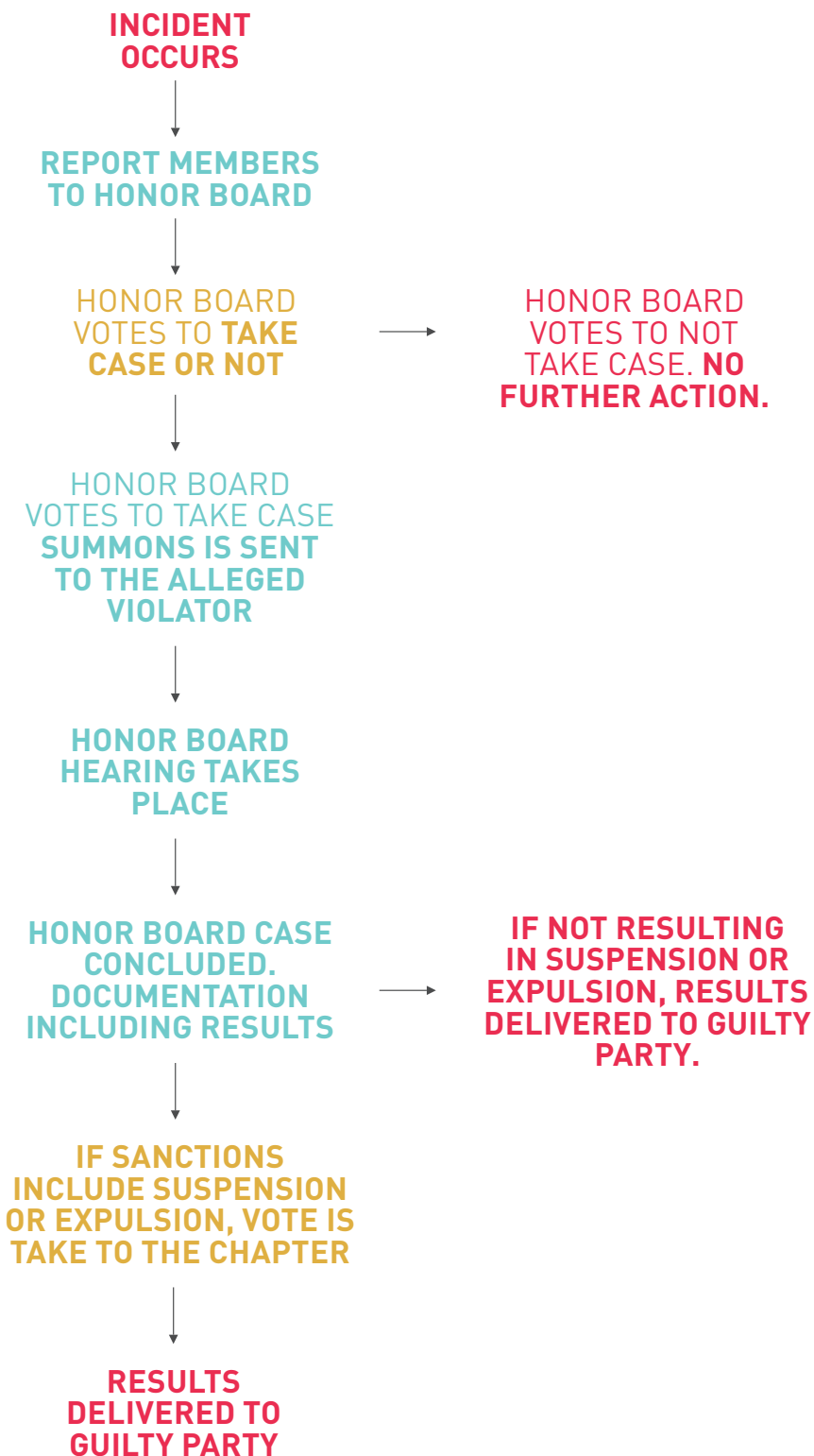
The complaint to honor board can be completed by any member of the chapter which outlines the alleged violations. This needs to be completed for every member who is referred to the honor board.

The summons to honor board is the official notice given to the alleged violator. This form should include the date, time and place of the hearing and details of the charges against him; it is important he receive all this information in writing.

The findings of honor board is the formal documentation of the results of the hearing. It should include whether or not the member is guilty or innocent, the reasons behind the decision and the punishment served. Remember, if suspension or expulsion is recommended – this action must be voted on by the chapter. It is recommended all these documents be scanned and kept on DeltsConnect for the duration of the member's undergraduate time in the chapter. These documents can also be used as "case law" for future hearings.

