

**By-Laws of the Hippodamus Chapter
of Alpha Rho Chi at
Mississippi State University
Ratified April 11, 2012**

**Article I
Officers and Executive Board**

Section 01: Officers and Duties

The Officers of the Alpha Rho Chi Hippodamus particularly specified following their description shall perform the duties prescribed by these Hippodamus Chapter By-Laws and the Alpha Rho Chi National Constitution and By-Laws, shall maintain their Officer Guidebook, and shall submit reports to the Worthy Architect who shall maintain a log of all reports. All positions are elected unless noted otherwise.

- A. Worthy Architect (W.A.)
 - a. The Worthy Architect must be, at minimum, a third year student at time of taking office. He/she must have been an Active Member of the Chapter for no less than one year prior to his/her election.
 - b. The W.A. will preside over all meetings of the Chapter and will be responsible for the coordination of all Chapter functions. The W.A. shall exercise general supervision of the Chapter membership and its programming.
 - c. The W.A. shall, not less than once per school semester, deliver a "State of the Chapter Address" to the Chapter.
- B. Worthy Associate Architect (W.A.A.)
 - a. The Worthy Associate Architect must be, at minimum, a second year student at the time of taking office. He/she must have been a Member of the Chapter for no less than one year prior to his/her election.
 - b. The W.A.A. shall oversee the Committee Chairs and their activities.
 - c. The W.A.A. will preside over meetings in the absence of the W.A.
- C. Worthy Scribe (W.S.)
 - a. The Worthy Scribe must be, at minimum, a second year student at the time of taking office. The W.S. shall be responsible for accurately keeping the minutes of the proceedings of all Chapter and Executive Board meetings. He/she will preside over the Chapter in absence of the W.A. or W.A.A.
 - b. The W.S. shall be responsible for official Chapter Correspondence with other Chapters, Alumni, and the Grand Council. He/she will also be responsible for the production and distribution of official Chapter publications, not including social media.
 - c. The W.S. shall be responsible for all chapter mail and email.
- D. Worthy Estimator (W.E.)
 - a. The Worthy Estimator, at a minimum, must be a second year student at the time of taking office. The W.E. shall be the official keeper of the Chapter funds and disbursing officer. As keeper he/she will be responsible for keeping

accurate records of Chapter, member accounts, including credits and debits. As dispersing officer, he/she is responsible for the payment and collection thereof. The W.E. will be in charge of any/all monthly invoices, as well as keeping up to date with the CRS reports.

- E. Worthy Superintendent (W.SP.)
 - a. The Worthy Superintendent shall have final ruling of all parliamentary procedures of the Chapter according to Robert's Rules of Order.
 - b. The W.SP. shall act with the Worthy Architect to keep order during formal Chapter functions.
 - c. The W.SP. shall chair and be fully responsible for all matters pertaining to the Ritual as prescribed by the National Fraternity.
 - d. The W.SP. shall act as the advisor of all Chapter judicial inquisitions, queries, and proposals.
- F. Pledge Trainer
 - a. The Pledge Trainer shall act as a liaison between the Pledge class and the Chapter.
 - b. The Pledge Trainer must plan, coordinate, and administer all materials to the pledge class. S/he shall be in charge of the activities of the Pledge class and will coordinate with the Worthy Superintendent in preparation for Ritual.
- G. Historian
 - a. The Historian shall keep an accurate history of the Chapter by maintaining scrapbook, taking photographs at Chapter activities for photo albums, organizing the creation of a Fraternity composite every spring semester, and maintaining the Family Tree.
 - b. The Historian will be a permanent member of the Public Relations Committee.
- H. Librarian
 - a. The Librarian shall be responsible for the safekeeping of all Chapter books and educational files, including officer reports and committee reports. He/she shall also supervise the use of all books in the collection, and perform any other duties deemed pertinent to the Chapter.

Section 02: Nominations and Elections

- A. The names of the Chapter Members who are qualified and eligible, (i.e. members residing locally and not abroad) for office shall be presented to the Chapter no less than one week before the nominations and elections are held. Any Chapter Active member in good standing with a GPA of 2.4 shall be eligible for any office.
- B. Election of officers shall commence 4 weeks prior to the end of the spring semester.

Section 03: Terms of Office

- A. All Elected Officers serve a term of two semesters, commencing with the last meeting of the spring semester, and expiring with the last meeting of the following spring semester.
- B. Appointed Officers shall serve like terms or shorter at the discretion of the Executive Board.
- C. Students in their fourth or fifth year and unable to fulfill the duties of the office may not run for office.

- D. No Officers shall hold the same office for more than two terms. If an Officer was elected to fulfill a term of one semester or less in time period then said person shall be eligible for up to two full terms.
- E. No Member may hold two positions on the Executive Board at the same time.
- F. Upon resignation or termination of an Elected Officer during their term of office, the office shall be filled via special election during a regular or special Chapter Meeting. Had the Officer been appointed a new one shall be appointed to take their place. Nomination, presentation discussion, and ballot for a special election shall be conducted in a single meeting.

Section 04: Removal of Officers

- A. An Officer may be removed from office for malfeasance, misfeasance, and/or nonfeasance and other grave circumstances.
- B. The removal of an officer shall be subject to the following provisions:
 - a. The motion for removal shall be made at a Chapter meeting and considered at the subsequent Chapter meeting held at least one week later.
 - b. If not present when the motion is made, the Officer in question shall be notified within twenty-four hours.
 - c. The Officer shall be given the opportunity to be present and defend him/herself in the subsequent meeting's proceedings.
 - d. A motion to remove an Officer shall require a two-thirds majority to pass.

**Article II
Faculty Advisor**

Section 01: Faculty Advisor(s)

Per the national policy on student chapter and colony advisors, the Chapter must maintain an advisor of record at all times during the school year.

- A. Number and Term of Office
 - a. The Chapter shall elect one (1) faculty advisor to hold an advisory position over the Chapter and Executive Board. The faculty advisor shall hold office until he/she is no longer employed by Mississippi State University, resigns, a replacement is elected, or he/she is otherwise removed from office.
- B. Duties
 - a. The faculty advisor shall act in an advisory role for the Chapter and Executive Board as well as advocate for the Chapter as needed. The faculty advisor shall also be a liaison of the Fraternity and Chapter to the administration, faculty, and staff of the Mississippi State University College of Architecture, Art and Design and Mississippi State University.
- C. Removal
 - a. The faculty advisor may be removed from position by both a two-thirds vote of the Executive Board and two-thirds vote of the Active Membership.

Article III Committees

Section 01: Standing Committees

- A. The chair of each standing committee shall be appointed by a joint committee consisting of the current Executive Board Members and the newly elected Executive Board Members at the end of the Spring semester.
- B. Membership
 - a. Each Chapter Active Member must serve on at least one, and not (formally) more than three standing committees.
 - b. The Executive Board shall delegate Chapter Actives to committees, preferably by the desires of each Member.
 - c. Membership of each committee shall be drawn solely from the Chapter Active Membership.
- C. Each standing committee shall fulfill, at the very least, the following roles within this Chapter.
 - a. Professional Committee
 - i. Shall be responsible for planning, development, and execution of all community affairs, fundraising activities, and philanthropic activities of this Chapter.
 - b. Brotherhood Committee
 - i. Shall be responsible for the planning, development, and execution of all social activities of this Chapter.
 - ii. Shall be responsible, in conjunction with the Worthy Superintendent and Pledge Trainer, for the planning, development, and execution of all Brotherhood activities, including, but not limited to: Recruitment, Pledging, Ritual, Initiations, etc.
 - c. Public Relations Committee
 - i. Shall be responsible for making and approving all materials designed for the Chapter including apparel, posters, and publications.
 - ii. Shall be responsible for the upkeep of any and all social media outlets pertaining to this Chapter, including but not limited to, our Chapter website, Instagram, Facebook, etc.
- D. The Membership of each committee shall be established at, or by, the first regular Chapter Meeting of each semester. A roster of this Membership shall be kept on record with the Worthy Scribe.
- E. Each committee shall maintain records including minutes of its meetings, sending a copy to the Worthy Scribe, and may establish subcommittees as necessary.
- F. Within the publication of the Chapter's annual plan, each committee shall establish or re-establish a charter that recognizes its requirements, responsibilities, capabilities, goals and organization structure.
- G. Each committee shall publish (at a regular Chapter Meeting) a schedule of its meeting times at the beginning of each semester, and shall update that schedule.
- H. The committee chair shall report on its plans and activities at each regular Chapter Meeting.
- I. The committee chair shall give a report at the beginning of each semester and at the end of each semester as to the full and comprehensive status of their respective committee(s)' plans and means of executing goals and responsibilities.

- J. Each fiscal year (as established by the Executive Board), the committees of the Chapter shall come together and develop the Chapter's annual plan for which the goals and objectives will be determined, developed, and scheduled.
 - a. The Chapter Annual Plan must involve participation from each committee and each Active Member.

Section 02: Special Committees

The Chapter or its executive board may establish additional committees, with a majority vote of approval by the Chapter, to fulfill specific tasks, which shall dissolve pending the completion of the task.

**Article IV
Meetings**

Section 01: Regular and Special Meetings

- A. Regular Chapter Meetings shall be held weekly during fall and spring semesters. Meeting times shall be established by a vote of the Chapter upon the recommendation of the Executive Board at the first regular Chapter Meeting of each school session.
- B. Special Chapter Meetings shall be held at any time during the school semester, provided that all Chapter Members have been given at least twenty-four hours prior notice, in person or by phone and a "Waiver of Notice" is signed at the meeting by all those in attendance. Special Meetings shall be called by the Worthy Architect when they have been petitioned to do so by the Executive Board or by twenty-five percent (25%) of the Chapter Membership. No business shall be transacted at a Special Chapter Meeting other than that business for which the meeting was called.
- C. At any Chapter Meeting, a majority of the Chapter Active Membership in good standing shall constitute a quorum and all business transacted in a meeting so constituted shall be as valid as if the entire Active Membership of the Chapter was present and voting.
- D. At any Chapter Executive Board Meeting seventy-five percent (75%) of the Executive Board Membership shall constitute a quorum and all business in a meeting so constituted shall be as valid as if the entire Executive Board Membership was present and voting.
- E. The following Order of Business shall be observed at all regular Chapter Meetings:
 - a. Call to Order
 - b. Minutes Reviewed and Approved of Previous Meeting
 - c. Officer/Committee Reports
 - d. Old Business
 - e. New Business
 - f. Betterment
 - g. Announcements
 - h. Adjournment

- F. Chapter Active Members must attend all Chapter Meetings of each school semester. Attendance can only be excused by contacting an Executive Board Member prior to a meeting, or by appeal to the Executive Board.
- G. More than three unexcused absences within a semester shall result in a mandatory review by the Executive Board.

Article V Finances

Section 01: Dues and Fees

- A. Chapter Dues and Fees shall be set by a vote of the Chapter at the beginning of each school year.
- B. The Dues and Fees schedule will include any National Dues or Fees collected by the Chapter on behalf of the National Fraternity.

Section 02: Fines

The Chapter shall adopt a system of fines at the beginning of the school year. Fines may be enacted for, but are not limited to, the following infractions: absence from meetings or events and late payments to the chapter.

Article VI Membership Status

Section 01: Release from Obligations

In extreme and rare cases a Member may be temporarily relieved of some specific obligation. If a Member desires to have some obligations waived he/she must petition the Chapter in person or in writing. A $\frac{3}{4}$ vote of the Chapter is necessary for approval. A Member so recognized shall remain Active as a Member in good standing. The Chapter will be responsible for any Dues to the National Fraternity or like obligations for the Member.

Section 02: Suspension of Active Members

Per the national policy of suspended actives, the Hippodamus chapter observes the following provisions for determining causes for suspension. In no case does the chapter have the authority to expel a member from the National Fraternity.

- A. Any Active may be suspended and his/her Chapter privileges (example: voting) withdrawn at any time by a $\frac{3}{4}$ vote of the entire Active Chapter for any of the following cases:
 - a. For violation of oaths, the Constitution or the By-Laws.

- b. For failure or refusal to pay indebtedness due to the Fraternity over a period of three months.
 - c. For suspension from the University for Disciplinary Action.
- B. The Member against whom such action is taken shall be notified in writing and given the opportunity to defend him/herself before the Active Chapter.
- C. The suspended Member may be reinstated upon satisfaction of the offense by $\frac{3}{4}$ vote of the Active Chapter.
- D. Members are expected to represent themselves honestly in person and in person relative to Alpha Rho Chi and the Hippodamus Chapter. Accordingly, members should not present themselves as members or representatives of the Hippodamus chapter in person or in print for the duration of their suspended term as such presentation would be false. They may, however, continue to present themselves as Alpha Rho Chi brothers in an overall context, per the national Alpha Rho Chi governance, which stipulates no grounds for expulsion from the fraternity.

Article VII

Amendment of By-Laws

Section 01: Amendment Procedures

All amendments to the By-Laws shall be made as prescribed in the Hippodamus Chapter Constitution.

Last date of revision:

September 9, 2015