

Bylaws

The Delta Sigma Phi Chapter Of Alpha Chi Rho

January 18, 2023



Contents

Membership	2
Composition	2
Eligibility	2
Election	3
Procedure	3
Officers	5
Officers	5
Duties of Officers	7
Executive Council and Standing Committees	21
Executive Council	21
Committees	22
Committees' Responsibilities	23
Procedure	26
Elections	26
Finances	28
Meetings	29
Housing	31
Status	33
General	33
Amendments	34
Petitions	34
Fines	35
Attendance	35

Article I

Membership

The following is an abridged article from the Alpha Chi Rho National Constitution. For the complete article on membership, refer to the text of the Constitution.

§ 1 Composition

A resident chapter is an organization formed and maintained in accordance with the constitution, bylaws, and codes of the national fraternity of Alpha Chi Rho, comprising all the resident Brothers of all chapters and such graduate Brothers thereof as assume the obligation of resident membership.

§ 2 Eligibility

- (a) No person is eligible for membership in Alpha Chi Rho unless he is an undergraduate or is pursuing some postgraduate course, or is a member of the faculty or administration at the institution at which a resident chapter is located, or is a graduate member of a local society chartered as a chapter of Alpha Chi Rho. Henceforth there shall be no initiation of a person as an honorary member of Alpha Chi Rho.
- (b) No person who has been expelled from the Fraternity shall again become a member thereof, except as provided in section 38 of the disciplinary code of the Fraternity.
- (c) No member of another national social college fraternity is eligible to membership in Alpha Chi Rho, and no Brother in Alpha Chi Rho shall join any other

national social college fraternity. The national council has power to regulate membership of the Brothers in honorary, professional, class and local societies or fraternities.

§ 3 Election

A resident chapter may adopt by an amendment to its bylaws such regulations as it deems necessary to govern the tentative pledging of members. However, any man eligible to membership shall become a Postulant only upon the following conditions:

- (a) That his name be brought to a vote at a council deemed appropriate by the Brotherhood. The normal procedure of waiting a week for a motion of bids may be omitted.
- (b) That open ballot be taken, each Brother who may vote negatively stating his reasons for so doing.
- (c) That, if possible, the vote of every resident Brother not in Bad Standing absent from the council at which the balloting is held be obtained by the President within three days after council; every Brother who has not voted at the council or within one week shall be counted as voting affirmatively.
- (d) That the election be unanimous, or in the event that one negative vote be cast, the resident chapter may annul such negative vote by a three-fourths ($3/4$) vote of all the resident Brothers. If two or more negative votes are cast, then he will not be eligible for membership.

§ 4 Procedure

- (a) Objection to a candidate may be based upon a violation of any one of the landmarks or by a Brothers sincere conviction that he would be unable to live with the candidate on brotherly terms. However, an unworthy and insincere use of this latter objection may be construed as unbrotherly conduct and may be punished by chapter disciplinary action as provided in the disciplinary code of the Fraternity.
- (b) Any Brother in attendance can call for a judgment of a Brother's sincerity in casting a negative vote. Said Brother must leave the meeting during discussion.

The sincerity of a Brother's vote can be annulled by 85% vote of the Brothers in attendance.

- (c) Any Brother can request a re-vote of a person's eligibility for membership up to the council meeting just prior to Postulancy.
- (d) A Brother convinced that he erred in voting against a candidate may rescind such vote by stating so at a regular council of the chapter. Such action shall be entered in the minutes. A Brother having cast a negative vote as a resident, who has since become a graduate Brother, may rescind his negative vote by stating so in writing to the president. An unrescinded negative vote shall stand as long as the Brother who cast the negative vote lives.
- (e) The president shall rule on all other matters of procedure relating to bidding and balloting in each chapter including formal ballots, provided such ruling does not conflict with provisions of this constitution.
- (f) A chapter, by majority vote of council, may depledge a Postulant at any time before his initiation. This privilege should be exercised if it is clear that the Postulant will not become a true Brother. A depledging will be considered a motion and must sit a week before being voted on, except during pre-initiation week.
- (g) The Ritual Officer shall administer the Exoteric examination, which shall be given to the Postulants before the initiation. In the absence of the ritual officer, the examination shall be administered by the chaplain, or by the Sergeant-at-Arms in the chaplain's absence.
- (h) The question in the initiation ceremony relating to the fitness of the Postulant refers only to procedure in preparing him for initiation; i.e., election, instruction, and examination, and not to his character. Objections to character must be made in full statements in council at the time of formal balloting before a candidate becomes a Postulant, or as provided in paragraph 6 of this section.

Article II

Officers

§ 1 Officers

(a) The elected officers of the Chapter are as follows:

- (1) President
- (2) Vice President
- (3) Ritual Officer
- (4) Chaplain
- (5) Secretary
- (6) Treasurer
- (7) Sergeant-at-Arms
- (8) House Manager
- (9) Steward
- (10) Social Officer
- (11) Member-at-Large
- (12) Postulant Leader
- (13) Risk Management Officer
- (14) Chapter Correspondent

(b) The following officers shall comprise the Executive Council:

- (1) President

- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) House Manager
- (6) Steward
- (7) Social Officer
- (8) Member-at-Large
- (9) Chaplain
- (10) Risk Management Officer

(c) The following officers shall be appointed by the Executive Council:

- (1) Parliamentarian
- (2) Two Recruitment Chairmen
- (3) Public Relations Chairman
- (4) Community Service Chairman
- (5) Scholastics Chairman
- (6) Fraternal Chairman
- (7) Activities Chairman
- (8) Interfraternity Council (IFC) Judicial Board Representatives

(d) The hierarchy of the Chapter shall be:

- (1) President
- (2) Vice President
- (3) Treasurer
- (4) Secretary
- (5) Risk Management Officer
- (6) All Remaining Brothers in order of ascending scroll number

(e) Any officer not enrolled as a full-time student at WPI during the academic year (terms A, B, C, and D) shall resign from that office immediately after terminating full-time enrollment.

- (f) Any officer who falls into Bad Standing with the Chapter shall resign from that office immediately.
- (g) Any officer shall have the authority to post Work Parties pertinent to the activities of his office and shall have the authority to recommend fines to the Member-at-Large for failure to complete work projects assigned by him. All Work Parties must be posted at least twenty-four (24) hours in advance.
- (h) All officers appointed by the Executive Council shall be responsible to the Vice President except the Parliamentarian and IFC Judicial Board Representatives.
- (i) Each officer shall keep an accurate record of all funds allotted to his office, as well as detailed records of all actions performed by his office.