MAKING A DECISION

The question which arises in many honor board cases is, what is the burden of proof? To be clear, the honor board is not the U.S. court system, nor is it bound by the laws which govern court cases. Instead each honor board is encouraged to use its common sense. A member does not need to be proven guilty "beyond a reasonable doubt" to enforce the chapter standards



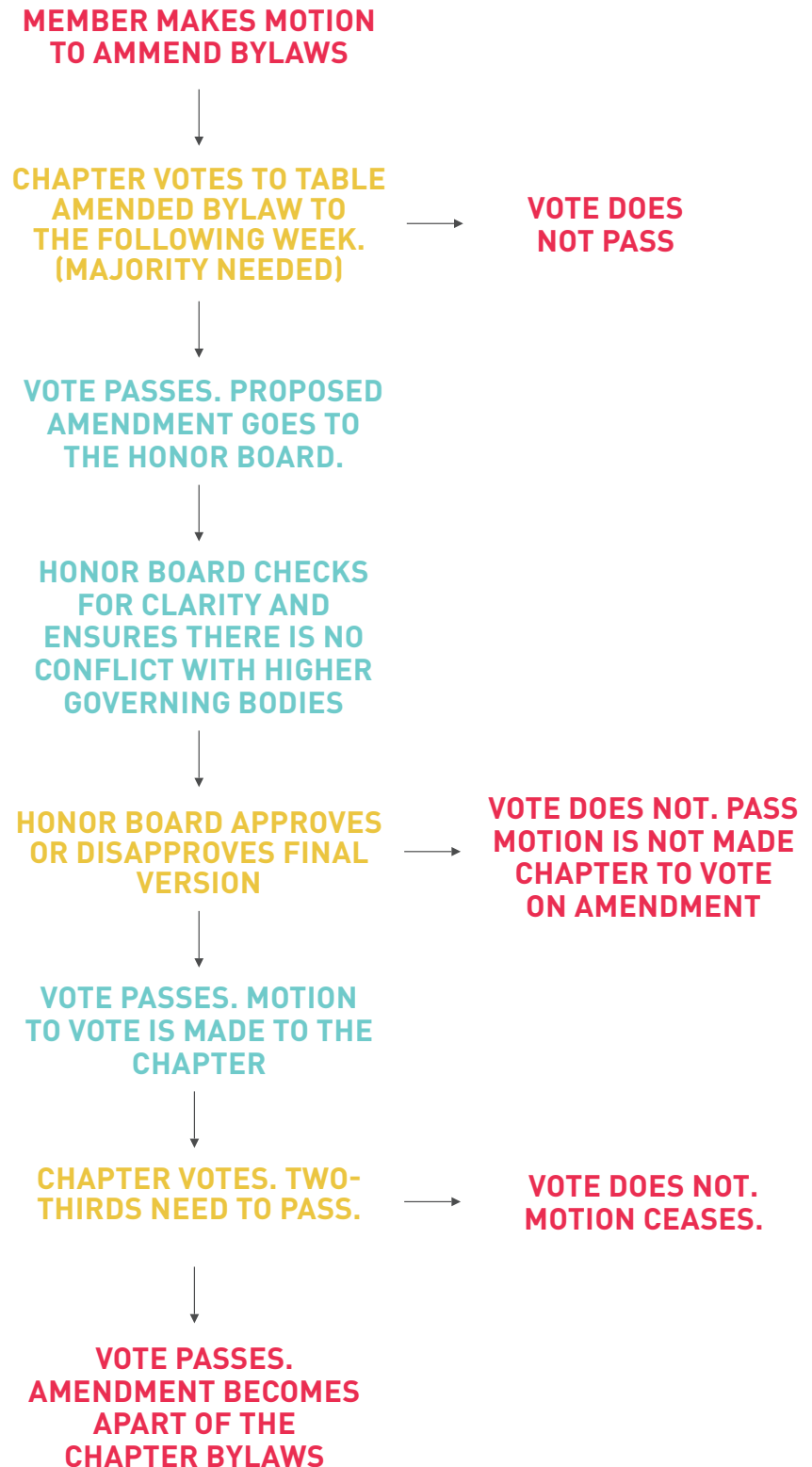
PROCESS FOR AMENDING THE BYLAWS

The process, according to Article XV of the Suggested Chapter Bylaws, is as follows:

Any member of the chapter can make a motion to amend the bylaws during the time for new business during a chapter meeting. The amendment shall be proposed to the chapter, who shall decide by majority vote whether the resolution shall be submitted to the chapter for vote at the next chapter meeting. The reason for this process is to make the chapter aware of the proposed change, and to allow for discussion during the week-long waiting period between chapter meetings.

