

Operating Rules of the Active Organization of the Minnesota Chapter of Triangle

Article 1. Member Accounts Policy

Section 1 Introduction

- a. This policy outlines the responsibilities for each member regarding paying his Triangle Fraternity bill. It is intended to reduce Triangle's accounts receivable and to prevent member accounts from growing too large in the future.
- b. This policy was not intended to punish members for having problems paying their bills but rather to help them get back on track. However, this policy does provide for stiff consequences for members who do not address their accounts.

Section 2 General Policies

- a. Security deposits shall be required of all members. The amount of the deposit shall be \$25 for townie members and \$150 for in-house members.
- b. Payments may not be made in cash.
- c. All members with an unpaid balance on his account must sign a promissory note for the amount due before terminating, depledging, voluntary suspending, or graduating.

Section 3 Delinquent Accounts

- a. Each member will be assigned a financial status according to the amount of his debt on the 15th of each month. These classifications are as follows:

Status	In-House Members Unpaid	Townie Members Unpaid
Good	< \$100	< \$10
Fair	\$100 to 90% of monthly bill	\$10 to 90% of monthly bill
Poor	90% to 180% of monthly bill	90% to 180% of monthly bill
Extreme	180% to 270% of monthly bill	180% to 270% of monthly bill
Critical	> 270% of monthly bill	> 270% of monthly bill

- b. If the member fails to maintain good financial standing, the following courses of action will be taken:
 - i. Members with a fair status must speak with the VP-Financial (VPF) and set up an informal payment plan. No promissory note is required. Members with a fair financial status may not purchase merchandise through Triangle.
 - ii. Members with a poor status must sign a promissory note, as well as setting up a payment plan. If the member cannot follow this plan, a hearing before the

Financial Committee is required to authorize a new payment plan. Members with a poor financial status forfeit all priority points for room selection. Further, members with a poor financial status may not purchase merchandise through Triangle.

- iii. Members with an extreme status must sign a promissory note, as well as setting up a payment plan. If the member cannot follow this plan, a hearing before a Closed Meeting for the Active Chapter is required to authorize a new payment plan. Members with an extreme status forfeit all priority points for room selection. Further, members with an extreme financial status may not purchase merchandise through Triangle. A three-quarters vote of the Executive Committee is required to remain living in the Triangle houses for the next academic semester.
- iv. Members with a critical financial status must receive a three-quarters vote of the Active Chapter in order to remain living in the Triangle houses for the next academic semester. Members with a critical financial status must sign a promissory note including a payment plan to pay off all debt in no more than six months.

Article 2. Room Assignment Policy

Section 1 On August 1st of every year, a room assignment pool shall be constructed. Only members belonging to the pool are eligible to choose a room. Members are entered into the pool if:

- a. The member has signed and turned in an active member contract for the entire school year by the last summer recruitment event prior to August 1st, and
- b. The member is eligible to retain priority as defined in the Member Accounts Policy (Article 1)

Section 2 Each member will be assigned a priority rating based on the following criteria:

- a. 3 points for each semester lived in the chapter houses excluding summer semesters,
- b. 1 point for each semester as a non-residential member excluding summer semesters,
- c. In the event of a tie: 3 points will be given per semester of service as an executive officer; 2 points will be given for each semester of service as any other elected position as well as recruitment assistant and systems administrator; and 1 point will be given per semester as any appointed position. The greatest number of officer points among the tied members shall choose first. If a tie remains, the member with the most number of University of Minnesota credits shall choose first. As a final resort, a coin flip will determine priority.