§ 2 Duties of Officers

(a) President

- (1) He shall be the Chief Executive Officer of the Chapter and will have general charge of its affairs. He shall report to and be accountable to the Chapter Council.
- (2) He shall call and preside at all Chapter Councils and Executive Council meetings.
- (3) He shall abstain in all votes, except in the event of a tie.
- (4) He shall enforce the Chapter Bylaws, the Alpha Chi Rho National Constitution, Robert's Rules of Order (when applicable), and school policies, as well as local, state, and federal laws.
- (5) He shall submit to the National Fraternity and to the Board of Directors all appropriate reports of the Chapter's activities.
- (6) With the approval of the undergraduate or Building Association Treasurer, he shall have the ability to write and sign all outgoing checks written by the undergraduate Treasurer on behalf of the Delta Sigma Phi Building Association of Alpha Chi Rho.
- (7) He shall oversee all Executive Council officers with the exception of the Chaplain.
- (8) He shall appoint an IFC Delegate to attend all regular IFC meetings.

(b) Vice President

- (1) He shall report directly to the President.
- (2) He shall supervise and aid in the coordination of the activities of all standing and ad-hoc committees, with the exception of the Executive Council.
- (3) He may, with the Executive Council's approval, create and appoint any position or ad-hoc committee he deems essential to the betterment of the Chapter.

(c) Ritual Officer

- (1) He shall have complete authority over the ritual.
- (2) He shall hold rehearsals of rituals for initiation.
- (3) He shall oversee the administration of the Exoteric examination and be responsible for sending it to the national office.
- (4) He shall hold a key to the ritual closet.

(d) Chaplain

- (1) He shall attempt to settle disputes among Brothers.
- (2) He shall be responsible for the Chaplain's Box, as well as dealing properly with its contents.
- (3) He shall prepare and extend condolences of respect and sympathy for deceased Brothers, faculty, fellow students, relatives of Brothers, etc.
- (4) He shall hold a key to the ritual closet.

(e) Secretary

- (1) He shall report directly to the President and shall oversee the Chapter Correspondent.
- (2) He shall be present at and take minutes for every Chapter Council and Executive Council meeting.
- (3) He shall bring an up-to-date copy of the Chapter Bylaws, the Alpha Chi Rho National Constitution, and Robert's Rules of Order to all Chapter Council and Executive Council meetings.
- (4) He shall maintain an up-to-date and accessible record of the home and school addresses and telephone numbers of every Postulant and undergraduate Brother.

- (5) He shall maintain a calendar of events relevant to the Chapter and make it accessible to all undergraduate Brothers.
- (6) He shall be responsible for submitting fines to the Member-at-Large for missed Chapter Councils and Executive Council meetings.
- (7) He shall be responsible for overseeing Alpha and Chi status events, as defined in [Article IV § 10](#).
- (8) He is responsible for the general House and Executive Council mailing lists, and shall keep graduate members informed of their status on such mailing lists.
- (9) At each Chapter Council, the acting Secretary shall read a report of the minutes from the previous Chapter Council and of each Executive Council meeting since the previous Chapter Council.

(f) Treasurer

- (1) He shall report directly to the President and shall oversee the Comptroller.
- (2) He shall be the chief financial officer of the Chapter and shall be responsible for all financial transactions connected with the business of the Chapter.
- (3) He shall be the financial liaison with the school's comptroller, any banks, the Board of Directors, the Internal Revenue Service (IRS), federal and state tax agencies, the Small Business Service Bureau (SBSB), and any other financial business institutions.
- (4) He shall make up an annual budget to be approved by the Brotherhood as well as by the Board of Directors, and adjust present budgets as necessary with the approval of the Executive Council. He shall present this budget one week after housing contracts have been signed. This budget must be on the table for one week prior to its final vote.
- (5) He shall make a report stating the current balances of all budgets as well as the Chapter collection status once a week and make this available to any Brother upon their request.
- (6) When applicable he shall appoint and oversee the Summer Treasurer. The Summer Treasurer must be approved by the Executive Council.
- (7) All outgoing checks on behalf of the undergraduate Chapter of the Delta Sigma Phi Building Association of Alpha Chi Rho require the signature of the Treasurer or the signature of the Treasurer of the Building Association.

- (8) He shall submit to each Brother an invoice for Room, Board, and Dues for each semester at least 6 weeks prior to the start of the semester. Furthermore, he shall present to each Brother a statement of their own outstanding debt to the Chapter by the fifth week of each term and two weeks prior to elections.
- (9) He shall obtain from the Steward, House Manager, Comptroller, Social Officer, and Committee Chairmen an itemized list of expenditures.
- (10) He shall obtain from the Member-at-Large a list of monetary fines to be added to Brothers' house bills.
- (11) He shall receive payments of house bills and other monies due to the Chapter.
- (12) He shall follow the progress of all Brothers' payment plans, and immediately notify the Executive Council and Treasurer of the Building Association if said plans are not being followed.
- (13) He shall not make any Petty Cash expenditures nor shall he compensate members of the Fraternity for Petty Cash expenditures except in the absence of the Comptroller.
- (14) He shall authorize all major expenditures by the Chapter. These decisions can be overruled by a two-thirds (2/3) vote of all undergraduate Brothers not in Bad Standing.
- (15) He shall make all bill payments by check.
- (16) He shall pay all debts incurred by the Chapter within ten business days of receiving the bill.
- (17) He shall make no loans whatsoever from Chapter funds.
- (18) He shall keep all records of all transactions by a double entry system of bookkeeping.
- (19) He shall deposit any funds in excess of Chapter needs for daily requirements within 10 business days of them entering into his possession.
- (20) He shall reconcile the checking accounts and count the monies in the Cash Box at least once a month.
- (21) He shall be responsible for the payment of anyone employed or contracted by the Chapter, as well as for the obtaining of worker's compensation insurance, and the filing of income tax, social security reports, etc., whenever required to do so by law.

- (22) He shall present a complete financial report to the Brotherhood at the first meeting of each term and at the concluding meeting of each school year.
- (23) He shall send his financial report to the Board of Directors at the end of each month, and to the national headquarters of Alpha Chi Rho each semester.
- (24) He shall notify the Brotherhood of any Brother's ineligibility to run for office due to Bad Standing (achieved through financial means) once said brother has officially expressed intent to run.
- (25) He shall be responsible for the completion of annual Brotherhood financial contracts.