If the motion is approved by the chapter, it then passes on to the honor board to check the amendment for clarity of wording and to ensure that it does not conflict with the Constitution and Bylaws of the Fraternity or provisions governing fraternities at the institution. Following approval by the honor board, the motion is submitted to the chapter. A two-thirds vote of approval for the adoption of the amendment will cause it to become a part of the Bylaws.

Amending the Bylaws, while it is a complicated process, is one that is designed in the best interests of the chapter. If it were a simple process, it would be easy for amendments to be passed in the heat of the moment without thought given to the long-term impacts of the legislation. This process allows for reasoned discussion to take place both on a formal and informal level between the time when the amendment is proposed and the time that it becomes a part of your chapter's Bylaws.



PARLIAMENTARY PROCEDURES

It is not within the scope of this guide to give an exhaustive treatment to parliamentary procedure. As sergeant-at-arms, you should be thoroughly familiar with the important discussions pertaining to parliamentary procedure to be found in Robert's Rules of Order. Your duty as chief parliamentarian requires that you have the ability to answer these questions of procedure at the chapter meeting. See Appendix 5 for the parliamentary procedure resource.

MOTIONS

METHOD OF MAKING A MOTION

A member who desires to make a motion should rise and address the chair by the title, when the chairman has recognized him by calling his name, the member proceeds with his motion. The chairman should insist upon this procedure and should require, for the sake of the order, that all business brought up in the meeting requiring the vote of the chapter be put in the form of a motion before any discussion is held on the business.

FORM OF MOTION:

The usual form a motion takes is, "I move that..." with the action proposed in the motion then stated. A long or very important motion should be in writing to facilitate accurate recording by the secretary. Such a motion is usually put in the form of a resolution.

SECONDING A MOTION:

Motions generally require a second before they are brought before the chapter for consideration. The seconder need not wait for recognition from the chair, nor need he rise for recognition. He merely calls out, "I second the motion," or "I second it." Nominations or inquiries of any kind do not require a second.

STATING THE QUESTION:

After the motion has been made and seconded, the chair states the question, repeating the question in this manner: "It has been moved and seconded that..." On certain occasions, it may be necessary for the chair to state the question after the motion has been made but before it has received a second. Such an occasion may arise when the meeting is being held in a large hall, where some of the members may not have heard the motion.

DISCUSSION:

No discussion may be held on the motion until the question has been stated by the chair. Then if the motion is debatable, discussion and debate may follow. The following are some simple rules for discussion:

1. The mover is allowed to speak first.
2. Direct all comments to the presiding officer.
3. Keep to the time limit for speaking.
4. A member may speak again after all other speakers are finished.
5. A member must be recognized by the chair before he may discuss a motion. Any member who is not recognized is out of order.

The presiding officer is responsible for maintaining order and must prevent discussion by members who have not been recognized by the chair. Debate or discussion must be restricted to the merits of the immediately pending question, which is the one last stated by the chair. All remarks made in the debate or discussion must be addressed to the chair, rather than to other members in the meeting. The officer should not be referred to by name, but by office and no question of motives should be discussed, only the merits of the particular question pending. The chairman should not take an active part in debate on any controversial issue but should limit his activities to guiding the debate and maintaining orderly discussion.

KINDS OF MOTION:

A motion which introduces a particular subject or brings it before a meeting for consideration is called a main motion. Such a motion is debatable and is subject to amendment. Gather motions, except other main motions, may be made while a main motion is pending. In other words, a main motion does not take precedence over other motions and, likewise, cannot be made when any other question is before the chapter meeting.

Motions which arise out of other motions are known as incidental or subsidiary motions. These must be acted upon by the meeting before action is taken on the main motions to which they apply. In other words, they take precedence over a main motion.

A few motions may not be debated or amended. When made, they take precedence over all other motions and must be acted upon at once. They are called privileged motions.

Finally, a motion made as a friendly amendment need not be debated or voted upon by the chapter. Its acceptance or refusal by the mover of the motion is all that is necessary to accept it or dismiss it.

For a complete discussion and explanation of the various types of motions, it is recommended the members of the chapter refer constantly to Robert's Rules of Order.

