

**POLICIES and PROCEDURES
of the
Hippodamus Chapter
of the
Alpha Rho Chi Fraternity**

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Article I

General Information

Section 01: Objective

The purpose of this manual is to provide ready access to the policies of the Hippodamus Chapter of Alpha Rho Chi. In addition to the full text of recent general Hippodamus policies, this manual also acts as a cross reference to policies stated elsewhere, (e.g.: Constitution and By-Laws of the Hippodamus Chapter of Alpha Rho Chi). On behalf of the Chapter, the Executive Board is responsible for the appropriate maintenance and distribution of the Hippodamus Chapter Policies and Procedures Manual. This manual is primarily a reference manual, and any policies contained herein are subject to change at any time through the introduction of said changes by the Executive Board and the majority vote of the Chapter. Moreover, any Member of the Chapter has the right to challenge and propose revisions to this manual.

Section 02: Official Copy of “Policies & Procedures Manual”

The official copy of the Policies and Procedures of the Hippodamus Chapter of Alpha Rho Chi shall be retained by the Worthy Architect, and will be made available to all Members at any time. In addition, a current version of this manual shall also be maintained on the Hippodamus website.

Section 03: Definitions of “Policy” and “Procedure”

- A. A “policy” is a written decision made by those in authority to govern the actions of Hippodamus Chapter Members. Policies are created to facilitate Chapter business, contain general guidelines not explicitly expressed in the Constitution and By-Laws, and set limits within which Members are expected to operate.

- B. A “procedure” is a standardized, documented administrative practice. Procedures are the means, by which policies are implemented, processes that outline actions to be taken, and descriptions on how a policy is to be accomplished.

Section 04: Maintenance of “Policies & Procedures Manual”

The Superintendent should be addressed with any questions concerning this manual or the policies and procedures stated herein. Suggestions for updates or revisions to this manual must be submitted via formal petition to the Worthy

Scribe, who will in turn discuss the revision with the executive board and call a vote of the majority under new business at an upcoming Chapter Meeting. Each revision of the manual shall be saved and documented as reference material and historical value.

Article II

Terms of Membership

Section 01: Membership Classifications

- A. Actives must: Keep current with all dues and fees assessed by the Chapter, attend all mandatory events as designated by the Chapter, and fulfill all duties of an Active Brother.

- B. Members studying abroad shall be considered Active Members and shall retain their privileges no matter their geographic vicinity to the Chapter. Members abroad may exercise their privilege to vote and contribute to the Chapter via the Hippodamus website and are expected to stay current on their dues and fees owed to the Chapter. Members abroad shall not be held to the same attendance standards as locally residing Active Members. Studying abroad may include any and all of the following: being out of the country, co-ops, and the 5th-year in Jackson.

Section 02: Attendance

- A. The Executive Board shall establish geographic vicinity of each Member by the first Chapter meeting of the academic session to determine attendance requirements. Clearance to miss meetings and events shall be granted on a case-by-case basis. Any standing conflicts with the Chapter meetings should be brought to the attention of the Worthy Scribe no less than 24 hours prior to the event or meeting. Acceptable examples include RA duty, academic class due dates, work schedule, etc.

- B. Clearance for excused absences may be granted by contacting the Worthy Scribe no later than 24 hours prior to the meeting or event unless otherwise noted in this document. Acceptable absences include severe illness,

documentable class or class related activities, and extenuating circumstances. Decisions regarding attendance are at the discretion of the Executive Board.

- C. The Worthy Scribe will maintain the Chapter Attendance records and provide weekly updates to the Superintendent and the Executive Board.

Section 03: Probation

- A. Probation serves as a warning to Members, seen in bad standing, who are coming up short in their duties and responsibilities as a Member of the Chapter. Probation allows the Member in question a period during which their character and dedication will be re-evaluated, and the opportunity to bring themselves back in good standing with the Chapter.
- B. Members and Pledges should be made aware of the probation system, Member expectations, and consequences that result in Probation at the beginning of each semester. It is the duty of the Worthy Superintendent to update questioning Members of situations prior to probation sanctions, if possible, so as to avoid consequences.
- C. Offenses that may result in Probation include: poor attendance; failure to attend the Pledging Ceremony or Initiation; refusal to pay dues, fees, or fines to the Chapter, attitudes and/or actions towards the Chapter and/or Fraternity unbecoming of a Brother. The Worthy Superintendent shall contact the Member in question to notify him/her of their infraction and arrange a meeting with the Executive Board to discuss placement of Probation. A Member should not be placed on Probation more than one (1) time in an academic year or two (2) times in their entire collegiate career. The third offense may result in direct Suspension. Members thought to be in violation of the chapter Policies and Procedures or any other offense that concerns another member can only be recommended for probation in writing by a member to Worthy Superintendent, who will present the case to the executive board.
- D. Offending Members may be placed on Probation for a period of up to one (1) semester, with the exact period at the discretion of the Executive Board. A Member on Probation shall forfeit the privilege of attending Chapter events not open to the public including but not limited to Professional, Brotherhood, , and Public Relations events. It is the responsibility of the Member on

probation to continue attending Chapter and committee meetings to provide input and stay up to date on Chapter activities.

- E. A Member on Probation must meet with the Superintendent to discuss progress and address any further violations bi-weekly during the probation period. Probation shall last no more than one (1) semester before going through formal review with the Executive Board, who shall review the Member in question and vote to recommend restoration to good standing or Suspension to the Chapter. The decision of the Chapter shall be made by majority vote at a subsequent Chapter meeting.
- F. Any Member of the Executive Board who is placed on Probation shall continue to attend Executive Board meetings and is responsible for any duties required for the general upkeep of the Chapter. Any responsibilities relating to Chapter events should be re-allocated to another Member of the Executive Board for the duration of the Probation period.
- G. Restoration to good standing may be granted on the recommendation of the Executive Board and the majority vote of the Chapter upon presenting evidence of the corrected offense, which may include a consistent attendance record, payment of delinquent charges, or an improved academic record.
- H. A Member on Probation may submit an appeal to the Worthy Superintendent at any time during their Probation that must include a letter of recommendation from an Active Member of the Chapter in good standing and a letter from the Member on Probation outlining the grounds for the appeal. The Worthy Superintendent shall present the appeal to the Executive Board who will review the appeal and subsequently present it to the Chapter at a Chapter Meeting. The decision of the Chapter shall be made by majority vote.
- I. An Active Member of the Chapter may appeal the status of any Member on Probation in favor of either restoring the Member to good standing or placing the Member on Suspension. This appeal must include a letter outlining the grounds of the appeal with written support from four (4) other Active Members of the Chapter. The Worthy Superintendent shall present the appeal to the Executive Board who will review the appeal and subsequently present it to the Chapter at a Chapter Meeting. The decision of the Chapter shall be

made by majority vote.

Section 04: Suspension

- A. Suspension refers to a period of “Bad Standing” within the Chapter when a Member comes up short in their duties and responsibilities to the Chapter. The Chapter shall not be responsible for paying National dues for any Member who falls under this category.
- B. All Members and Pledges should be made aware of the Suspension system, Member expectations and consequences that result in suspension at the beginning of each semester. It is the duty of the Worthy Superintendent to address potential violations prior to suspension sanctions, if possible, so as to avoid consequences
- C. Offending Members may be placed on Suspension for a period of up to one (1) academic year, with the exact period at the discretion of the Chapter. Suspension revokes all voting privileges; the ability to hold, be appointed to, be nominated to, or be elected to office; as well as attendance privileges at Chapter events not open to the public including but not limited to Professional, Brotherhood, , and Public Relations events.
- D. Offenses that may result in Suspension include: failure to resolve an offense while on Probation, violation of the discrimination clause (Article V, Section 02, Hippodamus Constitution), violation of the hazing clause (Article III, Section 04, this document), and misappropriation of Chapter funds toward non Chapter related purposes.
- E. Any Chairman of a committee who is placed on Suspension shall forfeit their position.
- F. Any officer of the Executive Board who is placed on Suspension shall forfeit their office. Suspended officers are encouraged to continue to attend Executive Board meetings to provide input and stay up to date on Chapter activities. Upon suspension of an officer, the Executive Board must decide if the responsibilities of the suspended executive officer should be distributed among the remaining officers or if an interim officer should be elected.
 - i. The interim officer will be elected by an emergency election following

the suspension.

- G. Restoration to good standing may be granted on the recommendation of the Executive Board and the majority vote of the Chapter upon presenting evidence of the corrected offense, which may include addressing the Chapter or any other affected party with a formal apology, a consistent attendance record, or payment of delinquent charges.
- H. Suspension shall last no more than one (1) year before the Member on Suspension shall undergo a formal review with the Executive Board to discuss the Suspension prior to appearing before the Chapter. During this review, the suspended Member shall either be recommended to be restored to good standing or to remain suspended from the Chapter. This review shall be summarized before the Chapter and a decision shall be made by a majority vote of the Chapter.
- I. A Member on Suspension may submit an appeal to the Superintendent at any time during their Suspension that must include a letter of recommendation from an Active Member of the Chapter in good standing and a letter from the Member on Suspension outlining the grounds for the appeal. The Superintendent shall present the appeal to the Executive Board who will review the appeal and subsequently present it to the Chapter at a Chapter Meeting. The decision of the Chapter shall be made by majority vote.
- J. An Active Member of the Chapter may appeal the status of any Member on Suspension in favor of either restoring the Member to good standing or moving the Member to Probation. This appeal must include a letter outlining the grounds of the appeal with written support from 25% of other Active Members of the Chapter. The Worthy Superintendent shall present the appeal to the Executive Board who will review the appeal and subsequently present it to the Chapter at a Chapter Meeting. The decision of the Chapter shall be made by majority vote.

Article III

New Members

Section 01: Recruitment

- A. The Chapter accepts new Recruits, or students interested in Pledging, in the fall semester. This period of acceptance is termed Recruitment, and will last for two (2) weeks.

- B. A calendar outlining the Recruitment events must be distributed at the summer Brotherhood Retreat prior to the official start of Recruitment events are at the discretion of the Recruitment Chair and his/her Recruitment Committee.

- C. An interested Recruit must attend a majority of Recruitment events before the Chapter votes to offer the Recruit a Bid to join. Bidding for Membership shall only occur after the final Rush event. Only one extension of Bids shall occur for each Recruitment period. Once the extension of Bids has been closed, it may not be opened again until the next Recruitment period. The Recruitment Chair will bring the Recruit's name to the attention of the Chapter at the special Bid Meeting under New Business. The Chapter will hold a vote after proper discussion of each Recruit. The vote will be taken by raised hands from the Active Members in attendance. The Recruit must receive majority approval of the Chapter present to be admitted as a Pledge.

- D. If the Recruit is denied admittance as a Pledge, the Chapter will immediately compose a brief written statement as to why admittance was denied for Chapter records. As per Article V, Section 02, of the Chapter Constitution, a Recruit will not be denied admittance on the basis of age, race, sex, religion, national origin, sexual orientation, financial status, disabilities, or physical appearance. If the Recruit is accepted as a Pledge, the Chapter shall send out an invitation to the Bid Dinner.

Section 02: Bid Dinner

- A. Bid Dinner is the official dinner ceremony in which Recruits receive offers to begin the Pledge process in an effort to become a Member. Dress code is business casual at a minimum, unless otherwise noted. The Recruitment

Committee coordinates this event. The Recruitment Chair must confirm with Recruits to determine if they will be in attendance so as to prepare appropriately (bid certificates, etc.). Bid Dinner should be prepared with an agenda before the event (purchasing needed supplies, attendance time of Active Members and potential Members, setting up, preparing, and cleaning up dinner).

- B. If a Recruit is unable to attend Bid Dinner, said Recruit is still eligible to Pledge with an approval from the Executive Board and should indicate such interest prior to equivalent to accepting the Bid. By accepting their Bid, the Recruit commits to a Pledge Ceremony, which will symbolize the beginning of their Pledge process. If a Recruit accepts their Bid, he/she will be held to the governance outlined in the Chapter and Alpha Rho Chi National Constitution and By-Laws.

Section 03: Pledging Ceremony

- A. The Pledge Ceremony shall be overseen by the Worthy Superintendent and Pledges shall receive the Alpha Rho Chi Pledge Pin at the Pledge Ceremony.
- B. The time and date of the Pledge Ceremony will be decided by the Executive Board and the Recruitment Chair no fewer than two (2) weeks in advance of the ceremony. The ceremony will take place no later than two (2) weeks after bids are accepted. The Pledge Fee must be paid in full no later than one (1) week prior to the Pledge ceremony. This fee includes the national pledge fee as well as costs deemed necessary by the Executive Board and Recruitment Chair.
- C. Attendance at the Pledge Ceremony is mandatory. Any Recruit who is unable to attend the Pledge Ceremony or complete the ceremony must make arrangements with the Worthy Superintendent. If a Recruit fails to attend the Pledge Ceremony without a valid excuse deemed appropriate by the Executive Board, or without receiving clearance by the Executive Board prior to the ceremony, said Recruit will forfeit their opportunity to Pledge the Chapter and must repeat the Recruitment process at the next Recruitment period. Attendance at the Pledge Ceremony is mandatory for all Active Members unless clearance is given at least 48 hours in advance by the Executive Board.

Section 04: Pledge Process

- A. The Pledge process shall last approximately four (4) months during which time Pledges are educated about the history and traditions of Alpha Rho Chi and the Hippodamus Chapter. Each Pledge class will be under the direction of the Pledge Trainer, an Active Member in good standing, who is voted upon by a majority Chapter during annual elections. She/he will act as a liaison between the Pledge Class and the Chapter. Pledges should meet with their Pledge Trainer no later than one (1) week after the Pledge Ceremony to decide when and where Pledge meetings shall occur for the remainder of the academic semester.
- B. The first Pledge meeting should address: an introduction to being a Pledge, nomination of Pledge class officers, Pledge class goals, an outline of the Pledge process, and distribution of the Archi Pledge. The Executive Board shall be in attendance at the first Pledge Meeting, and the Worthy Scribe shall be responsible for minutes taken at this meeting.
- C. Pledges and Actives shall not date or have relations during the pledging process. An exception shall occur when the Pledge and Active have an established relationship prior to the beginning of the pledging process. Violation of this shall be deemed “an action unbecoming of a brother.”
- D. All Pledges must be assigned a “Big Brother” and it is recommended that “Bigs” spend time outside of studio with their “Littles” as much as possible in order to strengthen the bond between them.
- F. Pledges shall meet with the Pledge Trainer at the end of the Pledge process to reflect upon and evaluate the process. If a Pledge is unable to complete their Pledge training on schedule with their Pledge class, it is the responsibility of the Pledge to approach the Pledge Trainer. The Pledge Trainer will discuss possible alternatives with the Executive Board based on the circumstances.
- G. The Pledge will participate in no activity that is considered a violation of Alpha Rho Chi’s or Mississippi State University’s hazing policies and codes.

Section 05: Initiation

- A. Initiation is the process in which Pledges become Active Chapter Members.

Since Initiation is esoteric, please refer to the *Ritual*. The Worthy Superintendent will direct Initiation according to the statutes described in the *Ritual*.

- B. The time and date of Initiation shall be determined by the Executive Board and announced at the Summer Retreat. The Initiation Fee is due to the Chapter no later than one (1) month prior to Initiation. This fee includes the national initiation fee as well as costs deemed necessary by the Executive Board. Preparation shall include, but is not limited to: determining which Members will be present, roles for Actives during Initiation, roles for those attending but not participating, food, and transportation.
- C. Pledge training requirements to participate in Initiation are at the discretion of the Worthy Pledge Trainer and Worthy Superintendent but must include a Pledge Project to be completed before Initiation. A Pledge must undertake all tasks as prescribed in the *Ritual* before becoming an Active Brother of the Chapter.
- D. Any Pledge who is unable to attend Initiation or complete Initiation may either make arrangements to participate in Initiation with another Chapter or must wait until the following Initiation to become an Active Member. The Executive Board is responsible for determining if said Pledge can or cannot complete the Ritual at the current time, and if he/she cannot, to decide when to complete Initiation. If a Pledge fails to attend Initiation without a valid excuse (deemed appropriate by Executive Board, e.g.: extreme illness, death in the family, etc.) provided to the Executive Board prior to Initiation, said Pledge will forfeit their opportunity to join the Chapter and must repeat the Recruitment and Pledging process at the next Recruitment period. Initiation is mandatory for all Active Members unless clearance is given at least 48 hours in advance by the Executive Board.

Article IV

Summer Retreat and the Planning Meeting

- A. The summer Brotherhood Retreat shall occur annually and is intended to bring the Chapter together in activities of brotherhood. The summer

Brotherhood Retreat shall be planned by the Executive Board and the Brotherhood Committee with the consideration of every Active Member's schedule. The date of the summer Brotherhood Retreat should be brought to the attention of the Chapter prior to the second week in April, with the date, location, and price of the summer Brotherhood Retreat approved by a majority vote of the Chapter.

- B. The summer Brotherhood Retreat is mandatory for all Active Members unless clearance is given by the presiding Executive Board prior to June 30th with exceptions only granted to Brothers with excuses deemed acceptable by the Executive Board the end of the spring semester.
- C. The annual Planning Meeting shall occur during the summer Brotherhood Retreat. The Planning Meeting must address the following: creating the Chapter and Committee budgets, setting the dues for Active Members of the Chapter, creating a calendar of major events, setting Committee goals, and presenting the Recruitment plan for the academic year.
- D. All Executive Board officers and Committee Chairs are required to attend as they will be leading the individual planning sessions. A calendar outlining when the planning sessions shall occur during the Retreat shall be composed and distributed prior to the start of the summer Brotherhood Retreat. Minutes shall be taken during each planning session and be submitted to the Worthy Scribe by the end of the summer Brotherhood Retreat. A Chapter Meeting shall occur after all of the planning sessions have concluded to allow Chapter input on the goals and documents created by each committee.

Article V

Committees

Section 01: Committee Membership

- A. Each Member of the Chapter must be actively involved in at least one (1) committee. Committee Chairs may elect to limit the number of members assigned to their committee with the approval of the Worthy Associate Architect.

- B. Chairs of committees including but not limited to Professional, Brotherhood, and Public Relations shall be voted upon during the interim period after the election of the new Executive Board but before their installation by a joint committee consisting of the current Executive Officers and the newly elected officers. These Committee Chairs will be inaugurated simultaneously with the new Executive Board officers. Each Committee Chair has the power to create offices and appoint officers within their committee, with the approval of the Worthy Associate Architect.

- C. Active Members may sign up to be committee Members at the Chapter meeting following Pledging Ceremony. Actives will submit their top three (3) choices to the Worthy Associate Architect. A special meeting to allocate committee Memberships will be held by the Executive Board and the Committee Chairs. Committee Members will be announced via email.

Section 02: Committee Responsibilities

- A. Committees are recommended to meet weekly, but the timing and frequency of the committee meetings is at the discretion of the Committee Chair. The Worthy Associate Architect should ensure that all committees are meeting appropriately to achieve the common goals of the Chapter and periodically attend each of the individual committee meetings. Each committee shall develop an annual plan for the Chapter for which goals and objectives will be determined, developed, and scheduled at the Planning Meeting and maintain an up-to-date copy of this plan. Minutes from all committee meetings must be sent to the Worthy Scribe.

- B. All committee heads are required to attend a committee head meeting once a month. This meeting will take place 30 minutes prior to the start of formal chapter. It will allow for committee heads to meet jointly with the worthy associate architect to discuss upcoming tasks and events and ensure that each committee head is aware of what is happening in the other committees.

Article VI

Finances

Section 01: Dues, Fees, and Fines

- A. Dues and fees shall be calculated by the Worthy Estimator and approved by the Executive Board before being brought to a vote at the Planning Meeting. Invoices shall be sent out once per month to all members, and will be distributed two (2) weeks prior to their due date.
- B. Pledge dues must be collected prior to the Pledge Ceremony and may include a Pledge Fee established by the Executive Board and the Recruitment Committee. The Initiation Fee established by the Executive Board and the Recruitment Committee must be collected prior to Initiation.
- C. Fines are established by the Executive Board to penalize Members found in violation of Chapter policies. Violations include, but are not limited to the late payment of dues, missing chapter meetings, missing mandatory events or events to which a brother has committed his/her time, any special event, or dress code violation.

Section 02: Chapter Bank Account

- A. Only the Worthy Estimator is permitted to withdraw funds from the Chapter bank account. Withdrawn funds are subject to the Executive Board's full disclosure. Committee Chairs are responsible for requesting withdrawal of funds for their committee's events. Committees may only withdraw up to the budgeted amount allotted for the specific committee unless an appeal is made to the Executive Board granted prior to the withdrawal of additional funds.
- B. The Worthy Architect shall also have their name on the bank account to be used only in the case that the Worthy Estimator not being able to perform their duties.
- C. The Committee Chairs must approve their committee's budget each academic semester as well as the event's budget before funds may be requested. Approval from the Worthy Architect and Worthy Estimator is required to withdraw funds from the Chapter bank account.

- D. The Worthy Estimator is responsible for presenting requested funds to the specific committee within a two (2) week period after the request is approved unless funds are not available. If any funding remains or the event is canceled, the committee chair is responsible for returning funds to the Worthy Estimator to be re-deposited in the Chapter bank account.
- E. The Worthy Estimator is responsible for taking account of all Membership dues, fees, fines, or fundraised money. Cash funds must be added up separately from checks (made payable to APX) and two (2) copies of the receipts must be made out for each total.
- F. The Worthy Estimator shall present the account balance at the first Chapter Meeting of every month.

Article VII

Nominations and Elections

Section 01: Nominations

Call for nominations for elected officers for the upcoming academic year shall be taken in the spring semester at a Chapter meeting. Any Active Member, including the nominee, may submit these nominations. Active Members may be nominated to a maximum of 3 positions. The nomination period shall remain open for one (1) week after the initial Chapter Meeting. A nominee may decline their nomination to office at any time prior to vote taken for their nominated position.

Section 02: Elections

- A. Elections shall be held at a Chapter Meeting at least two (2) weeks after the call for nominations. The election process will be overseen by at least two (2) Active Members who will volunteer for the task after officer nominations are taken. In the event that there are fewer than two (2) volunteers, Members who are not eligible to run for office will be selected to delegate. The election proctors and the nominees shall be allowed to cast their votes for each office. The Chapter may opt to reschedule elections by a two-thirds (2/3) affirmative vote of the Chapter given a period of two (2) weeks remains between

Nominations and Elections.

- B. The elections shall be held in order of chain of command: Worthy Architect, Worthy Associate Architect, Worthy Scribe, Worthy Estimator, Worthy Superintendent, Pledge Trainer, Historian, and Librarian. Speeches shall be presented by each of the nominees for the specific position before the nominees are dismissed from the room for open Chapter deliberation. A vote shall be taken by ballot of all the present Members of the Chapter, with the nominees present in the room. Officers are elected by a majority vote of the Chapter. The elected officer shall be announced immediately after the votes are counted, and shall be removed from the ballot of the other offices to which he she may be nominated.
- C. In the event of a tie, the tied nominees shall again be removed from the room for Chapter deliberation. A second vote by ballot shall be conducted to determine the winner. This process shall continue until a single nominee has acquired more votes than his/her opponent(s).
- D. The Chapter may call a recess of no more than fifteen (15) minutes between the elections of each officer. The Chapter will hold the election session until all elected positions are filled. The installation of newly elected officers shall occur at the second to last Chapter meeting of the semester or a date deemed appropriate by the Executive Board.

Section 03: Resignations and Dismissals

- A. Any elected or appointed officer may be relieved from his/her position by a two-thirds (2/3) vote of the Active Members of the Chapter. A written complaint must be submitted to the Executive Board to be evaluated before a motion is brought before the Chapter. Upon resignation or termination of an elected official or person during his/her term of office, the office shall be filled by an election by the Chapter. The Worthy Architect shall announce an election for the position immediately, scheduling the election for no later than two (2) week from the announcement of resignation.
- B. Upon the announcement of the resignation of an officer or elected person, the resigning Member may hold office for up to two (2) weeks from the date of the announcement of resignation, unless his/her position is filled by the Chapter election or he/she is elected to another board position before the conclusion of

the two (2) week grace period. The resigning Member is not required to hold office after the two-week grace period has ended.

Article VIII

Semester Tasks and Chapter Upkeep

The following tasks must be completed once per academic semester or as noted.

Section 01: Continuing Education

All Members are to read the National Constitution and By-Laws of the Alpha Rho Chi Fraternity once per academic year. All Members are to read the Hippodamus Chapter Constitution, By-Laws, and Policies and Procedures once per academic semester.

Section 02: Formal Chapter

The first meeting of each month will be considered as formal chapter. Members must be dressed in business casual at minimum and absences will be given to those not in compliance with the dress code. The dress code should be reviewed at the first chapter meeting of every semester.

- i. Business casual attire does not include jeans, excessively tight or revealing clothing deemed to be unprofessional, or non-dress shoes.

Section 03: Officers and Committee Chairs

Each officer and Committee Chair must submit a written report regarding initiatives taken, accomplishments, and future goals at the end of their term of office. Reports are due to the Worthy Architect prior to the final Chapter meeting of each academic semester. Officers must also send this report to the new officer holding their position prior to the installation of the new officer. The Worthy Architect shall keep hard copies of each officer report, placed within the Worthy Architect's Binder.

Section 04: The Executive Board

- A. The Worthy Architect must: register the Chapter as an organization with Mississippi State University, present the State of the Chapter Address every semester, keep in regular contact with the Regional Director, order a gavel for next Worthy Architect prior to the Installation ceremony.

- B. The Worthy Associate Architect must: ensure that all committees are meeting appropriately as per Article V, Section 02 of this document, attend at least one (1) meeting of each committee per academic semester.
- C. The Worthy Scribe must: update the Hippodamus Website access list of Active Members and group types (i.e.: Members in town, Members abroad, Executive Board, Pledges, Committees, Alumni, etc.), update the Member Roster, organized by Member status, and make it available on the Hippodamus website, verify that meeting minutes from all Chapter and committee meetings are accounted for, and uploaded to the Hippodamus Basecamp website, maintain up-to-date Emergency Medical Forms for all current Members and pledges, destroy all forms from graduated or de-activated Members, and fill out and submit forms via the Chapter Reporting system available on the National Website (crs.alpharhochi.org).
- D. The Worthy Estimator must: set dues at the Planning Meeting, ensure that the budget is voted on by the Chapter at the Planning meeting, pay dues monthly to the National Fraternity, create/update the academic session budget and year-long budget goal at the Planning Meeting, hand out invoices to all members monthly, ensure that the Chapter is registered and up-to-date with the IRS and the state of Mississippi, compile and distribute a statement including all Member balances at the end of the session (keep updated balance sheet via excel throughout academic session), ensure that the Chapter bank account access information is up-to-date including the list of officers who have access to funds, and have books audited at the end of their term.
- E. The Worthy Superintendent must act in concordance with the By-Laws of this chapter and coordinate with the Pledge Trainer in matters pertaining to the Ritual as prescribed by the National Fraternity.

Section 04: Officers

- A. The Pledge Trainer must act in concordance with the By-Laws of this chapter and coordinate with the Worthy Superintendent. He/she will plan, coordinate, and administer all materials to the pledge class. He/she shall be in charge of the activities of the Pledge Class.
 - i. An assistant pledge trainer shall be appointed by a joint committee of the Executive Board and Pledge Trainer. The Assistant Pledge Trainer will

assume the role and duties of the Pledge Trainer in his/her absence.

- B. The Historian must act in concordance with the By-Laws of this chapter.
- C. The Librarian must act in concordance with the By-Laws of this chapter.

Section 05: Committees

- A. The Professional Committee shall operate in concordance to the Chapter's By-Laws.
 - i. This committee is responsible for planning and executing the Chapter's big event each year, which may be subject to change.
 - ii. This committee is responsible for establishing and continuing any philanthropic affiliations the Chapter has voted upon for that academic year. Events will be held at this committee's discretion to raise money for and project undertaken by the chapter, as well as, a donation to the chosen philanthropy.
 - iii. The Chair of this committee may appoint members of this committee as sub-chairs, in order to delegate work, at his/her discretion.
- B. The Brotherhood Committee shall operate in concordance to the Chapter's By-Laws.
 - i. This committee is responsible for planning and executing an annual White Rose Formal.
 - ii. This committee is responsible for assisting the current Worthy Superintendent and Pledge Trainer with any events he/she may need assistance with. This should also include, but not limited to, Recruitment events, Ritual based events, etc.
 - iii. This committee is responsible for assisting in any event that will include the Chapter and growth of its Brotherhood.
 - iv. The Chair of this committee may appoint members of this committee as sub-chairs, in order to delegate work, at his/her discretion.
- C. The Public Relations Committee shall operate in concordance to the Chapter's By-Laws.
 - i. This committee shall be responsible for adequately advertising any events the Chapter votes upon. This includes, but is not limited to, posters, emails, PDF advertising, verbal announcements to studios, posting on social media, etc.
 - ii. This committee will update and maintain this Chapter's website and any Social Media outlets.

- iii. The Historian will always be a member of this committee. This is to ensure direct contact with those pertaining to any of the aforementioned reasons as listed in this section.
- iv. The Chair of this committee may appoint members of this committee as sub-chairs, in order to delegate work, at his/her discretion.

Article IX

Amendment of Policies and Procedures

These Hippodamus Chapter of Alpha Rho Chi Fraternity Policies and Procedures may be amended at any Chapter Meeting of the Hippodamus Chapter by a majority vote of the Chapter. All proposed amendments must be submitted in writing to the Worthy Scribe and shall be voted on no earlier than one (1) week after submission. The Worthy Scribe shall make a copy of the amendment available to the Chapter and announce the date of the vote within one (1) week of the receipt of the proposal.