(g) Comptroller

- (1) He shall be appointed by and report directly to the Treasurer and shall perform all duties assigned to him by the Treasurer.
- (2) He shall assume the duties of the Treasurer in the absence of the Treasurer.
- (3) He shall be in charge of Petty Cash which is to be kept in the Cash Box.
- (4) He shall keep and submit to the Treasurer an itemized account of Petty Cash expenditures.
- (5) He shall refund from Petty Cash any purchases authorized by the appropriate Officer or Committee Chairman.
- (6) He shall authorize all dealings with vendors in which the Chapter is the purchasing party.
- (7) He shall be responsible for the ordering of the composite.
- (8) He shall maintain an amount between \$600.00 and \$1,200 in the Cash Box at any time. Any funds required to maintain a balance within this range shall be exchanged with the treasurer within three business days.
- (9) With the approval of the undergraduate or Building Association Treasurer, he shall have the ability to write and sign all outgoing checks written by the undergraduate Treasurer on behalf of the undergraduate Chapter of the Delta Sigma Phi Building Association of Alpha Chi Rho.
- (10) He shall collect money from brothers who buy in to meals, track the number of meals every undergraduate brother buys into, and shall inform the steward of any undergraduate brother who has bought into a total of seven (7) or more meals in one semester.

(h) Summer Treasurer

- (1) He shall be appointed by and report to the undergraduate Treasurer and his appointment is subject to the approval of the Executive Council.
- (2) He shall collect summer rent in a manner prescribed by the Treasurer.
- (3) He shall forward all bills to the current undergraduate Treasurer unless authorized to make payments.
- (4) He shall perform all other duties prescribed by the current undergraduate Treasurer.
- (5) He shall be subject to immediate removal by the current undergraduate Treasurer if he fails to adequately fulfill his duties.

(i) Sergeant-at-Arms

- (1) He shall, under the direction of the Chair, preserve order at Chapter Councils.
- (2) He shall have charge of the chapter hall, and shall be responsible for preparation for Chapter Councils.
- (3) He shall take care of any ritual paraphernalia.
- (4) He shall hold a key to the ritual closet.

(j) House Manager

- (1) He shall report directly to the President.
- (2) He shall be responsible for the proper operation and maintenance of the buildings, grounds, and the equipment of all Chapter housing. He shall also keep all warranty information on equipment, and submit copies of warranty information to the Treasurer.
- (3) He shall assign weekly House Jobs and regular Work Parties to maintain the upkeep of Chapter housing and grounds, and be responsible for their completion.
- (4) He shall report to the Member-at-Large all fines for failure to complete a House Job or work project assigned by him.
- (5) He shall make provision for the proper care of the Chapter house(s) during vacation periods.

- (6) He shall approve all major alterations to the Chapter house(s) before they can be started. Such approval must also be obtained at a meeting of the Chapter by a majority vote of the members present.
 - (7) He shall be empowered to authorize expenditures up to the sum of \$150.00 for a single item, and \$300.00 for the total purchase for one single project for improvements to the Chapter house(s). Any expenditure exceeding this sum must be approved by a majority vote of the Executive Council.
 - (8) He shall keep an accurate record of all work done on the Chapter house(s). This is to include the names of all outside firms doing work for the Chapter.
 - (9) He shall appoint and oversee as many assistants as he deems necessary to aid him in his duties. The assistants will serve at the pleasure of the House Manager. In the event there is secondary Chapter housing, he shall appoint an Assistant House Manager to be responsible for that property.
 - (10) He shall be responsible for the organization of the Chapter housing process.
 - (11) He shall begin and complete the process of room selections by the second week of D-term or the Chapter Council after Housing Contracts are signed, whichever is later. If additional secondary housing is necessary to house all Brothers who have signed housing contracts, with the intent to live in Chapter housing, the deadline will be moved to two weeks after negotiations to obtain additional secondary housing have been finalized.
 - (12) He shall inform the Postulants of the Chapter Bylaws regarding housing petitions in advance of the WPI housing selection.
 - (13) He shall appoint and oversee a Fire Marshal, who will be a resident within primary housing for the duration of his term, and insist that the latter's duties are fulfilled as expected. The Fire Marshal shall serve at the pleasure of the House Manager.
 - (14) He shall work closely with the Property Manager of the Building Association to help plan and organize the monthly house inspections, annual renovation projects, and any repairs needed to the chapter house.
- (k) Fire Marshal
- (1) He shall be appointed by the House Manager.
 - (2) He shall be responsible for carrying out four fire drills a year, one during each term.

- (3) He shall post fire escape routes in every room, and see that they are not removed or altered in any way.
- (4) He shall report to the proper authorities any malfunctions in the system, including any discharged extinguishers, as soon as possible.
- (5) He shall report to the Member-at-Large any fines for misuse of fire equipment, as outlined in the section “fines” in these bylaws.
- (6) He shall act as liaison to the alarm company.
- (7) He shall be responsible for communicating with the alarm company during each event, and shall be responsible for resetting or silencing the alarm as appropriate, as well as communicating with the Fire Department upon arrival.

(l) Summer House Manager

- (1) He shall be appointed and report to the House Manager and approved by the Executive Council.
- (2) He shall be responsible for the proper operation and maintenance of the buildings, grounds, and the equipment of all Chapter housing during the summer.
- (3) He shall be responsible for overseeing the completion of summer projects assigned by the current undergraduate House Manager.
- (4) He shall perform all other duties prescribed by the current undergraduate House Manager.
- (5) He shall be subject to immediate removal by the current undergraduate House Manager if he fails to adequately fulfill his duties.
- (6) He shall assist the Property Manager of the Building Association in organizing move in and move out procedures of summer tenants as needed to facilitate summer renovation projects.

(m) Steward

- (1) He shall report directly to the President.
- (2) He shall be responsible for the proper maintenance of the kitchen, as well as its operation.
- (3) He shall have authority in the dining room and kitchen areas.