TO GET STARTED, YOU CAN REFER TO THE ROBERT'S RULES OF ORDER CHEAT SHEET:

ROBERT'S RULES OF ORDER CHEAT SHEET

http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

These videos can be a great resource to quickly learn parliamentary procedure:

1. <https://www.youtube.com/watch?v=96Damodm-ec>
2. <https://www.youtube.com/watch?v=jjMf-IR81D4>
3. <https://www.youtube.com/watch?v=lzu65li3DjA>
4. <https://www.youtube.com/watch?v=PG233JU8-rQ>
5. https://www.youtube.com/watch?v=pATMXoT_M5s
6. <https://www.youtube.com/watch?v=arY4kouycGM>
7. <https://www.youtube.com/watch?v=faLHsysH5iw>

ELECTION PROCEDURE

As sergeant-at-arms it is your responsibility to coordinate the annual officer elections. As a best practice, elections should take place in the November and serve as officer-elect until the start of school in January. This will allow newly elected officers to attend division conferences and have the benefit of officer training at the start of their term. This will also allow presidents to attend Presidents and Advisors Retreat in the middle of their term and be reinvigorated for their second semester in office.

Nominations for chapter offices shall occur at the convenient general body meeting two weeks prior to the scheduled election. The secretary shall distribute any platform statements made available to him by candidates one academic week before the scheduled election. Candidates for chapter offices shall have the opportunity to present their candidacy to the general body at the general body meeting of the election in the form of speeches that do not exceed five minutes, or ten minutes for candidates for president, vice president and treasurer, with time kept by the alumni advisor or his designee.

Voting for all chapter officers shall be by secret ballot and counted by the sergeant-at-arms in front of the secretary and the alumni advisor or his designee. The candidates shall not be present for the voting process. The names of all candidates for an office shall be displayed to the general body at the time of voting for that office. Members shall vote by writing down the name of the candidate of their choice on a blank ballot. If no candidate for an office received a majority of the votes after counting, the general body shall vote again. The half of candidates with the most votes would be eligible to remain on the ballot. The general body may vote again as many times as necessary so long as each time at least one candidate has been removed from the ballot. No write-in candidates may be added after the initial round of voting.

A candidate will become the officer-elect for his office when he receives majority approval from the general body.

VOTING

There are four principal methods of voting on a motion:

1. Voice.
2. Show of hands.
3. Rising.
4. Secret ballot.

Counting the Vote:

When the vote is taken by voice, by rising, or by show of hands, the affirmative vote is first called; then the negative vote is taken; and then a call for abstentions is made. In a small group, the chairman may count the vote himself; however, in a large group, the chairman should appoint tellers to assist in counting the vote.

For vote counting purposes, it should be noted that abstentions does not mean the person's vote does not count. It simply means the person does not have an opinion and his vote will go with the majority.

When the vote is by ballot, the Guide shall count the ballots. In counting ballots, blank ballots are disregarded. Fraudulent or illegal votes are counted in the total number of votes cast, but are not counted in favor of any candidate.

A member may change his vote at any time before the total vote is finally announced. After the vote has been announced, the member may change his vote only with the consent of the chapter.

Ordinarily, the chairman does not vote except when his vote would be decisive, for instance, when it would break a tie vote.

DISPENSING WITH FORMAL VOTE:

The formality of voting may be dispensed with on questions of small importance, if the meeting is in general agreement about the matter to be decided. In such case, voting is said to be by general consent. For example, when the minutes have been read, a vote of approval and adoption may be assumed after opportunity for corrections has been given and necessary corrections made. The chairman need not require a vote of adoption, but instead usually says, "If there are no (further) corrections, the minutes shall stand approved as read."

QUORUM:

Normally, the chapter Bylaws will specify what constitutes a quorum. Usually, two thirds or more of the total active membership is specified. The act of the majority present at any meeting at which there is a quorum is the act of the chapter, except as may be specifically provided for otherwise in the Constitution and Bylaws or the Bylaws of the chapter. No business should be transacted at any meeting unless a quorum is present.

NOMINATIONS

2 WEEKS PRIOR TO SCHEDULED ELECTIONS.



SECRETARY DISTRIBUTES ANY PLATFORM STATEMENTS MADE AVAILABLE BY CANDIDATES. 1 WEEK PRIOR TO SCHEDULED ELECTIONS.



CANDIDATES SHALL PRESENT TO THE CHAPTER ON ELECTION NIGHT. FIVE MINUTES FOR EACH CANDIDATE. TEN MINUTES FOR PRESIDENT, VICE PRESIDENT AND TREASURER. TIME KEPT BY ADVISOR OR DESIGNEE.



VOTING SHALL BE BY SECRET BALLOT. COUNTED BY THE SERGEANT-AT-ARMS IN FRONT OF THE SECRETARY AND ALUMNI.

- NAMES OF ALL CANDIDATES SHOULD BE ON DISPLAY DURING VOTING.



MEMBERS SHALL VOTE BY WRITING THE NAME OF THE CANDIDATE ON A BLANK BALLOT.



