



Alpha Rho Chi Fraternity Rules and Regulations for Collegiate Chapters

Adopted in March 2025

This document outlines the operational and organizational responsibilities of Collegiate Chapters. The National Constitution and By-Laws of Alpha Rho Chi supersede any conflicting rules or regulations outlined in this document.

Maintaining a Chapter

When joining Alpha Rho Chi, members undertake obligations to the fraternity and its success. For a Chapter to operate successfully, it depends on brothers meeting expectations of membership. It is the responsibility of the entire Chapter to set these expectations and see that they are met. For additional information, refer to the National By-Laws Article XXI for the Duties and Powers of the Active Chapter as well as Article XX for the Suspension of Chapters and Alumni Associations.

Good Standing

Chapters must maintain Good Standing each semester they are in session. Each Chapter should contact their assigned Regional Director for a current Operations Checklist outlining specifics of how to complete each of the requirements to maintain good standing. The following is an outline and brief description of the rules and regulations to be completed:

Operational Requirements

- Submit current contact information for the entire Executive Board. Through the fraternity membership management system, assign officer positions accordingly providing the appropriate page administrator permissions.
- Confirm Chapter's master email account and physical mailing address
- Confirm Chapter's advisor contact information is current
- Confirm the complete chapter roster is updated through the fraternity membership management system, including contact information and any changes to member status that have happened since the previous semester.
 - *Maintaining an accurate chapter roster, recording changes in membership status including but not limited to pledges, new members, suspended members and graduated members is pivotal and maintaining fraternity budgets and expenses. Not accurately maintaining this information can result in undue fees or inaccurate invoicing.*
- Submit proof that the Chapter is incorporated and in good standing with the state.
- Submit proof of status with the University
- Submit current governing documents, identifying any recent amendments that have not been previously reviewed by the Grand Council.
- Submit an acknowledgment that the Chapter has read and agreed to uphold the Fraternities Risk Management Policy
- Submit proof that every member of the Chapter has completed our Risk management educational presentation, each school year.

- Submit monthly chapter reports and a record of minutes from each chapter meeting to your Regional Director.
- Send a Delegate to Convention.

Financial Requirements

- Submit a Chapter budget each semester
- Generate and pay invoice for member dues each semester. This is per member and will be based on the current member roster in the fraternity management system.
- Pay all pledge fees, including continuing pledge fees if any.
- Pay all new initiate fees.

Tax Status

- File the appropriate tax forms (typically the IRS 990N postcard) each year. Contact the WGE for IRS assistance.

Convention Delegate

The Chapter must be in good standing, having completed all the outlined requirements for the current semester of the Convention in order to seat a Delegate. Failure to send a convention delegate will forfeit the Chapter's vote on business motions, elections, and other voting matters as outlined in the National By-Laws, Article IX, Section 01.

Suspending a Chapter

The Grand Council does not consider suspension proceedings lightly. Should a Chapter not meet **financial and operational requirements** for maintaining good standing for two (2) consecutive semesters, suspension procedures may begin in accordance with the National By-Laws Article XX Suspension of Chapters and Alumni Associations.

Suspension Warning

After a Chapter fails to submit the requirements to maintain good standing two (2) consecutive semesters, a warning letter will be issued by the WGI notifying the Chapter that they are in danger of being suspended.

Official Suspension

Should the Grand Council decide a Chapter is not compliant, the Grand Council may proceed with a motion at any regular or special meeting to declare the Chapter in question suspended. After declaring the Chapter suspended, the WGA will notify the Chapter President of the Chapter's change of status. The change is effective upon receipt of the notification.

Once declared suspended, the Chapter may not incur or accrue any further indebtedness to the Fraternity.

Suspension Appeal

A Chapter may appeal their status change to the Grand Council, within thirty (30) days after the suspension notice. A Grand Council special meeting can be requested to hear the Chapter's appeal

Reinstating from Suspension / Probation

A motion for the suspension of a Chapter may be tabled upon an appeal made by the Chapter that is deemed acceptable by the Grand Council. At that time, a letter will be sent by the WGI to the Chapter stating that the Chapter will be placed on a temporary probation period that will last no less than one calendar year. During this time, the Grand Council will provide requirements for the Chapter to complete that will outline the path to regaining the Chapter's Good Standing with the Fraternity. If the suspension proceedings come to fruition, whether voluntarily or involuntarily, the Chapter will need to complete the full Charter process in order to regain its status as a Chapter of Alpha Rho Chi.

Dissolving a Chapter

To dissolve a Collegiate Chapter the following must be submitted to the WGI:

- Proof that the bank account has been closed
- Return Charter and Ritual book to Grand Council

- Submit an outline of how the remaining bank fund(s) were dispersed, i.e. to the University, Alumni Association, Foundation or other organization, with an explanation of what will happen to the funds should the Chapter be re-established.
- Proof that the Chapter's incorporation with the state has been dissolved.

The Grand Council will then vote to accept the Dissolution and the Chapter's status will be recognized as Dormant.