- (4) He shall receive all suggestions and criticisms pertaining to the kitchen and Wait-Ons.
 - (5) He shall keep a record of all expenditures chargeable to the budget from which he shall compute the financial operation of the kitchen of the Chapter and give them to the undergraduate Treasurer for review.
 - (6) He shall carry out all action with regard to the hiring and dismissing of all employed kitchen personnel. Both are reserved to a two-thirds (2/3) vote of all Brothers on meal plan.
 - (7) He shall assign weekly Wait-Ons fairly, and make sure that they are completed properly.
 - (8) He shall report to the Member-at-Large all fines for failure to complete a Wait-On or work project assigned by him.
 - (9) He shall appoint and oversee as many assistants as he deems necessary to aid him in his duties. They shall serve at the pleasure of the Steward and at the direction of employed kitchen personal.
 - (10) He shall be responsible for the upkeep of all kitchen supplies and equipment, including saving any warranty information, and submitting copies of such information to the House Manager and Treasurer.
 - (11) He shall be responsible for obtaining a list of all Brothers on meal plan from the Treasurer.
 - (12) He shall be required to be on meal plan.
- (n) Social Officer
- (1) He shall report directly to the President.
 - (2) He shall be in charge of all arrangements for social affairs of the Chapter.
 - (3) He shall advise the Chapter of planned social functions and pertinent information regarding social functions.
 - (4) He, or an appointed representative in his absence, shall be present and sober at all social functions.
 - (5) He shall promote social functions and maintain social relationships with the school, faculty, other fraternities, and sororities.
 - (6) He shall be responsible for maintaining social materials, the bar, and all DJ equipment, including saving any warranty information, and submitting copies of such information to the House Manager and Treasurer.

- (7) He shall appoint and oversee as many assistants as he deems necessary to aid him in his duties. They shall serve at the pleasure of the Social officer.
- (8) He shall review the social policy before each social function.
- (9) He shall be required to schedule and supervise cleanup after social functions.

(o) Member-at-Large

- (1) He shall report directly to the President.
- (2) He shall receive fines and inform the person(s) concerned of said fines at least twenty-four (24) hours in advance of the Executive Council at which they will be heard. He shall then inform the Executive Council of the proposed fines within one week of receiving them.
- (3) His vote in Executive Council meetings shall be the “vote of the Fraternity,” representing what he interprets to be the general consensus of the Brotherhood, whether or not this agrees with his own personal opinions.
- (4) He shall be responsible for maintaining the personal mailboxes and the processing of mail.

(p) Risk Management Officer

- (1) He shall report directly to the President.
- (2) He shall be responsible for seeing that all Chapter property, events, and functions are in accordance with all state, university, federal, fraternal, and National Fraternity policies and regulations.
- (3) He shall assign risk shifts which shall be posted at least twenty-four (24) hours in advance of their required attendance period.
- (4) He shall report to the Member-at-Large all fines for failure to complete a risk shift or related project assigned by him.
- (5) He shall be responsible for educating the Postulants and Brothers on all pertinent risk management guidelines.
- (6) He shall organize the Brotherhood’s attendance at two risk management seminars or events per semester.
- (7) He shall, in concert with the Steward, House Manager, and Fire Marshal, ensure that the house, kitchen, and Chapter property be in accordance with all local health, fire, and safety codes.

- (8) He shall advise the Executive Council of any changes in risk management policy and suggest suitable procedures to enforce them.
- (9) He shall attend and be sober at all social functions and Brotherhood events.
- (10) Due to the severity of consequences that may result, all members of the Brotherhood and participants of said events must provide full cooperation to the requests of the Risk Management Officer and any designated representatives.
- (11) He shall follow the Risk Policy documents provided to him at the beginning of his term.
- (12) Any violation of these policies or risk committee decisions may result in, but are not limited to, warnings, fines, penalties, elimination from participating in that event, and suspensions of Chapter membership as determined by the Executive Council.

(q) Chapter Correspondent

- (1) He shall report directly to the Secretary.
- (2) He shall be the corresponding secretary for the Chapter.
- (3) He shall notify persons no longer living in Chapter housing of any delivered mail addressed to them and keep a record of addresses of graduate members. He shall work with the individual to rectify the issue. If the individual is unreachable, the Chapter Correspondent will be able to set a reasonable time frame to return the mail.
- (4) He shall be responsible for all bulk correspondence with alumni and shall maintain a record of those graduate members who choose to make personal information, including employment information, known to all to allow networking capability between graduates and the undergraduate Chapter.
- (5) He shall appoint and supervise a Keeper of the Horn, Historian, and Webmaster. He shall complete all applicable duties in cooperation with the Board of Directors' Local Activities Chairman, and shall be responsible for all correspondence between the undergraduate and graduate chapters.
- (6) He shall be the liaison with the graduate advisor and faculty advisor.
- (7) He is responsible for the graduate Chapter mailing lists, and shall keep graduate members informed of their status on all Chapter mailing lists.

(r) Keeper of the Horn

- (1) He shall be responsible for the gathering of information of historical interest concerning the Fraternity and its members as it happens; this includes a yearly house picture.
- (2) The keeper of the horn will aid the Chapter Correspondent in keeping the record of graduate information.
- (3) He shall be responsible for taking photos at appropriate Brotherhood events.
- (4) He shall be responsible for the photographic media present on the Chapter's social media accounts.
- (5) They shall serve at the pleasure of the Chapter Correspondent.

(s) Historian

- (1) He shall be responsible for the collection and preservation of historical interest gathered by the keeper of the horn and any other fraternal sources.
- (2) He shall be responsible for the compilation of a yearly photo album.
- (3) They shall serve at the pleasure of the Chapter Correspondent.

(t) Webmaster

- (1) They shall serve at the pleasure of the Chapter Correspondent.
- (2) He shall be responsible for keeping the website up-to-date.
- (3) He shall periodically update the design of the website as appropriate.
- (4) He shall be responsible for the security of the website.
- (5) He shall update Rush/Recruitment information on the website as deemed necessary by the Recruitment Chairmen.
- (6) He shall collaborate with the Chapter Correspondent, Historian, and Keeper of the Horn to keep a historical section of the website up to date.
- (7) He shall collaborate with the Public Relations chair and Keeper of the Horn to maintain a positive presence on social media.

(u) Parliamentarian

- (1) He shall report directly to the Brotherhood through Chapter Council.