- Section 3 The President shall have the executive privilege of automatically having a room as a single. This single shall be of his choice, and shall be made from rooms which are only considered as singles on the first and third floors of the New House.
- Section 4 Beginning with the greatest number of priority points, each member in the pool will be asked by the Vice-President Recruitment to choose a room. Within 36 hours of being verbally notified, each member must chose a room for the next two academic semesters (fall and spring). Failure to notify the Vice-President Recruitment verbally or in writing, within the 36 hour time limit, results in the loss of priority and the moving of the member in question's name to the end of the room assignment pool.
- Section 5 Once each member in the pool has been given an opportunity to choose a room assignment, the Vice-President Recruitment shall be authorized to assign prospective members to rooms. The prospective members shall choose their rooms based on the chronological order of the reception of their contracts.
- Section 6 Upon the execution of Sections 4 and 5 of Article 2, rooms shall be assigned on a first come-first served basis. A member must meet the requirements of Section 1 of Article 2, with the exception of the August 1st deadline, in order to enter into a contract and choose a room assignment. A prospective member must signed a housing contract before a room assignment is given by the Vice-President Recruitment.
- Section 7 Any other persons wishing to live in the Triangle houses for the fall and spring academic semesters, other than those signing an active contract for the prescribed semesters, will be considered a boarder and pay the fees otherwise due by a boarder set forth in a boarder contract. Boarders hold no priority, and room assignment shall be done after all members and prospective members are given room assignments. In the event that the number of in-house members and prospective members meet housing capacity, then no boarder contracts shall be given out. The decision to set aside rooms, if any, for boarders will be decided by the Executive Committee by September 1 of each year.
- Section 8 All contracts from members desiring summer housing are due on May 15 each year and must be given to the Vice-President Recruitment by the end of that day.
- Section 9 The Vice-President Recruitment shall fill rooms meant to be triples or doubles before allowing them to be used as less than intended.
- Section 10 The person or persons living in a room will have "squatters rights" for that room for the next academic year if so desired. This means that they have the first right to that room. If a person so desires to use their "squatters rights" to retain a room, they must say so by August 1 in accordance with previous sections of Article 2.

Article 3. Purchase Policy

Section 1 Credit Purchases

- a. Any purchase made by a member with his own money is defined as a credit purchase. In order to be reimbursed by Triangle for the credit purchase, a member must adhere to sub-sections b through g below.
- b. A purchase order must be filled out by the member and approved by the vice-president under whose budget area the purchase falls. Any purchase whose budgetary coverage is in question falls under the Vice-President Financial (VPF).
- c. If the purchase is over \$50, a completed purchase order must be approved by the VPF.
- d. If the purchase is over \$200, the committee under whose authority the purchase falls must meet and approve the purchase. Note that this requires an actual scheduled meeting.
- e. If the purchase is over \$200 and not allocated in the budget, the Financial Committee must meet to approve the purchase.
- f. After the purchase, the purchase order and a copy of the receipt must be returned to the VPF within seven calendar days of the date of purchase, or no credit will be given. Receipts may not be returned.
- g. A reimbursement check will be written to the member for the cost of the approved purchase. For members with an unpaid balance on his account, the check must be endorsed back to Triangle to be applied to his account.

Section 2 House Check Purchases

- a. Any purchase made by a member with a check from Triangle is defined as a house check purchase. Members using a house check must adhere to sub-sections b through e below.
- b. A purchase order must be filled out by the member and approved by the vice-president under whose budget area the purchase falls. Any purchase whose budgetary coverage is in question falls under the Vice-President Financial (VPF).
- c. If the purchase is over \$200, the committee under whose authority the purchase falls must meet and approve the purchase. Note that this requires an actual scheduled meeting.

- d. If the purchase is over \$200 and not allocated in the budget, the Financial Committee must meet to approve the purchase.
- e. After the purchase, the purchase order and a copy of the receipt must be returned to the VPF within two calendar days of the date of purchase, or \$10 fine will be assessed to the member making the purchase.

Article 4. Fines Policy

Section 1 General Procedures

- a. The Active Chapter President is the final authority regarding the assessing of all fines.
- b. The Vice-President Internal may issue fines to any member who fails to complete house jobs or work session duties.
- c. The Executive Committee will hear all appeals regarding fines.