- **IF NO CANDIDATE FOR AN OFFICE RECEIVED A MAJORITY OF THE VOTES, THE GENERAL BODY SHALL VOTE AGAIN.**
- **THE HALF OF CANDIDATES WITH THE MOST VOTES WOULD BE ELIGIBLE TO REMAIN ON THE BALLOT.**
- **THE GENERAL BODY MAY VOTE AS MANY TIMES AS NECESSARY AS LONG AS ONE CANDIDATE IS REMOVED FROM THE BALLOT EACH TIME.**
- **NO WRITE-IN CANDIDATES MAY BE ADDED AFTER THE INITIAL ROUND OF VOTING.**

SUGGESTIONS FOR PRESIDING OFFICERS

LEADER:

The presiding officer should first realize he is in charge of all meetings of the chapter and should conduct himself in such a manner that all members are made to realize this fact. This can be done diplomatically without antagonizing the members.

PARLIAMENTARY PROCEDURE:

The presiding officer should be familiar with the fundamentals of parliamentary procedure, even though a deep knowledge of the technicalities of this subject is not necessary. He should know the order of precedence of motions and which motion is necessary to state a particular object of business; however, he should use this knowledge only to maintain order in the conduct of the meetings and not for the purpose of his own hidden agenda. It is fundamental that the presiding officer knows how and when to bring it to a vote.

DISCUSSION:

The presiding officer should never allow any discussion by a member who has not received recognition in the proper manner from the chair; nor should he allow discussion not strictly relevant to the motion under consideration.

AGENDA:

The presiding officer should have the agenda of the meeting thoroughly in mind, if not written, before the meeting is called. To do this, he should meet with the executive committee to discover what business is to come up at each meeting of the chapter. It may be advisable for him to appoint one man to make the motion which introduces each particular bit of business. For example, if a motion is to be made pertaining to academic affairs, the presiding officer may designate the director of academic affairs to make a motion. A plan such as this helps the presiding officer to organize his meetings and to anticipate the issues. It also serves to make the meeting more orderly and ensures a greater amount of business being considered at the meeting time.

Special Committees:

When a motion is made which brings up a new plan or scheme not directly connected with the duties of one of the officers or committee chairmen, the presiding officer should immediately appoint one man, preferably the man making the motion, to assume the responsibility for carrying out this plan.

The presiding officer should require the chairman of the new committee to submit a progress report at the next meeting, and, if unsatisfactory progress has been made, the appointee should be removed and another installed immediately. A presiding officer should never allow a worthwhile plan to cool off or allow it to become disorganized by failing to allocate authority and responsibility. When the plan has been carried out successfully, the presiding officer should see a motion of commendation is made and recorded in the minutes of the chapter meetings.

MODERATOR:

The presiding officer should never enter into the discussion of controversial issues. His role should be that of moderator, throwing out leading questions to the group, but never indicating a preference for one side or the other. He is likely to promote factionalism if he joins forces with one side, and thereby lose his effectiveness as leader of the entire group.

CONCLUSION

Delta Tau Delta is proud of you and your sincere desire to improve your chapter. As a leader of the chapter, your success will be determined by your actions, words and thoughts. The Fraternity expects you to work diligently to build a positive experience for yourself and your brothers. Please take these final thoughts with you as you begin what will be a great year for you and your chapter:

COMMUNICATION IS THE KEY TO SUCCESS:

It will be vital for you to communicate with your brothers and your peer officers. Many of the goals you will set will require you to work with other individuals. If you continue to focus on improving your communication skills throughout your officer term, you will not only be a more effective officer, but you will also be better prepared to lead in the future.

RESOURCES ARE ALWAYS AVAILABLE TO YOU:

There will always be someone willing to help you as you encounter obstacles. This person may be a chapter advisor, a campus advisor, a chapter consultant, an older member of the chapter or even a student in the campus community. It is important to realize all of these people want you to be successful. Please include and utilize these people as often as you can.

THE FRATERNITY WANTS YOU TO ASK QUESTIONS:

This manual will not cover every concern you encounter and each obstacle is different. If you have a question, please do not hesitate to contact any the resources previously mentioned or to the Central Office. The Fraternity wants you to have all of the information you need to be successful.

“AS YOU ADVANCE, REMEMBER OTHERS FOLLOW”:

This concept is so important as a leader. In order for the chapter to be successful for a long period of time, you must recognize your responsibility to be a role model and mentor for members of the chapter. By teaching and encouraging other members to achieve, the chapter will achieve. Do not lose sight that you joined because of the men around you; you should feel a special responsibility to do your best for and with these men.