- (2) He shall serve to advise the Brotherhood on parliamentary procedure during business sessions of the Chapter.
- (3) He shall be conversant in all of Robert's Rules of Order.
- (4) He shall instruct new initiates in the proper methods of using Robert's Rules of Order.
- (5) He shall, along with the Sergeant-at-Arms and the chair, see that all business of the Chapter is conducted in an orderly and proper fashion.
- (6) He shall decide all questions of propriety regarding the use and recognition of all floor motions.
- (7) A formal Bylaw Review, consisting of input from officers, committee heads and the Brotherhood can be held at any time in the given year.
- (8) He shall furnish the Brotherhood with an up-to-date version of the Chapter Bylaws and Robert's Rules of Order by the first Chapter Council of D-term.
- (9) He shall inform all newly elected and appointed officers of their duties according to the Chapter Bylaws.
- (10) He shall codify and make available to the Chapter the general and permanent motions, resolutions, and enactments of the Executive and Chapter Councils.
- (11) He shall be authorized to correct or modify chapter and section designations, punctuation, and cross-references and to make such other technical and conforming changes to these Bylaws as may be necessary to reflect the intent of the Chapter.

(v) Postulant Leader

- (1) He shall report updates to the Chapter Council and shall be held accountable to the Ritual Officer.
- (2) He shall be responsible for the Postulants during his term of office.
- (3) He shall appoint at least one Postulant educator.
- (4) He shall educate the Postulants in the ways of the Fraternity and shall give a brief report at every Council meeting during Postulancy.
- (5) He shall submit the National Postulancy Reporting Form to the national headquarters at the beginning of the Postulancy program and shall update it with any changes during the program.

- (6) He shall present a detailed plan of Postulancy to Chapter Council no later than two weeks before bids night.
 - (7) He shall review the Postulancy program every year and make suggestions for its improvement.
 - (8) He shall send a copy of the Postulancy program to the National Fraternity.
 - (9) They shall be responsible for preparing the Postulants for the National Exoteric examination.
 - (10) They shall be completely responsible for the preparation of the Chapter Exoteric examinations.
- (w) Postulant Educators
- (1) They shall report directly to the Postulant Leader and shall serve at his pleasure.
 - (2) Postulant Educators shall assume the role of Postulant Leader in his absence, in an order to be determined by the Postulant Leader.
- (x) Judicial Board Representatives
- (1) They shall report directly to the President.
 - (2) At least one judicial board representative must attend each required judicial board hearing.
- (y) Membership Development Officer
- (1) He shall report directly to the Vice President.
 - (2) He shall prepare and organize programming to further the development of essential skills in the Brotherhood.
 - (3) He shall coordinate with the Chapter Correspondent to create networking opportunities for the Undergraduate Brotherhood.
 - (4) He shall be responsible for preparing and organizing programming to instruct the Newly Initiated Brothers on chapter functions.

Article III

Executive Council and Standing Committees

§ 1 Executive Council

- (a) The Officers on the Executive Council shall have voting privileges as follows:
 - (1) Has a vote:
 - (A) Vice President
 - (B) Treasurer
 - (C) House Manager
 - (D) Steward
 - (E) Social Officer
 - (F) Member-at-Large
 - (2) Has a conditional vote:
 - (A) The President shall vote only to break ties.
 - (3) Does not have a vote:
 - (A) Chaplain
 - (B) Secretary
 - (C) Risk Management Officer
- (b) It shall formulate and enforce the policies of the Chapter and submit all findings and recommendations to the Brotherhood.
- (c) Any decision made by the Executive Council may be overturned by a two-thirds (2/3) vote of the Brotherhood.

- (d) The Executive Council will review all fines.
- (e) A quorum of six-sevenths (6/7) of the voting members of the Council must be reached before an official meeting may begin.
- (f) A majority vote is required to pass any motion unless otherwise noted.
- (g) An Executive Council meeting must be held within 7 days before every regularly scheduled Chapter Council.
- (h) It shall inform the Brotherhood that Executive Council was closed before the next Executive Council.
- (i) It shall review and approve the Chapter's budget for the upcoming academic year and submit this budget to the Brotherhood and the Board of Directors for approval no later than the third week of D-term.

§ 2 Committees

- (a) The standing committees of the Chapter shall be as follows:
 - (1) Rush Committee
 - (2) Public Relations Committee
 - (3) Community Service Committee
 - (4) Scholastics Committee
 - (5) Fraternal Committee
 - (6) Activities Committee
- (b) All standing committees shall be responsible to the Vice President.
- (c) All committees will be led by appointed chairmen.
- (d) Each committee chairman shall fill out committee reports weekly, or as instructed otherwise by the Vice President.
- (e) The stipulations detailed in [Article II § 1](#) also apply to committee chairmen.

§ 3 Committees' Responsibilities

(a) Rush Committee

- (1) It shall extend bids to students elected to Postulancy on behalf of the Brotherhood.
- (2) It shall be responsible for coordination of the entire Rush program of the Chapter.
- (3) It shall secure dates, times, and locations for all Rush events/programs. It shall inform the Brotherhood of this information through the production of a rush calendar, and by regular notifications during Rush.
- (4) It shall determine and advise the Brotherhood of the methods and techniques used during Rush programs.

(b) Public Relations Committee

- (1) It shall be responsible for promoting a favorable public image of the Chapter and Fraternity.
- (2) It shall cooperate with other officers in promoting the various public events of the Chapter via school and local newspapers, on-campus advertising and/or any other applicable methods of advertisement.
- (3) It shall promote positive relations between the Chapter and other chapters of Alpha Chi Rho, other WPI fraternities, WPI sororities, IFC, Panhellenic Council, student organizations, faculty and the administration of WPI, as well as all other relevant organizations.
- (4) It shall be responsible for communication with other organizations regarding any joint events planned by the Chapter, in coordination with the appropriate officer or committee at the discretion of said officers or committees.
- (5) It shall be responsible for organizing non-philanthropically oriented on-campus events which are intended primarily to promote a positive image of the Chapter and/or Fraternity. At least one of these events shall be planned each semester.
- (6) It shall be responsible, in coordination with the appropriate officer or committee, for any event in which the Chapter's primary purpose for participation is providing the public with general information about the

Chapter and/or Fraternity. This shall include activities fairs, and open houses, among others.

- (7) It shall advise the Brotherhood of all implications their actions may have for the public image of the Chapter and/or Fraternity.
- (8) It shall notify Brothers and Postulants of opportunities to increase their involvement in the WPI community, and encourage them to take advantage of said opportunities.
- (9) It shall prepare and forward content to the Webmaster for inclusion on the Chapter's website.