Section 2 Fines

- a. Fines for missing house jobs will be assessed by the Vice-President Internal. A missed house job or kitchen cleanup will result in a \$10 fine. Any member who makes up the missed job will receive a \$5 credit."
- b. The fine for an unexcused work session absence is \$25.
- c. The fine for not completing a kitchen setup or cleanup is \$5.
- d. The fine for excessive house dishes in a room is \$5.
- e. The fine for lost house tools is the cost of replacement.
- f. One unexcused Active Chapter meeting absence is allowed per semester. Any meetings missed above the allowed absence warrant a \$5 fine.
- g. An unexcused initiation absence warrants a \$75 fine.
- h. An unexcused absence from a ceremony or other Triangle-sponsored event warrants a \$25 fine.
- i. The fine for an unexcused Founders' Day absence is \$50.
- j. The fine for an unexcused Election absence is \$50.
- k. The fine for common area misconduct is \$100.
- l. The fine for a lost room key is \$5. Lost house keys warrant a fine equal to the cost of re-keying the houses.

- m. Seventy-five percent of all scheduled recruitment events must be attended by each member each academic semester and summer term. Each event missed below seventy-five percent attendance will warrant a \$25 fine.
- n. The fine for missing the required amount of philanthropy events in one semester is \$25, which will be paid to the Emergency Food Shelf.

Article 5. Academic Probation Policy

Section 1 Introduction

- a. This policy is designed to further the academic performance of the house.
- b. This includes a stepwise program with action taken for each consecutive semester during the academic year in which a member attains a grade point average of less than 2.30.

Section 2 Positive Emphasis

- a. The membership will set a goal grade point average for the house.
- b. If this goal is met, the membership committee will choose a reward for the house.
- c. Anyone considering dropping a class is requested to consult a scholastic chair.

Section 3 Step 1: Term following the first semester with a grade point average below a 2.30

- a. The student will be assigned a study brother, whose duty it is to help the student identify problems with study habits, to help the student with homework, and to assist the student during the academic semester.
- b. The student will meet with his study brother at least weekly to discuss the student's academic progress.
- c. The student will have required study times that he will agree upon with his study brother.
- d. The student will set a grade point average goal for the semester and present his plan to the Scholastic Chair within the first two weeks of the semester.
- e. If the student is considered full time by the University and has obtained a grade point average of above 2.30 for the semester, the member is taken off of step 1.
- f. If the Scholastic Chair determines that step 1 has not been followed, a fine of \$25 may be assessed upon a majority vote of the Membership Committee. The Executive Board will consider all appeals of the aforementioned fine.

Section 4 Step 2: Term following any semester on step 1 with a grade point average below 2.30

- a. All conditions of Section 3 must be fully met.
- b. The member will lose voting privileges in all cases except for Committee Meetings, 'Open' Business Meetings, and voting on Candidates for Membership. The member will not be counted in determining if a quorum of the voting members is present.
- c. The member will be placed at the bottom of the room priority list of active members.
- d. The member will not be able to participate in any parties or exchanges. (Remove--or social functions.)
- e. If the student is considered full time by the University and has obtained a grade point average of above 2.30 for the semester, the member is taken off step 2 and placed on step 1.

Section 5 Step 3: Term following any semester on step 2 with a grade point average below 2.30

- a. The member will automatically be suspended until a grade point average above 2.30 is Obtained for any semester in the normal school year.
- b. When the member is considered full time by the University and has obtained a grade point average of above 2.30, he will be taken off of step 3 and placed on step 1.

Section 6 Co-op

- a. At the beginning of a semester during which a member is on probation and is doing a co-op, he must make one of the three choices listed as subsections b, c and d.
- b. The member is exempt from probationary status for the semester during which they are participating in the co-op program. The co-op grade will not affect their probationary status.
- c. The member must take at least one night class, totaling a minimum of 3 credits, a grade of above 2.3 will result in moving to P1 from P2 or P3, and moving off probation if on P1.
- d. The member may stay on probation and the co-op grade will determine whether to move off or up.

Section 7 Extenuating Circumstances

- a. Whether someone moves up or down a step is at the discretion of the Scholastic chair and Vice President of Membership or Scholastic chair and President.

- b. Any disagreements with a decision made in this way may be brought before the chapter.

Article 6. Study Hours Policy

Section 1 Mandatory Study Hours

- a. The Scholastic Chair will select a two-hour consecutive block of time to be set aside each week during which each member must be completing academic coursework. The Executive Board at its first meeting of each academic semester must ratify this time.
- b. Pledges will have an additional one-hour time set up by the Pledge Educator that must be devoted to completing academic coursework.

Section 2 Additional Study Hours

- a. Each active member must also register for three additional hours of time devoted to academic coursework per week. The member must register the times and locations of studying for the upcoming week to the Scholastic Chair by the end of the weekly chapter business meeting.
- b. Each pledge must register for two additional hours of time devoted to academic coursework per week. The pledge must register the times and locations of studying for the upcoming week to the Scholastic Chair by the end of the weekly chapter business meeting.

Section 3 Caveats

- a. The administration of Sections 1 and 2 are carried out at the discretion of the Scholastic Chair. This includes, but is not limited to, adjusting mandatory study times or reducing the number of hours required for a given week.
- b. A fine of \$5 will be assessed for each hour of studying not completed. Excused absences are permitted, provided the member contacts the Scholastic Chair in advance of the absence and the excuse meets the approval of the Scholastic Chair.
- c. If a member misses three hours or more of mandatory study in a given week, the member will not be able to attend the next chapter social event, as defined by the Membership Committee.

Section 4 Courtesy Clause

- a. Quiet Hours in the Main House and New House are to be observed by all members during the hours of 10:00 p.m. to 8:00 a.m. Sunday through Friday.
- b. Quiet Hours in the Annex are to be observed by all members during the hours of 7:00 p.m. to 8:00 a.m. Sunday through Friday during the academic terms.

- c. Quiet Hours are to be observed by all members 24 hours per day during Finals Week.
- d. The Scholastic Chair upon approval of with the Executive Board may define additional Quiet Hours.

Article 7. Computer Usage Policy

Section 1 Introduction

- a. All members must abide by this policy in order to use the computer facilities.
- b. These rules are aimed at making sure the computers are kept operational and that they are primarily used for educational purposes.

Section 2 Common Safety and Courtesy Rules

- a. No food or beverages allowed.
- b. Noise will be kept to a minimum. This includes radios, unless each person in the room is willing to permit their use.
- c. If someone else needs to use the computer and is on a higher usage priority level than you, according to the usage priority list, they may force you to give up the computer.
- d. Lock the door when you are the last one to leave.
- e. Guests are allowed, but must have a member present with them.

Section 3 Computer Usage

- a. Downloading or viewing pornographic material is not allowed.
- b. No personal software is allowed. Software installation is at the Systems Administrator and/or VP Membership's discretion.
- c. Cracking, Hacking, Illegal copying from the NT Server or its Workstations will not be tolerated. Consequences will be your privileges to the network and your Triangle account being revoked.

Section 4 Usage Priority List

- a. This list must be posted in the computer room.
- b. The priority is listed from highest to lowest: Education, Work, E-mail, Leisure, and Guests.
- c. Anyone using the computers for Leisure or as a guest must offer to get off the computer to any member who comes into the computer room.

Section 5 Enforcement

- a. All rules are to be enforced by those who are in the computer room.
- b. Any abuse, misuse or damage of the computer equipment is subject to punishment at the discretion of the VP Membership. Such punishment includes, but is not limited to, temporary or permanent suspension of computer usage rights and/or using the members' damage deposit to replace equipment damaged directly due to the member's negligence.
- c. Members have the right to appeal to the Executive Board.

Article 8 Copier Usage Policy**Section 1** Introduction

- a. This policy is to protect the copier from over usage and abuse.
- b. Other members in the computer room will enforce this policy.

Section 2 Copier Usage Rules

- a. You may not use the copier for inappropriate purposes.
- b. Excessive use by guests is not permitted.
- c. All copies must be recorded on the copy sheet for record keeping purposes only. No member will be fined for having too many copies marked.

Section 3 Enforcement

- a. Any member not following the above rules may be fined \$1 for each misuse of the copier, at the discretion of the Vice President of Membership.
- b. A member is financially responsible for any damages done to the copier due to the direct negligence of the member.

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