USE THE VALUES OF DELTA TAU DELTA TO GUIDE YOUR DECISIONS:

Truth, Courage, Faith and Power should be ever present in your decision making as a member of Delta Tau Delta. These values are not exclusive to the *Ritual* of the Fraternity, but they should be embodied in your everyday work as an officer of the chapter to motivate, encourage and lead your brothers.

THE FRATERNITY KNOWS YOU WILL DO MUCH TO BETTER THE CHAPTER AND DELTA TAU DELTA THANKS YOU FOR YOUR TIRELESS EFFORT AND YOUR STEADFAST COMMITMENT. THE FRATERNITY WISHES YOU NOTHING BUT SUCCESS AND HAPPINESS AS YOU LEAD YOUR CHAPTER TO EXCELLENCE.

APPENDIX



The Honor Board And Due Process of the Chapter **Delta Tau Delta Fraternity**

I. Statement and Purpose

The Honor Board exists to investigate and resolve alleged violations of the Chapter Bylaws, rules and code of conduct and the Constitution and Bylaws of Delta Tau Delta Fraternity by members of the _____ Chapter of Delta Tau Delta Fraternity. The system provides for notice of charges, opportunity for settlement of hearing, judgment by fraternity members, and the right to appeal, thus ensuring fundamental fairness to all parties involved. Persons involved in a dispute may avail themselves of advice from members of Honor Board to help them achieve reconciliation. If the parties fail to reach an agreement, the aggrieved member or pledge may formally file a complaint with the Honor Board.

II. The Honor Board of the _____ Chapter

A. Jurisdiction

There shall be a chapter- wide board of original jurisdiction to be known as the Honor Board of the _____ Chapter of Delta Tau Delta Fraternity. Except as otherwise outlined by the Constitution and Bylaws of Delta Tau Delta Fraternity and the Bylaws of the _____ Chapter of Delta Tau Delta Fraternity, it shall have exclusive original jurisdiction in all cases brought by members, pledges or the _____ Chapter under regulations of the Chapter against persons who are registered as members or pledges of the _____ Chapter.

B. Composition

The Honor Board shall be composed of 2 members from each pledge class in the chapter. They shall be nominated by their respective classes, appointed by the President, and confirmed by a two-thirds vote of the chapter.

C. Conflict of Interest

1. Definition:

On occasion, the presence and/or participation of a particular Honor Board member may be deemed as representing a conflict of interest with the role of Honor Board. Such a "Conflict of Interest" shall be defined as any involvement or affiliation with a particular incident or its participants, which may impair his ability to consider objectively, and impartially the facts of any situations of an Honor Board review.

2. Procedures:

Members of the Honor Board may disqualify themselves from hearing the case if they believe, in good faith, that their capacity for making an objective decision in the case is or may appear to be impaired. Alleged conflicts of interest must be brought to the Chairman of the Honor Board by a member of the Honor Board, any member of the Fraternity or any individual involved or affiliated with the incident at least three calendar days prior to the review proceeding. To facilitate such determinations, the respondent shall present to the Chairman a full list of all participating individuals and witnesses and their roles at least three calendar days prior to the review. The minutes shall reflect any withdrawal due to conflict of interest. Any Honor Board member who is deemed to have a conflict of interest by the Honor Board shall not be present at internal Honor Board discussions, shall not vote on any issue relating to the review in question, and shall not receive Honor Board minutes or other confidential written materials pertaining to the review in question. The individual shall be permitted to participate in the review proceedings as a presenter as a witness either on behalf of the member(s) under review or the member(s) initiating the proceedings.

3. Quorum:

The Quorum required to start a meeting shall consist of three-fourths (3/4) of all eligible, voting members of the Honor Board (excluding members disqualified due to a conflict of interest). There shall be abstentions made by any eligible voting member, including the Chairman, who must vote in the event of a tie. All decisions require at least a majority of those present and eligible to vote.

D. Confidentiality of Judicial Record and Proceedings

1. The identity of individuals in particular cases before the Honor Board and all files and testimony as to individuals shall remain confidential.
2. In the case of an appeal or the recommendation of suspension or expulsion of a respondent, the right of confidentiality shall be denied.