(c) Community Service Committee

- (1) It shall be responsible for organizing and implementing fund-raising and community service projects.
- (2) It shall be responsible for the provision and/or upkeep of a year-round service project.
- (3) It shall carry out at least four community service events per year.
- (4) It shall organize at least one community service event per semester that is primarily carried out on the WPI campus and is observable to the WPI community.
- (5) It shall organize at least one community service event per semester that involves the entire Chapter.
- (6) It shall keep track of all Brothers' community service participation and post this information for the Brotherhood's viewing.
- (7) It shall schedule events as necessary to ensure that the Chapter meets any and all service requirements.
- (8) It shall submit community service reports to the IFC and Student Activities Office (SAO) after every community service event.

(d) Scholastics Committee

- (1) It shall protect and promote the scholastic interests of the Chapter.
- (2) It shall maintain and update academic files, periodicals, books, studying materials, and other scholastic equipment.
- (3) It shall promote the upkeep and orderliness of the library by creating and maintaining an atmosphere conducive to studying.

- (4) It shall maintain a record of all Brothers' academic progress and determine the recipient of the "Richard V. Olson - Most Improved Brother" scholastic award to be awarded at the end of every semester.
 - (5) It shall inform all Brothers of their own ineligibility to run for office due to academic reasons at least two weeks prior to any elections.
 - (6) It shall report to the Brotherhood any Brother's ineligibility to run for office due to academic reasons once said Brother has officially expressed intent to run.
 - (7) One of the members shall be the Chapter's Scholastic faculty advisor and another shall be a graduate student or upperclassman.
 - (8) It may post Quiet Hours when appropriate (finals week, etc. . .)
- (e) Fraternal Committee
- (1) It shall, in cooperation with the Board of Directors' Local Activities Chairman, promote the involvement and relationship of the undergraduate Chapter with the graduate Chapter and the Board of Directors.
 - (2) The committee chairman or his designee shall attend all meetings of the graduate Chapter.
 - (3) It shall be responsible for the following Chapter events: Thanksgiving Dinner, Homecoming Dinner, Brothers' Christmas party, Winter formal, Spring formal, Super Bowl party, Graduate Appreciation Day, Summer Brothers' party, Brotherhood Retreat.
- (f) Activities Committee
- (1) It shall be responsible for the care, distribution, and purchase of the recreational equipment of the Chapter.
 - (2) It shall be responsible for forming intramural teams and posting of intramural schedules.
 - (3) It shall organize and promote frequent activities for the Chapter each term.
 - (4) It shall encourage co-sponsorship of events with other campus fraternities and sororities, as well as with other campus organizations in coordination with the Public Relations Committee.
 - (5) It shall provide the Secretary and Chapter Correspondent with a list of all upcoming activities, to be posted on the calendar of events.

Article IV

Procedure

§ 1 Elections

- (a) Formal elections shall be held twice a year: once in B-term and once in D-term.
- (b) Officers shall be elected by a majority vote of all undergraduate Brothers present and not currently in Bad Standing as defined by these bylaws.
- (c) Prerequisites for office holders shall be as follows
 - (1) No office holder may be on academic probation.
 - (2) All office holders must be Brothers not in Bad Standing.
- (d) Nominations for the following elected offices shall be opened the last regularly scheduled Chapter Council of A-term in the following order:
 - (1) President
 - (2) Vice President
 - (3) Ritual officer
 - (4) Chaplain
 - (5) Secretary
 - (6) Treasurer
 - (7) Sergeant-at-Arms
 - (8) House Manager
 - (9) Steward

- (10) Social Officer
 - (11) Member-at-Large
 - (12) Risk Management officer
 - (13) Chapter Correspondent
 - (14) Membership Development Officer
- (e) The second period of nominations shall consist of the first and second regularly scheduled Chapter Councils of B-term, and elections shall take place the following week in Chapter Council.
 - (f) The B-term elections shall be conducted in the order in which they were brought up for nomination.
 - (g) Officers elected during the B-term elections shall be installed during the last regularly scheduled House Meeting of C-term.
 - (h) A meeting of both the old and new Executive Councils shall be held prior to the installation of the new Executive Council.
 - (i) Nominations for the following elected offices shall be opened the last regularly scheduled Chapter Council of C-term:
 - (1) Postulant Leader
 - (j) The second round of nominations shall take place during the first regularly scheduled Chapter Council of D-term, and elections shall take place the following week in Chapter Council.
 - (k) The D-term elections shall be conducted in the order in which they were brought up for election.
 - (l) Any elected officer may be removed at any time by a three-fourths (3/4) vote of the Brotherhood.
 - (m) Nominations or appointments to replace officers must take place at the next scheduled relevant meeting following the vacating of said office.

§ 2 Finances

- (a) Room, board, and dues for members shall be set by the Executive Council upon recommendation from the treasurer and approved by a two-thirds (2/3) vote of the Brotherhood and the Board of Directors.
- (b) All approved monetary fines are to be included on the Brothers' house bills.
- (c) Payment of house bills:
 - (1) Each house bill shall consist of all expenses incurred by a Brother, Postulant, or boarder.
 - (2) Payment plans for paying a house bill may be made with the treasurer in writing, provided that the Executive Council is made aware of all such arrangements at the next available Executive Council meeting.
 - (3) The penalty for failure to pay a house bill or other debts owed to the Fraternity shall first be social probation, and then, after a period of time specified by the Executive Council, placement in Bad Standing, and turning over the outstanding balance to an agency specializing in collections.
 - (4) No Brother will be allowed to move into Chapter housing unless he has either paid his house bill in full beforehand or has arranged a payment plan through the treasurer and the Executive Council, which is to include a minimum payment of one thousand dollars prior to occupancy.
 - (5) If any person shall terminate his residence during the course of a semester, any unpaid balance of his house bill or debts to the national Fraternity shall be subtracted from any balance due to him.
 - (6) Excuses for delinquency in the payment of the house bills may be presented to the Executive Council.
 - (7) Dues, Room, and Board shall be paid to the treasurer. Summer rent shall be collected by the Summer Treasurer.
 - (8) If, for any reason, a person terminates his residence in the Chapter house during the course of a semester, he shall forfeit the total cost of Room unless another person immediately takes residence in his place, or by exception of the Executive Council. The new occupant shall pay and the former occupant shall be refunded a fraction of the regular room and board fee according to the schedule outlined in the **new occupant fee schedule**.

- (9) All residents of Chapter housing shall be required to be on the Chapter meal plan, except by special consideration by the Executive Council.
- (10) There will be no reduction in Room or Board for any Brother, including office holders.
- (11) Upon a person's graduation or withdrawal from WPI, the Board of Directors will assume responsibility for collection of said person's debt to the Chapter and/or Fraternity.
- (12) No officer or committee head may make any expenditure which exceeds the remaining balance of their budget.
- (13) All budgets into which all Brothers have contributed funds, shall be spent in a manner which will allow all Brothers to take advantage of said funds.

Table Article IV.1: New Occupant Fee Schedule

New Occupant Takes Residence X Weeks After the First Day of Classes:	New Occupant Pays:	Old Occupant is Refunded:
Up to Three	In Full	Three-Fourths (3/4)
Up to Seven	Three-Fourths (3/4)	One-Half (1/2)
Up to Ten	One-Half (1/2)	One-Fourth (1/4)
More Than Ten	One-Fourth (1/4)	None

§ 3 Meetings

- (a) A mandatory Chapter Council is to be held every academic week containing three or more school days. The day and time shall be decided by the Brotherhood and shall be the same each week, unless posted otherwise at least twenty-four (24) hours in advance.
- (b) Notice of all meetings other than regularly scheduled meetings must be posted at least twenty-four (24) hours in advance. Urgent meetings can be called at any time; attendance at these meetings is not mandatory.
- (c) Urgent Chapter Councils may be called by the President or by a signed, online verbal, or other form of petition of three members.

- (d) A quorum at any Chapter Council shall consist of two-thirds (2/3) of the undergraduate Brothers not currently in Bad Standing.
- (e) If quorum is not reached within fifteen minutes of the set starting time of a meeting, that meeting will be postponed one hour from its originally scheduled time. Any member not present and without a valid excuse will be considered absent and will be fined accordingly. If quorum cannot be reached after the first postponement of one hour, the meeting will be rescheduled with at least twenty-four (24) hours' notice.
- (f) Robert's Rules of Order shall be used as a guide in matters not covered in these bylaws.
- (g) All regularly scheduled Chapter Councils shall be run according to Ritual except by allowance of the Ritual Officer.
- (h) General voting shall be hand cast, unless otherwise moved and carried. Voting for an election shall be cast by ballot. If a vote is not submitted, that vote will be considered an abstention.
- (i) Any member asked to leave a meeting will be charged with an unexcused absence. A member will be asked to leave if he is found to be out of order three times at a meeting.
- (j) Any officer forfeits his office upon three unexcused absences from Chapter Council during his term of office.
- (k) The attire at meetings shall be casual, unless posted otherwise by the Ritual Officer at least twenty-four (24) hours in advance.
- (l) A Chapter Council may be postponed by the Executive Council, with the stipulation that it sets a new date for the meeting. The new date shall be during the same week of the date of the postponed meeting.
- (m) Once a person leaves a meeting, except for legitimate reasons, he shall no longer be considered in attendance, and he shall be fined accordingly.
- (n) During a Ritual meeting, no outsider of the Fraternity shall be allowed in the house beginning 30 minutes prior to the start of the meeting.
- (o) No eating, drinking, or smoking will be permitted in Chapter Council or Executive Council meetings, except by special permission of the President, or Ritual Officer under ritual conditions.

- (p) The agenda for urgent meetings shall be:
 - (1) Attendance
 - (2) Statement of Purpose
 - (3) New business
 - (4) Serious Discussion
- (q) Only subjects specified in the Statement of Purpose may be discussed during new business in an urgent meeting.
- (r) All Brothers shall give their full and undivided attention to all proceedings at each meeting.

§ 4 Housing

- (a) The following Brothers are required to live in the 8 Boynton St. house the academic year following their election or in the case of Comptroller, appointment:
 - (1) President, Treasurer, House Manager, Steward, and Comptroller. These officers may not petition to be excused from Chapter housing.
 - (2) Newly Initiated Brothers. If there are more Newly Initiated Brothers than available rooms, they must fill all spaces according to ascending scroll number, and the remainder will live in alternative housing provided by the Chapter.
- (b) When there is secondary Chapter housing, two Executive Council members are required to live in secondary housing containing the largest concentration of undergraduate Brothers for the academic year following their election and will not be allowed to petition off of housing. Unless replacements are found, the following Brothers will not be allowed to petition off:
 - (1) Vice President
 - (2) Secretary
- (c) The following order shall be used for individual house selection:
 - (1) President, Vice President, Treasurer, Secretary, House Manager, Steward, Comptroller.

- (2) Newly initiated Brothers. This shall be in ascending scroll order unless otherwise specified by the Chapter Council.
 - (3) Remaining Brothers. This shall be in ascending scroll order unless otherwise specified by the Chapter Council.
- (d) The following order shall be used for individual room selection:
 - (1) President, Vice President, Treasurer, Secretary, House Manager, Steward.
 - (2) Remaining Brothers. This shall be in ascending scroll order unless otherwise specified by regulations passed by the Brotherhood.
- (e) In the case that there are more Brothers than beds available in Chapter housing, any Brother not signing his housing contract for more than a semester or any Brother who has lived in Chapter housing for three years, will not be guaranteed housing for the following year.
- (f) The minimum academic progress required for a Brother to be eligible to live in Alpha Chi Rho housing are as follows:
 - (1) Newly initiated Brothers must pass 6 out of 9 classes in the academic year in which they are initiated.
 - (2) All other Brothers must pass a minimum of 8 out of 12 classes in terms D through C, or 10 out of 15 including E term.
 - (3) Special cases may be approved by the Executive Council.
- (g) Any Brother who has an outstanding balance on his house bill at the time of room picks forfeits his pick, unless he is currently on and maintaining an approved payment plan. Said Brother will only become re-eligible for a spot in Chapter housing once his debt has been paid in full, or a payment plan has been brought current; however, his room pick will follow all Brothers who were eligible and signed housing contracts at the time of room picks, regardless of said Brother's elected office or scroll number.
- (h) Any Brother that has backed out of or otherwise not fulfilled a signed Membership, Housing, or Board contract for any prior year, will not be allowed to sign a Membership, Housing, or Board Contract for any future year without meeting the following requirements:
 - (1) Payment of at least 1/2 of all anticipated fees in advance.

- (2) Approval by the Executive Council to allow said Brother into Housing, Membership, and Board.
- (i) There shall be unlimited parietal hours.

§ 5 Status

- (a) Any Brother no longer enrolled or pursuing an undergraduate degree at WPI will be considered to be on graduate status.
- (b) Any Brother may petition the Executive Council to be placed on Graduate Status, after fulfilling any National requirements that may apply.
- (c) A Brother who has not paid his house bill or has not signed a payment plan approved by the treasurer shall first be placed on social probation. Then after a period of time to be set by the Executive Council, that Brother shall be placed in Bad Standing with the Chapter.
- (d) A Brother who has been placed on academic probation by WPI shall be considered in Bad Standing with the Chapter.
- (e) A Brother who has attended less than 50% of Alpha designated events or less than 25% of Chi designated events in a given term without valid excuse shall be considered in Bad Standing the following term. See [Article IV § 10](#) for definitions of Alpha and Chi events.
- (f) A Brother in Bad Standing for reasons not relating to payment of house bills or academic probation may be removed from Bad Standing by a majority vote of either the Executive Council or Chapter Council.
- (g) Resignations are automatically and immediately accepted.

§ 6 General

- (a) Secretarial notes shall be kept on file for ten years. No one shall be allowed to see the minutes of Chapter Council with the exception of Brothers, members of the Board of Directors, and those required to do so by law.
- (b) An appointed faculty advisor may be removed by a two-thirds (2/3) vote of the Brotherhood. Reasons for removal of a faculty advisor shall include:

- (1) Failure to meet the requirements as put forth by the fraternity.
 - (2) Failure to uphold the best interests of the fraternity in any dealings.
- (c) Attached as an appendix to these bylaws shall be:
 - (1) Glossary of terms specific to these bylaws
 - (2) Housing Contract
 - (3) Membership Contract
 - (4) Meal Plan Contract

§ 7 Amendments

- (a) Amendments to these bylaws may be presented to the Chapter by any member of the Brotherhood.
- (b) Amendments must be submitted in writing at Chapter Council one week prior to the vote.
- (c) A three-fourths (3/4) vote of the Brotherhood currently not in Bad Standing and the approval of the Board of Directors is required to amend these bylaws.
- (d) Suspending these bylaws during any meeting will be accomplished by a motion to suspend the rules.

§ 8 Petitions

- (a) Petitions must be submitted to the Secretary in writing at least one week prior to the Executive Council in which the petition will be brought up.
- (b) Petitions must include:
 - (1) A description of what the petitioner wishes to petition.
 - (2) A brief description of the petitioner's reasons for petitioning.
- (c) Petitions will be considered by the Executive Council on a case by case basis.
- (d) Housing petitions must be considered before entering into any binding obligations of housing organizations other than Alpha Chi Rho.

§ 9 Fines

- (a) All fines are to be reviewed by the Executive Council for approval.
- (b) Any Brother may recommend fines to the Executive Council, through the Member-at-Large.

§ 10 Attendance

- (a) The Executive Council may designate events with "Alpha", "Chi", or "Rho" status.
- (b) Brothers shall attend all Alpha events.
- (c) Brothers shall attend a majority of Chi events that occur in each term.
- (d) There shall be no attendance requirements for Rho events.
- (e) Excuses for Alpha and Chi events must be presented to the organizer of the event and the Secretary 24 hours in advance of the event.
- (f) All regularly scheduled sessions of Chapter Council shall hold Alpha designation.
- (g) The validity of an Alpha, Chi, or Rho designation can be overturned by a three-fourths ($3/4$) vote of the current undergraduate Brothers not in Bad Standing.

Glossary

Bad Standing The status of Brothers deemed undeserving of the full privileges of Brotherhood on the basis of academic performance, financial responsibility, attendance, or other standards set forth by the Brotherhood; Specific criteria stated in [Article IV § 5\(c\)](#) et seq.

The Board of Directors The Board of Directors of the Delta Sigma Phi Building Association of Alpha Chi Rho.

Cash Box A secure container possessed by the Comptroller; It shall contain Petty Cash to be used for reimbursements; Both the Treasurer and Comptroller shall have access to it and its contents.

Chaplain's Box Any method of collecting anonymous thoughts or opinions of the Brotherhood.

Chapter Where not specified otherwise, the Delta Sigma Phi Chapter of Alpha Chi Rho.

Fraternity The national fraternity of Alpha Chi Rho.

Major alterations to the House Include, but are not limited to, painting, building of lofts, removal of lofts, building of desks, removal of desks, changing of light fixtures, etc.; Any irreversible or difficult to undo modifications to the House or furniture attached to it.

Parietal Hours Times at which members of the opposite sex are allowed to be present, and are under the same rules and requirements as other guests.

Petty Cash Less than \$100.00 in cash.

Primary Housing / the House The house at 8 Boynton Street.

Secondary Housing Any Alpha Chi Rho property being used to house current undergraduate Brothers under the Housing Contract that is not Primary Housing.

Vote of the Brotherhood A vote of the Brotherhood is a vote in Chapter Council where a certain threshold of all active undergraduate Brothers needs to be met. For example, a vote of 3/4ths of the Brotherhood requires 3/4ths of all active undergraduate Brothers to vote for it in the Chapter Council meeting, and not just 3/4ths of Brothers there.

Links

Housing Contract https://docs.google.com/document/d/1Sb1LNZ8Db30j_H2nYKN5otYSnvr6b1YwY

Meal Plan Contract <https://docs.google.com/document/d/1jQzESUqY42DxdV3DmSihtelb0QQjg>

Membership Contract <https://docs.google.com/document/d/1rIM84xtwTShzrhAoY80WEI17qzkPJqvDzj4ZhQ198>

ENTERED 03/11/1981 - A. KRASSOWSKI
- C. DUGGAN
UPDATED 03/06/1984 - S. BATURIN
UPDATED 03/28/1984 - J. SCANNEL
UPDATED __/__/1986 - B. BERGLAND
UPDATED 03/31/1988 - K. BOWEN
UPDATED 05/01/1990 - D. COLUMBO
UPDATED 02/02/1993 -
UPDATED 01/31/1994 - B. TONNING
UPDATED 02/14/1995 - N. HENDRIX
UPDATED 02/02/1998 - J. BOURGEOIS
UPDATED 02/09/1998 - N. CAMPOLI
UPDATED 04/17/1998 - E. TONGOL
UPDATED 09/20/1998 - T. COLLINS
UPDATED 09/24/2000 - J. MADDOCK
UPDATED __/__/2001 - J. MADDOCK
UPDATED 10/01/2003 - R. TROTTE
UPDATED 02/20/2005 - J. ROGERS
UPDATED 04/09/2015 - A. DAVIS
UPDATED 08/16/2017 - J. REMZ
UPDATED 2021-09-28 - R. SIEGEL
UPDATED 2022-09-13 - R. SIEGEL
UPDATED 2023-01-17 - R. SAKLAD