III. Staff

A. Honor Board Members

1. All members of the Honor Board will be appointed by the President of the Chapter, and ratified by a two-thirds vote of the active chapter. Once appointed to the Honor Board, a member may retain that position until he graduates voluntarily steps down, or is elected to an executive position. Once a member of the Honor Board has been elected to an executive position, another member of his pledge class will replace him. Replacements shall be filled in accordance with the selection process. A member of the Honor Board may be removed from his position by a two-thirds (2/3) vote of the active chapter.
2. The Honor Board members will elect a chairman and it shall be his duty to preside over all meetings and reviews. The Chairman is responsible for overseeing the procedural integrity of this Honor Board. It shall be the duty of the Chairman to see that all necessary articles are kept in a private and orderly place.
3. The Chairman shall be present at the review to hear relevant evidence found by the Honor Board concerning the charges.
4. The Chairman shall ensure that agreements and sanctions are enforced.
5. The Chairman shall inform all members involved in the case at hand on procedural matters at the hearing.
6. In cases where conflicts of interest (as defined) arise, or where the Chairman is otherwise absent, the Honor Board member present who is the most senior with the respect to tenure of service on the Honor Board shall act as Chairman.
7. The Chairman may confer with the Executive Committee or the Chapter Advisor on injunctions and/or revisions to a policy.

B. Chapter Advisor

The Chapter Advisor shall be a member of Delta Tau Delta Fraternity and serve at the pleasure of the Arch Chapter. The duties of the Chapter Advisor (or his designate) shall aid in the investigation of complaints against individuals and to help determine whether charges should be brought before the Honor Board.

IV. Procedures

A. The Complaint and Investigation

1. Any member or pledge who believes that another member or pledge has violated chapter Bylaws, rules and Code of Conduct and/or the Constitution and Bylaws of Delta Tau Delta Fraternity may file a complaint with the Honor Board. The Honor

Board may conduct preliminary fact- finding measures before a case is taken up by an Honor Board hearing. The Chairman of the Honor Board may also refer the complaint to other University or Fraternity officers as deemed necessary.

2. The Honor Board shall convene within three calendar days of the filing of a complaint in order to hear complaints within the jurisdiction of the Honor Board. The Honor Board shall then decide if there is reasonable cause to believe that an individual has violated the Chapter Bylaws, rules and Code of Conduct, and the Constitution and Bylaws of Delta Tau Delta Fraternity. In light of evidence uncovered by the investigation, the Honor Board may only handle charges of the original complaint, add additional respondents, or dismiss the charges as unfounded.

B. Procedures for Judicial Reviews

1. Within reasonable time after the Honor Board determines that there is reasonable cause, the Honor Board shall present to each respondent a statement of the charges against the respondent. The statement shall cite the regulations, rules or policies alleged to have been violated and shall describe the alleged acts, or failure to act, constituting the allegation. The statement shall also enclose a copy of this policy and a copy of the regulations, rules, or policies alleged to have been violated.

The three-day calendar minimum is defined as:

- DAY #1-** The received date of the summons
 - DAY #2-** The day following the receipt of the summons
 - DAY #3-** The first eligible day for a hearing
2. The Chairman shall set a regular time and place for the hearing within a minimum of three calendar days after the filing of the charges. The respondent shall be given a minimum of three-calendar day's summons.
 3. The Chairman shall notify the complainant and respondent of the review place, time and date. This notice shall also contain the names of the members of Honor Board.
 4. All hearings shall be held in appropriate facilities and shall be private. The Chairman may limit attendance at the hearing to ensure fair and orderly proceedings.
 5. All reviews shall be conducted in such a manner as to permit the Honor Board to achieve substantial justice. Participants and observers shall conduct themselves in accordance with these objectives.
 6. The respondent shall have the opportunity to present evidence at the hearing through witness or documentation about the respondent and his status, including an explanation of the incident or event in question.

7. The Chairman of the Honor Board, the respondent, and the complainant shall have the right to present and conduct questioning in a manner so directed by the chairman.
8. The Honor Board shall consider no evidence other than that received at the hearing.

C. Decisions of the Honor Board

1. The Honor Board's deliberations shall be divided into three separate stages:
 - A. The finding of fact
 - B. Decisions on the specific sections of the Chapter Bylaws, rules and Code of Conduct that have been violated.
 - C. Sanctions and/or recommendations for suspensions and/or expulsions.
2. The Honor Board shall presume a respondent Innocent until proven guilty by preponderance of the evidence.
3. All decisions require a majority vote of the Honor Board members present and eligible to vote (disqualified due to a conflict of interest).
4. The Chairman shall sign the decisions on behalf of the Honor Board.
5. The Chairman, or a member of the Honor Board shall then deliver the written decision of the Honor Board to the complainant, the respondent and the Chapter President before the following chapter meeting, as long as the Honor Board's decision was made one calendar day before the following Chapter meeting.

D. Failure to Appear or Cooperate

1. All members interviewed are obligated to provide honest, complete statements to the Honor Board in order that disputes may be equitably resolved as quickly as possible.
2. Any absence from an Honor Board governed hearing, trial, or summoned event deemed inexcusable by a three- fifths vote of the Honor Board shall result in sanctions found appropriate by the Honor Board. Such sanctions as approved by Part IV (Procedures), may impose any reasonable sanctions against a respondent, which may include, and shall not be limited to, warning, reprimand, restitution, disciplinary probation for a specified period, withdrawal of privileges, community service and fines.

V. Sanctions

A. Available Sanctions

The Honor Board, acting under part IV, may impose any reasonable sanction against a respondent, including, and not limited to, warning, reprimand, disciplinary probation for a specified period, withdrawal of privileges, community service, social suspension and activities suspension. The Honor Board may also impose fines. The Honor Board may recommend to the Chapter for the suspension and/or expulsion of a respondent in accordance with Article XI, of the Constitution and Bylaws of Delta Tau Delta Fraternity. In performing these duties, the Honor Board shall have the cooperation of the Executive Committee, the Administrative Committee, and other appropriate Fraternity officers.

VI. Appeals

The Chapter shall have the exclusive jurisdiction to decide appeals, with the Chapter President as the presiding officer over the appeals proceedings. A unanimous decision by the Honor Board requires a three-fourths (3/4) vote of the chapter to over turn their decision. A simple majority requires a two-thirds (2/3) vote of the active Chapter to overturn their decision.

VII. Amending

The Bylaws of the Honor Board shall only be amended according to the same procedures used to amend the Bylaws of _____ Chapter.

Accepted this _____ day of _____, 199 _____

President

Secretary



Complaint to Honor Board

Date of Complaint: _____

Description of Alleged Infraction: _____

Signature _____



Summons to Honor Board

Name: _____

Date of Meeting: _____

Infraction: _____

Honor Board Chairman: _____



Findings of Honor Board

Name: _____

Date of Meeting: _____

Findings: _____

Fines: _____

NOTE: If not paid within two weeks of notification, automatic 10% additional charge

Honor Board Chairman: _____

Expulsion Requirements

In order for an expulsion to be complete, the following must be submitted to the Central Office:

- 1. A brief letter from the President or a completed expulsion form must be delivered to the Central Office, within 48 hours of the hearing, outlining the specific steps taken in the expulsion process.*
- 2. There must be proof submitted to the Central Office showing that the individual to be expelled was notified of the allegations against him.*
- 3. The numerical vote during the expulsion proceedings must be delivered to the Central Office. EXAMPLE: 61 for/ 30 against/ 91 present*

** All information may be included in the same letter.*

The procedures outlined in the Constitution and Bylaws are as follows:

- A. A motion for expulsion shall be made and seconded at any regular meeting in which a quorum is present, with said motion to be immediately tabled until the member to be expelled has been given seven (7) days oral or written notice of the time and place that the motion will be voted upon. Such time and place shall not be less than seven (7) days from the actual notification of the member to be expelled of the time and place of the meeting.
- B. The meeting in which the expulsion is voted upon shall include a full and complete discussion by all chapter members of the charges made against the member to be expelled, all to the end that traditional standards of fair play and substantial justice are observed toward the member to be expelled.
- C. After a thorough discussion of the charges against the member to be expelled, the chapter shall vote on the motion. The motion shall be passed and the member expelled if two-thirds (2/3) or more of the undergraduate members attending the meeting vote for the motion to expel the member.
- D. The recording secretary of the chapter voting expulsion of any undergraduate member shall, upon the vote for such expulsion, certify the following to the Arch Chapter:
 1. That written or oral notice of the time and place of the meeting to expel such undergraduate member was delivered to the expelled undergraduate member at least seven (7) days prior to the meeting.
 2. That at the meeting to expel, a full airing of the charges against the expelled member was allowed and that the expelled member had opportunity to present his side of any controversy.
 3. That two-thirds (2/3) or more of the undergraduate members present at the meeting in which the undergraduate member was expelled voted in favor of his expulsion.
 4. That a quorum was present at the undergraduate meeting where the undergraduate member was expelled.



Report of Expulsion

Date: _____

Chapter: _____

Name of Member to be Expelled: _____

Bill of Complaint Issued:(date) _____

Notice of Hearing: (Written or Oral/ If written, please include documentation/ If Oral, please list notifying officer):

Reason for Expulsion: (Check One)

- Presence detrimental to the Chapter
- Conduct detrimental to the Chapter
- Violation of Oath or Code of Conduct
- Violation of rules pertaining to hazing, alcohol and illegal drugs
- Conduct unbecoming a member
- Failure to pay current account to an undergraduate chapter

Vote: _____ # For _____ # Against _____ # Present at Trial

Expulsion Finalization Date: _____

*Attach all appropriate documentation

President: _____ Date: _____

Recording Secretary: _____ Date: _____

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote