

RUTGERS  
CHARTER  
PETITION

february 10, 1984



## Rutgers University

16-A MILLEODOLER HALL, RUTGERS UNIVERSITY  
NEW BRUNSWICK, N.J. 08903

February 10, 1984

Mr. Donald Stohl  
National Executive Director  
The National Fraternity of Kappa Delta Rho  
Greensburg, Pennsylvania

Dear Mr. Stohl,

On behalf of the Rutgers Provisional Chapter of Kappa Delta Rho, I would like to present our petition for a charter. This petition is the result of many hours of work by our brotherhood. Brothers Stockwell, Merkel, Talmadge, DiSarro, Nadler, and Schenkman were members of the "future planning committee", which was essential in determining future plans and goals. Brothers Erman, Friant, and Hilliard wrote the by-laws, and Erman did the history. The Financial addendum was done by Quaestor Franz and Brothers Hatton and Tee. Junior Tribune Cliff Mure and Brothers Raposo and Cassella planned the pledge program. Finally, Brothers Cironi and Clark compiled the biographies.

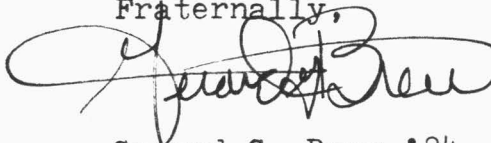
The leader of the planning committee assisted greatly in the preparation of this petition: this is brother Kent Furman.

In all, I hope this petition will be useful in making a decision on our charter. We look forward to becoming a KDR chapter, if that is the will of the national fraternity. If any further information is needed, please feel free to contact me at Rutgers.

For the entire Rutgers Provisional Chapter, I would

this opportunity to thank you for all your help and encouragement along the way. From what I have seen, I doubt that this provisional chapter would have come this far without all your help. I can only hope that the your continued guidance and assistance will be heard and followed by our members, so that Kappa Delta Rho will live long as the best fraternity at Rutgers.

Fraternally,

A handwritten signature in cursive script, appearing to read "Gerard G. Brew". The signature is written in dark ink and is positioned above the printed name.

Gerard G. Brew '84

Petition Editor



## Rutgers University

16-A MILLEODOLER HALL, RUTGERS UNIVERSITY  
NEW BRUNSWICK, N.J. 08903

To: Members of the Kappa Delta Rho Board of Directors; the officers of the national fraternity; the national executive staff; and the Brotherhood of Kappa Delta rho.

From: The membership of the Rutgers University provisional chapter.

Re: Petition for chapter status

On April 16, 1983, you granted us the status of provisional chapter. Since that time, a great deal of effort has been made to develop our group into a strong potential KDR chapter. We now feel that we are prepared to take on the responsibilities which full membership in Kappa Delta Rho entails, and are presenting this petition for your judgement.

During our ten months as a provisional chapter, we feel we have learned a great deal about ourselves, each other, and the meaning of "fraternity". We have earned a respectable reputation on the Rutgers campus, learned about the KDR heritage and traditions, and developed a strong sense of brotherhood. We hope this petition will help you understand our ideas, achievements and goals.

Finally, we hope the thoughts and actions discussed in this petition are consistent with those of Kappa Delta Rho, so that you will find our group worthy of receiving a charter. We thank you for your consideration of this petition, and above all, for all your assistance and support over the last 18 months.



# KAPPA DELTA RHO KΔP

## Rutgers University

16-A MILLEODOLER HALL, RUTGERS UNIVERSITY  
NEW BRUNSWICK, N.J. 08903

**T**he signatories on this petition would be honored to fulfill the obligations and responsibilities granted in a KAPPA DELTA RHO charter. Therefore, we hereby petition the NATIONAL FRATERNITY OF KAPPA DELTA RHO for a charter at RUTGERS UNIVERSITY on this, the tenth day of February, nineteen-hundred-eighty-four.

Jaime Lijo	Michael V. Cironi	<del>Amel Br</del>	Joel Yell
Chaff Mure	John D. Taylor	Peter Siragusa	Rich Porfing
William Bartolotta	Michael D. Spurdance	Thomas C. Lombardi	Chad H. Smith
Ru M Schmidt	Don't George	Robert J. Tully	Scott Ya
Nat Wautman	Kent B. Furman	Robert Ooluwok	Pat A. Evans
Daniel Mooney	Dexter Lee	Jeffrey A. Sang	Michael Spencer
Ronald Purr	Douglas Obey	Ben R. Sanguera	Scott Kaden
Alan D. Kubit	Joseph A. L. Talmadge	Mark J. Stockwell	Brian Hatten #8
Gregory J. Merkle	Henry J. Wepelkey	Anthony J. Morat	Douglas S. Arany
David Paul	Earl Michael Fisher	Kenneth Whitbards	Raymond Brest Clark
Jay A. Smith	John Hoy	Vincent Schembari	Gregory Riley
Scott Muller	Gregory Erman	Craig S. Haller	Michael J. Kramen

The men listed above are chapter founders. Our new members, the Alpha Pledge Class have signed on the next page.

KAPPA DELTA KAP  
KΔP

Rutgers University

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ALPHA PLEDGE CLASS - Fall semester 1983

Emmanuel Schenkman

David W. Wolf

Francis K. O'Brien

Joseph L. Lindenau

Mark Raposo

Robert Hertwig

Raymond J. Andrews

Vincent A. Cassella

Gregory L. Van Dyck

Tommy Chi Tat Yu

Rachel W. Freund

William LaShell

Member's Biographies of Rutgers Kappa Delta Rho

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Raymond J. Andrews 1015 Sheila Dr. Toms River, NJ 08753 Intramural Hockey, Hall Government	1987	Electrical Eng.
William Bertolotti 141 Cross St. Apt. 2 Kenilworth, NJ 07033 Baseball, Intramurals	1986	Criminal Justice
Ben Blanquera 5 Nettletree Dr. Trenton, NJ 08638 Crew, Community Service, E.G.C. Representative	1986	Mechanical Eng.
Gerard G. Brew 168 Woodland Ave. Fords, NJ 08863 Freshman, Sophomore, and Senior Class President, Student Body President, Cap and Skull Honor Society	1984	Eco./Poli. Sci.
Vincent A. Cassella 64 Burnham Dr. Fords, NJ 08863 I.E.E.E. Member, Intramurals	1986	Electrical Eng.
Michael V. Cironi 55 Laketrail East Wayne, NJ 07470 Pharmacy Senate Representative, Coalition Against Rape	1987	Pharamacy
Raymond B. Clark 1026 Lincoln Ave. Burlington, NJ 08016 Chemistry Club, Class Council	1985	Chemistry

Don De George 751 Minnie Pl. Secaucus, NJ 07094 Intramurals, Computer Science Club	1985	Comp. Sci.
Robert Dolnick 54 Gaub Road Old Bridge, NJ 08857 Marketing Society, Outdoors Club	1986	Management
Pat Di Sarro RD 3 Box 288 Thomas Street Milford, NJ 08488 Rutgers University Marching Band, Choir	1986	Comp. Sci.
Gregory S. Erman 7 Partridge Ct. Parsippany, NJ 07054 President of Freshman Engineering Class, Vice-President Engineer- ing Government Council	1986	Electrical Eng.
Earl M. Fisher P.O. Box 653 Medford, NJ 08055 Member of Class Council, A.S.C.E. Member	1986	Civil Eng.
Doug Franz 25 Deer Path West Milford, NJ 07480 Pre-Med Society, Community Service	1985	Biology
Robert W. Friant, JR. 409 North 3rd Street Millville, NJ 18332 University Senate, Legislative Affairs Committee, Ford Hall Pres.	1986	Poli. Sci.
Kent B. Furman 39 Mountain Circle West Milford, NJ 07480 American Society of Ceramic Engineers, Rugby	1986	Ceramic Eng.
Brian Hatton 28 Hillside Ave. Glen Ridge, NJ 07028 Accounting Club, Community Service	1986	Accounting

Robert Hertwig 21 Mabaline Road Old Bridge, NJ 08857 Intramurals, Community Service	1987	Undeclared
Craig Hilliard 1745 Sleepy Hollow Lane Plainfield, NJ 07061 University Senator, Student Government Secretary and Treasurer	1985	Economics
John Honigmann 7 Standish Road Elington, CT Peer Advisor, Class Treasurer	1986	Industrial Eng.
Alan G. Kabat 65 Urma Ave. Clifton, NJ 07015 Intramurals, On-Campus Employment	1986	Biology
Michael Kiernan 30 Andrew Street Old Bridge, NJ 08857 Fraternity Council, Hall Government	1986	Poli. Sci.
Kenneth Kharbanda RD 1 419-D Whitehouse Station, NJ 08889 Intramurals, Hall Government	1986	Mechanical Eng.
Jeffrey A. Lang 12 Wellesley Drive Oakland, NJ 07463 Outdoors Club, Dorm Government	1986	Biochem. Eng.
William La Shell 8 Clifford Drive Wayne, NJ 07470 Community Service, Intramurals	1987	Undeclared
Jaime Lijo 94 Emmet Street Belleville, NJ 07109 Fraternity Council, Community Service	1986	Poli. Sci.

Joseph L. Lindeman	1988	Chem. Eng.
671 Dave Marion Road Toms River, NJ 08753		
Intramurals, Hall Government		
Thomas E. Lombardi	1984	Ceramic Eng.
85 Laredo Ave. Staten Island, NY 10312		
Community Service, Peer Advisor, Ski Club		
Rick Lorring	1986	Marine Bio.
26 Piersoll Road Old Bridge, NJ 08857		
Environmental Science Club, Intramurals		
Gregory J. Merkel	1985	Civil Eng.
396 High Crest Drive West Milford, NJ 07480		
American Society of Civil Engineers, Intramurals		
Dan Mooney	1986	Biology
51 Margaret Street Old Bridge, NJ 08857		
Pre-Med Society, Program Board		
Tony Moutis	1985	Economics
998 Sanford Ave, Irvington, NJ 07111		
Pre-Med Society, Community Service		
Michael R. Mundrane	1985	Mechanical Eng.
80 Taylor Blvd. Brick, NJ 08724		
Student Life Committee, Dorm Club		
Cliff R. Mure	1985	Mechanical Eng.
22 Asmus Road Closter, NJ 07624		
Big Brother Program, Intramurals		
Scott Nadler	1986	Biology
45 Fox Hill Road Middletown, NJ 07748		
Pre-Med Society, Intramurals		



Douglas L. Obetz 46 East Gramby Street Manheim PA 17545 Wrestling, Hospital Volunteer	1986	Phys. Education
Frank O'Brien 37 Hastings Road Old Bridge, NJ 08875 Intramurals, Ski Club	1987	Undeclared
David A. Paul 12 Edgely Place Willingboro, NJ 08046 American Society of Industrial Engineers, Community Service	1986	Industrial Eng.
Ronald Purr 4 Ovington Drive Yardville, NJ 08620 Targum, Intramurals	1985	Biology
Mark Ropaso 1080 Carteret Road Bridgewater, NJ 08807 Light Weight Football, Rugby, Intramurals	1986	Mechanical Eng.
Gregory Riley 1 Oakland Street Old Bridge, NJ 08857 Intramurals, Ski Club	1986	Pre-Law
Vincent A. Schembari 119 Poplar Way Brick, NJ 08724 Health Center Committee, Class Treasurer	1985	Biochemistry
Emmanuel Schenkman 19 Gerard Ave. Old Bridge, NJ 08857 Intramurals, Community Service	1987	Undeclared
Robert O. Schmidt RD 1 Box 76 Somerset, NJ 08873 Community Service, Hall Government	1985	Comp. Sci.

Pete Siragusa 228 North 22nd. Street Kenilworth, NJ 07033 Intramurals, Baseball	1986	Undeclared
Chad H. Smith 1026 River Road Trenton, NJ 08628 Hall Government, Intramurals	1986	Electrical Eng.
Jay A. Smith 523 Bowne Road Wayside, NJ 07213 University Senator, Student Government Treasurer, Targum	1985	Economics
Michael Spencer 10 Orchard Hill Road Bernardsville, NJ 07924 Class President, Dorm Government	1986	Mechanical Eng.
Mark G. Stockwell 19 Palisade Blvd. Demarest, NJ 07627 Crew, Chemistry Club	1985	Economics
Joseph Talmadge 38 Augusta Drive Wayne, NJ 07470 Intramurals, Hall Government	1986	Electrical Eng.
John Taylor 24 Chaucer Drive Berkeley Heights, NJ 07922 Big Brother Program, Outdoors Club, Wrestling	1986	History/Manag.
Dexter L. Tee 200 Winston Drive Cliffside Park, NJ 07025 Accounting Society, Tennis, Community Service	1985	Acctg./Manag.
Steven T. Walker 139 High Street Montclair, NJ 07042 Targum. Residence Advisor, Intramurals	1986	Journalism

Gregory Van Dyck 1088 Inwood Terrace Fort Lee, NJ 07024 Light Weight Football, Intramurals	1987	Undeclared
Patrick J. Tully 95 Park Place Kearny, NJ 07032 Billiards Club, Intramurals	1986	Accounting
Neil Wartmann 36 Chestnut Drive Matawan, NJ 07747 Intramurals, Dorm Club	1986	Marketing
Dave Wolf 32 Knoll Terrace Hazlet, NJ 07730 Karate, Billiards Club, Hall Government	1986	Accounting
Joel Yellin 30 Bosko Drive East Brunswick, NJ 08816 Community Service, Engineering Open House, American Society of Mechanical Engineers	1985	Mechanical Eng.
Peter Yip Cheong Yu 20 Pardee Place Trenton, NJ 08628 Chinese Club, Ski Club, Hall Government	1986	Computer Sci.
Tom Chi Tat Yu 20 Pardee Place Trenton, NJ 08628 Chinese Club, Hall Government, Intramurals	1988	Pharmacy

## HISTORY OF RUTGERS UNIVERSITY

1766- Chartered as Queens College, the eighth institution of higher education in America. The first class entered in 1771 one instructor, one sophomore, and a handful of freshmen. Developed as a classic liberal arts school.

1825- Name change to Rutgers in honor of a former trustee and revolutionary war veteran, Colonel Henry Rutgers.

1845- Delta Phi founded as the first social fraternity at the university, followed by Zeta Psi-1848, Delta Upsilon-1858, Delta Kappa Epsilon-1860, and Beta Theta Pi, Chi Phi, and Chi Psi in 1879.

1864- Became the land grant college of New Jersey. During this period the university expanded to include an agricultural and scientific school.

1945- Rutgers becomes the state university of New Jersey.

1972- Rutgers College goes co-ed; Gamma Phi Beta founded as first national sorority in 1977.

1982- Kappa Delta Rho founded at Rutgers: October 17, 1982

At present, Rutgers is one of the largest institutions of higher education in the world; with over 47,000 students in 24 divisions, the student body is highly diversified. We are requesting a charter for the campus in New Brunswick, which is the main campus.

## Rutgers Fraternities and Sororities

name	members	founding date
Alpha Chi Rho	40	1937
Alpha Delta Epsilon (former Alpha Gamma Rho)	35	1967/1946
Alpha Epsilon Pi	34	1956
Alpha Sigma Phi	45	1931
Beta Theta Pi	75	1879
Chi Phi-Squamish	46	1879-founded 1970-Squamish founded 1981-merger to reactivate
Chi Psi	55	1879
Delta Phi	25	1845
Delta Sigma Phi	35	1949
Delta Sigma Theta	76	1965
Delta Upsilon	50	1858
Kappa Delta Rho	60	
Phi Gamma Delta	89	1917
Phi Sigma Kappa	34	1959
Sigma Alpha Mu	30	1929
Sigma Phi Epsilon	70	1955
Sigma Pi	41	1964
Tau Epsilon Phi	40	1947
Tau Kappa Epsilon	60	1930
Theta Chi	50	1932
Zeta Beta Tau	60	1898
Zeta Psi	70	1848

## Sororities

Gamma Phi Beta	85	1977
Phi Sigma Sigma	76	1978
Sigma Kappa	85	1982
Sigma Delta Tau	85	1981
Tau Beta Epsilon-local	79	1984
Zeta Tau Alpha	86	1977

Also, we have chapters of :

Alpha Phi Alpha F  
Kappa Alpha Psi F  
Phi Beta Sigma F  
Omega Psi Phi F  
Alpha Kappa Alpha S  
Delta Sigma Theta S  
Sigma Gamma Rho S  
Chi Upsilon Sigma S  
Lambda Theta Phi F

F-Fraternity; S-Sorority: These fraternities are minority oriented, and information was not available on them.

At this point, we have a few inactive chapters:

Delta Psi F-1850, I-1854  
Pi Kappa Alpha F-1890, I-1959  
Sigma Sigma Sigma Sorority F-1979, I-1983  
Delta Kappa Epsilon-F-1860, I-1982

Delta Kappa Epsilon is on suspension and will be able to apply for reactivation in 1984.



Kappa Delta Rho Officers:

Officer title	Charter officer	Present officer
Consul	Jaime Lijo	John Taylor
Senior Tribune	Michael Cironi	Joel Yellin
Junior Tribune	Donald DeGeorge	Cliff Mure
Quaestor	David Paul, Vincent Schembari	Douglas Franz
Praetor	Jeffrey Lang, Michael Kiernan	Steven Walker
Propraetor	Patrick Tully	Michael Cironi
Pontifex	Gerard Brew	Gregory Merkel
Centurion	Chad Smith, Kenneth Kharbanda	Chad Smith
Senior Advisors	Gerard Brew, Thomas Lombardi	Gregory Merkel, Mark Stockwell
Social Chairman	Cliff Mure	Jaime Lijo
Philanthropic Chairman	Thomas Lombardi	Ben Blanquera
Intramural Chairman	Joel Yellin	Peter Siragusa, Bill Bertolotti
Scholarship Chairman	Tony Moutis	Tony Moutis
Custodian		Mike Mundrane
Historian	Neil Wartmann	Gregory Erman

## History of the Rutgers provisional chapter of Kappa Delta Rho

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Edmundo Lijo was a founder of the Nu Alpha Chapter at Columbia University. Upon realizing that his brother, Jaime, would be attending Rutgers University, Edmundo discussed the possibility of a KDR at Rutgers with Jaime. This was the spark that began it all.

In his first year at Rutgers, Jaime lived in Barr Dormitory on the Busch Campus of Rutgers University. One night, he discussed the possibility of founding a KDR with fellow floor residents Mike Cironi, Mike Kiernan, Jeffrey Lang, David Paul, Kenneth Kharbanda, Chad Smith, and Patrick Tully. Jaime talked about his brother's efforts at Columbia, future plans, and things that needed to be done. The consensus was clear: KDR would come to Rutgers. This meeting took place in Barr 416, on October 17, 1982-which is now our founders day.

From here, a rough road lay ahead. The first goal was to make some sort of contact with the national; this was done through Jaime's brother. Mr. Stohl soon contacted Jaime, and the possibility of success became more apparent. Another important goal was to increase membership. In a short period of time, members brought friends to meetings, and after consideration they were voted into membership. Each new member paid ten dollars so we could build up an activities fund. Social events at this time were small events held in a brother's room, etc.

During this period, before the end of the semester, the officers made contact with the dean of fraternity affairs for Rutgers, and

were told that there was very little chance that Rutgers would recognize a new fraternity. The fraternities on campus at the time needed improvement, housing was not available, and the city was hostile to fraternities. But we persisted, and the dean said she would try to help as much as possible, but made us aware that things would not be easy. At about the same time, near the end of first semester, Mr. Stohl came down from national headquarters. This visit prompted a great increase in enthusiasm, as well as a better sense of how to proceed. At about this time student government president Gerard Brew joined, bringing some insight into the procedures and politics of working with the university. By the end of first semester, we had about thirty members, a sense of what we had to do, and a great deal of enthusiasm. One group of brothers had an apartment on campus, where we often held events, meetings, and celebrations. With all we had achieved by the end of the first semester, we were certainly in a mood to celebrate.

But great difficulties were still imminent. We had not yet been recognized by Rutgers, which needed to be completed so that we could become a provisional chapter. Gerard Brew sought, and obtained, temporary recognition by the student government. This allowed us to use university facilities for our events. Since our membership was growing consistently, we had to move our meetings from a dorm lounge to the student center. Our first Philanthropic project, a video game contest, raised \$290.00 for Multiple Sclerosis. This brought the early members a sense of community service which has become an important tradition.

All of our activity began to get us noticed on campus; this helped us recruit new members, as well as gain the notice of some university bigshots. In March, after discussion with

Mr. Stohl and others, we decided to apply for recognition as a fraternity. As you will remember, Rutgers did not want any new fraternities, so we expected the worst. Mr. Stohl came down for the alumni interfraternity council meeting, and arrived at the dean of fraternity affairs office with a bouquet of roses. She certainly never forgot that day, and neither will we. A committee of a faculty, staff, and Alumni first had to review our petition, which was written by Jaime, Mike Cironi, and Gerard. The committee was dealt with by Mr. Stohl, who had suggested that a few of our members wait outside for our decision. When one of the committee members got up and passed the window, he was shocked (to put it mildly) to see forty members waiting outside. Mr. Stohl asked the committee if they could find any reason to turn down such enthusiasm: the committee could not argue with him, and made a unanimous recommendation that we be recognized. Later both the AIFC and IFC concurred unanimously. This made us ready to take on the world.

The letter soon came from the national: we would have our installation ceremony on April 16, 1983. After this ceremony, we had a party which lasted to sunrise. KDR was finally within our reach! After this, each of us put in a great deal as we dealt with organizing our efforts and internal systems. We had quite a few social events, developed a code of conduct and brotherhood, and as the semester closed, began to prepare for rush.

Over the summer, we kept the brothers together by publishing a newsletter, setting up events at various brother's homes, and getting together in groups. Soon it became apparent that some of that the freindships made through the fraternity would become lifelong bonds. Members began to recognize prospective new members who were high school freinds, and it became apparent that we would

continue to grow. by the end of the summer, many of us felt the strength of our brotherhood. Brothers who visited other chapters enjoyed discussing KDR and meeting future brothers in other chapters.

As the Fall 1983 semester began, we got off to a strong start. Every sorority and fraternity was hoping to meet us, and we arranged a series of social events. Rush began, and we did very well, getting one of the largest pledge classes on our campus. We developed a full pledge program, and this pledge class was developed into Brothers. As our Alpha class, they were very important in strengthening our chapter. We learned from them as much as they learned from us. Thus it became apparent that pledging new members was important to our fraternity, because it brought new vigor to our membership.

We had Mixers with the Gamma Phi Beta, Sigma Kappa, Sigma Delta Tau, and Phi Sigma Sigma sororities. At homecoming, KDR sponsored the annual charity dance, which was normally run by IFC. At this event, we gained the respect of university administrators by showing our efficient organization in action. Also, we were the first group to deal with the problems resulting from the recent hike of the drinking age to 21. by setting the event up so all classes could attend, but I.D. was needed to drink, we dealt with a problem which the university was stuck on; they now use our system for all events. This Homecoming party raised over \$1000.00 for the Red Cross. At the last football game of the season, we had a tailgate party that was unmatched by any other. While enjoying the company of Sigma Kappa, we had mixed drinks, a champagne toast to our Alpha Pledge Class (who were made pledges to the national two nights before, on

November 17, 1983.), and a great variety of foods. This event shocked other fraternities, who wished they had thought of this. Our reputation on campus became one of high quality. we entered intramurals, doing O.K. for a new fraternity. We plan to excel in intramurals, and are working on a strong program for future intramural competition. In academics, we have one of the highest averages on campus, having over 2.8 on a 4.0 scale.

The first semester ended on a strong note; as we entered the Spring '84 semester, we have many things to acheive. After gaining a franchise from the "Miss America Pageant", we have begun plans to sponsor a preliminary for the "Miss New Jersey" pageant. The "Miss Rutgers Scholarship-Talent Pageant has all the indications of being a huge success. It will be held on April 4, 1984. Second semester rush was not as successful as first semester; many factors, including weather, led to the worst overall fraternity rush in years. Thus our Beta Class will be small. But with all the other things going on this semester, we feel a small class will be more successful in the long run.

And so you have it: up to February 10, 1984, we have had a strong history, filled with acheivements. Our diverse brotherhood is ready to accept any challenge. In the next part of this petition, we shall discuss some of our ideas for dealing with the future. Thus far, we feel we can conclude: KDR has established itself as first-rate at Rutgers. Students, faculty, and administrators, as well as our membership agree: we have a chance to be "the best".



## Future goals and plans of Kappa Delta Rho at Rutgers

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In order to better evaluate the future of Rutgers KDR, we organized a committee which reviewed the many suggestions and ideas which are membership had generated. The committee, called "The future Planning Committee", was an ad-hoc committee which was very effective. Thus we plan to call for such a committee yearly, so that we may look at progress towards our goals, as well as form new ideas. Subcommittees of this committee discussed Alumni involvement, Finances, Pledge training, Scholarship, our History, and wrote our chapter Bylaws. each section of this petition uses a great deal of the information and ideas developed in this report.

In this section, we will cover the following:

Pledge Training Program

Social Program

Newly-approved chapter Bylaws

KDR's future goals for Rutgers

Each item covered is presented in some detail; a great deal of work went into these reports, as we tried evaluate our future. The ideas presented are of course, flexible. As the situation changes, our goals may change. But at the present, each suggestion seems realistic and useful.

### The Kappa Delta Rho- Rutgers Social Program

A fraternity is a social organization; one of the primary purposes of any college fraternity should be to develop a social program which allows its members to meet new people. The social program we have developed thus far has been marked by diversity and innovation: just having a keg party won't cut it for us. The sorority girls who we've had events with like our new attitude on social events. We believe this says quite a bit about where we're headed. Our brotherhood gets together on a regular basis for internal "social drinks", which has helped greatly in strengthening our brotherhood.

In the future, we hope to have a champagne breakfast with a sorority, a ski trip with another sorority, and road trips to other KDR chapters. We hope to co-sponsor some events with other fraternities at Rutgers. We believe the national's recommendation on having parent's day is important, and hope to have an annual parents event.

When we are able to get a house, we will be able to strengthen our social program. Often, getting facilities to have an event can be difficult, and the new alcohol policy limits our choices for locations to a few spots. The many innovative events we have had thus far have helped immensely in building our reputation as a "better" fraternity. Most individuals you talk to are confident: when we get a house, we will be a strong asset to this campus, and probably the best fraternity here at Rutgers.

## Recommendations of the planning committee- Rutgers KDR

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Membership- The planning committee discussed, and brought for approval at a brotherhood meeting, the following recommendation concerning future membership. Our membership is now at 60, so we will assume for a while that our membership we go over the figures stated. The plan calls for our membership to range from approximately 50 to 70 members, which we feel would be just right for a strong chapter. We hope that this will be distributed evenly; 15 to 18 members per class would be appropriate. With two semesters of rush, pledgeclasses should be approximately 7-10. this number will allow each pledge class to become close, while allowing the brotherhood enough time to become familiar with each pledge. One thing to be avoided is having one class being much larger than the other; this causes many difficulties, as we found out when our sophomore class went much larger than the others. Fortunately, we wont be graduating many people until then, so problems will be avoided if we follow the proposals listed above.

Scholarship- Being an important factor in our fraternity since the beginning, the committee spend a great deal of time in this area. One of the recommendations was the development of a house library, containing reference books, textbooks, class notes, and files of old exams. This, along with our academic enhancement program, where upperclass members advise, will help pledges and new members keep up with there academics. Pledges will be required to make weekly reports on academic progress. In the long run, we hope to have a strong academic record. Each member's efforts will certainly continue our present acheivements.

Awards- Some awards can be related to the previous category. In the future, we would like to award our members who have performed outstandingly in academics. Our Alumni will choose members who have received the highest grade average, the most improved, high pledge average, and to the outstanding senior academically. Also, we would like to honor the member with the most fraternity spirit, best participation in fraternity intramurals, and an award for outstanding campus participation. Finally, we award our outstanding seniors and pledges in accordance with national recommendations. We hope this will encourage members to keep up their good work. The awards may not be monetary at first, but we hope some will be in the long run.

Alumni relations-In our first few years, we will have few alumni; most of them will be somewhat active. We hope our alumni play a strong role in our chapter, because this can be a strong asset to our chapter. In our first few years, we hope to have the help of some alumni from other chapters. At present, we have Marion Stewart as our alumni advisor, and have made contact with Dr. Hadley Conn of the Rutgers Medical School, and Frank Elm, who is the head coach of the Rutgers Swim Team. All are Alumni of the Nu chapter. We have sent three mailings to local alumni, in hope of getting involvement. We have had some response, but not much involvement. Perhaps a workshop run by the national will help us develop this part of our chapter.

Within the area, we have quite a few ideas about how to deal with our own alumni. Graduates of our chapter will be honored at a banquet at the end of their Senior year. Each graduate will be sent an alumni newsletter every three months, which will inform him of our chapter's progress. Also, it will inform him of any upcoming alumni events, meetings, etc. Plans are now underway to form our chapter's alumni corporation, which will play a key role in alumni affairs, as well as the entire fraternity.

We also hope to setup a chapter alumni fund, which will help pay for necessary items. undergraduates will be required, as they have been doing, to pay \$5.00 per semester to this fund. the fund now has about \$2000.00, and will continue to grow through fundraisers, etc. This fund is presently administered by the senior advisors, both this years, and the newly elected. Another fund we hope to develop will be our founders' fund, which will be the primary source of scholarship funds for our chapter. It is our guess that chapter founders will, in the long run, be able to donate quite a bit, so we hope to have a strong scholarship fund. I know these are all just suggestions, but we hope future efforts will be able to make them work.

Rituals- We have heard that some fraternities do not follow, or are weak in this area. Our members intend to insure strength in this area, so the core of our fraternity is strong. It seems that those fraternities which respect traditions and ritual have the strongest chapters. One way we hope to keep this attitude up is through more alumni involvement. Perhaps the alumni will be present at rituals, so that members realize that the bond is lifelong. Whatever method is chosen, we hope ritual, and chapter history, are respected and remain strong.

Housing- "you would be the best fraternity at Rutgers, if you had a house", "I'd like to pledge, but you don't have a house". We hear these lines, and others like this, quite a bit. Having a house is quite important. We know that Mr. Stohl and the national is working on future plans, and we greatly appreciate these efforts. We have some suggestions about what the "ideal" house would be like, and also would like to affirm our commitment to the university's proposed move to build new houses on the Busch Campus. We feel the new housing plan will provide great benefit to KDR in many ways. First, there are a great many students who live on this campus who have not joined a fraternity because of

the location of the present houses. Also, many of the houses are in bad shape, which deters many prospective members. finally, most of the houses in use right now are really not suitable for use by a fraternity, and this is the reason for the present state of deterioration. If a house is built on Busch Campus, we will be able to offer prospective members a home they can be proud of.

Our ideal house would have room for 36 members: the five officers of the fraternity, the house manager, and 30 other members. the executives living in the house would be essential to the smooth operation of fraternity affairs. We would like to have a good distribution of members in our house, so that upperclass members mix with new members. If at all possible, we would like to have a special room to be used for chapter meetings and rituals only, which would be closed to all but initiated members. The Busch Campus proposal allows fraternities to have a great deal of property, which the brotherhood would have to maintain. Some might wonder why we propose such a small house, in comparison with other fraternities. We hope that this house would allow us to keep the chapter full, without being forced to take in unwanted members in order to "fill the house". The suggestions made here are just that; the experience of others may prove our ideas wrong.

Campus Activities- this area is essential to a strong fraternity: this will help build our name on campus, help us finding potential members by being in contact with many people, and also provide valuable experience to the brothers, which is necessary these days. A committee will be formed to keep track of members activities, encourage brothers to participate, and help guide them to participation through other brothers or student activities office resources.



## Pledge Program of Rutgers Kappa Delta Rho

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The goal of a pledge program is to teach the pledge to respect his fraternity, himself, and his future. Though a pledge should respect the ideals and traditions of his fraternity, he should not have to die for it. The pledge should benefit from the fraternity, as the fraternity benefits from the pledges and members. Finally, the pledge should not be the fraternity's slave, and should work alongside, not for the brotherhood.

Keeping these ideals in mind, the Rutgers KDR has developed a pledge program which we beleive is fair. The pledge will learn from it, but at the same time, he will be able to mature. The first step in becoming a member of a fraternity is to learn about the fraternity. The "Pathfinder" will be the source of lessons in this area, as assigned in the national pledge program (Junior Tribune Manual). Our own chapter history will come from this petition, as well as future additions, which will be kept in a permanent record. They will study our chapter by-laws, programs, and other neccessary details.

Guidance will be important to a prospective pledge. Thus, every pledge will have a big brother appointed by the fraternity to serve as that pledge's voice within KDR, as well as to support and encourage the pledge. The pledge will also be responsible to the Scholarship chairman, who will direct a brother to tutor a pledge if neccessary.

The pledges will have various duties and projects to complete. Each has a purpose, and is not designed to "just put the pledge through hell". First the pledges will be required to eat dinner three times a week, as a group, with the pledge committee and other brothers. (When we have a house, they will

eat dinner with the fraternity). Then they will go to the library with the Jr. Tribune, for three hours, three nights a week. This should teach them good study habits. After this, they will have a half hour pledge meeting on two of those nights where they go to the library. At these meetings, they will be assigned assignments from the junior tribune, and have one of the chapter officers describe his duties and role within KDR. The pledge class will also be required to complete a community service project and a social event. This will help make sure they are capable of projects, since they are the future of KDR. Also they will be required to visit two other KDR chapters. This is to make them aware of the national fraternity that they are becoming part of, as well as to promote relations between chapters. (Columbia and Lafayette will most likely be where they go). Also, in order to help keep good relations with campus sororities, our pledge class will, near the end of their pledge period, go to each campus sorority and present them with flowers in appreciation for the sorority's help during the semester, then they will sing the KDR sweetheart song to the chapter. During their pledge period, they must interview every brother in depth, so that they get to know them better. this will be verified by the brother's signing his pledge book. This book will contain all the interviews, and all the pledges notes, assignments, and all other pledge activities. Finally, each pledge shall make a paddle for his big brother, as well as one paddle which shall be made by the whole pledge class for the house. They will also make a ceramic tile which will have their name, year of graduation, and signature on them. These will be used to build a wall in our house, so that every member will be remembered.

The above program should keep any pledge busy, but keeping

them busy is not our only goal. Hopefully, the pledge will realize that each project is designed to be constructive, to help others, and to help him understand KDR. When we have a house, we will put the pledges on the work rosters with the brothers, and the pledges will have to come up with a project which will beautify or repair the house. In this way the pledges will respect our property and our goals, and realize that we have to work for what we have.

Most importantly, the pledges will be treated with respect. If a pledge makes a mistake, he will never be embarrassed in public, but will be reminded of his mistakes at a pledge meeting, etc. Each pledge will be taught etiquette and how to respect other people: in return he will be respected as an individual. Finally he will be taught that his good actions gain respect and honors for himself and for our fraternity, and that doing otherwise will not be tolerated, both now and in his future.

BY-LAWS OF THE \_\_\_\_\_ ALPHA CHAPTER OF KAPPA DELTA RHO

## PREAMBLE

The primary purpose of the Fraternity shall be the promotion of good fellowship among its members and the advancement of truth, justice and virtue as exemplified by our Latin motto: "Honor Super Omnia." In pursuance of these purposes, the Fraternity shall foster scholastic achievement, intellectual attainment, and the practice of the highest ideals. It shall also encourage the provision of cultural surroundings wherein its active members may enjoy a social life that will supplement their other college activities and prepare them for future responsibilities.

ARTICLE I: NAME

The name of the chapter of Kappa Delta Rho, Inc. at Rutgers  
University shall be .



## ARTICLE II: COMPOSITION

### Section 1: Membership

(1) The active membership shall consist of men who have been initiated and are enrolled for their Bachelor's or any advanced degree at the institution at which the chapter is located. Actives maintain all the rights, privileges, and obligations of the chapter.

(2) Alumni members shall be former active members who have graduated or have terminated their college endeavors. Alumni may attend - but not vote at - any chapter meetings.

(3) Honorary members shall be faculty members or other men of good repute elected by the chapter and approved by the National Board of Directors. Honorary members may attend meetings of the chapter, however they shall not vote or hold office, except that of the faculty advisor.

## Section 2: Pledges

Prospective members who receive and accept invitations to become members shall be termed pledges. Each pledge shall be placed on probation for an indefinite period of time not exceeding the semester of pledgship. Pledges shall not attend chapter meetings.



### ARTICLE III: ELIGIBILITY

(1) The members of a chapter shall be male students, of high moral character, in attendance at the institution at which the chapter is located.

(2) An active member or a pledge shall maintain a minimum grade point average of 2.0.

#### ARTICLE IV: OFFICERS

##### Section 1: Executive Officers

(1) Consul - presiding officer at all meetings of the chapter; chairs Executive Committee.

(2) Senior Tribune - Rush Chairman; develops and maintains the members' autobiographies and the chapter library; fulfills the Scholarship Officer's responsibilities; serves as Consul in his absence.

(3) Junior Tribune - Pledgemaster - responsible for pledges; chairs Plèdge Committee; serves as Senior Tribune in his absence.

(4) Quaestor - Treasurer; collects dues, pays bills, keeps records of all monies received and disbursed; chairs Budget Committee.

(5) Praetor - Secretary; conducts all correspondence not provided for otherwise; conducts roll call, records minutes at meetings; tallys all votes except elections; maintains all records and the Constitution and By-Laws unless provided for otherwise.

## Section 2: General Officers

(1) Propraetor - Corresponding Secretary with the alumni members and with the other chapters; Editor of chapters' Alumni Newsletter; in charge of chapter public relations.

(2) Expansion Secretary - in consultation with the National Expansion Director, concerned with development and chapter expansion.

(3) Pontifex - chaplain of chapter; in charge of manners and morals of the chapter.

(4) Centurion - chapter doorkeeper; maintains chapter room and ritual equipment.

(5) Custodian - supervisor of the house and grounds; schedules all maintenance procedures.

(6) Senators - three alumni or hoorary members elected by a majority vote; they shall advise the chapter with regard to chapter organization, regulations, or any other topic.

(7) Scholarship Chairman - chairs Scholarship Committee; main-

tains pledges' grades and academic progress; assists Senior Tribune in maintaining the grades of all actives; enforces house quiet hours.

(8) Historian - responsible for maintaing the chapter history and recording activities presently occurring.

(9) Steward - responsible for the kitchen and dining facilities.

(10) Social Chairman - chairs Social Committee; responsible for the organization, execution, and maintenance of all social activites.

(11) Social Service Chairman - chairs the Social Service Committee; responsible for the organization, execution, and maintenance of all social service projects; responsible for ensuring that all local and national obligations are met with regard to social service projects.

(12) Intramural Chairman - chairs Intramural Committee; co-ordinates all chapter intramural teams for athletic competition.

(13) Song Leader - responsible for the learning, teaching, and song leading of all the Kappa Delta Rho songs.

### Section 3: Elections

The following regulations apply unless provided for otherwise:

(1) The Senior Advisory Committee shall appoint the succeeding Senior Advisory Committee, subject to a vote of the majority of the active members present. The appointees shall be two juniors, elected as close to April 7 as possible.

(2) Officer nominations shall be accepted until the Officer Elections begin; Officer Elections shall be scheduled as close to October 17 - our Chapter Founders' Day - as possible, as specified by the Executive Committee.

(3) If more than two candidates are running for the same Executive Office, a plurality vote will decide the two candidates for that office. When two candidates exist for a given Executive Office, a vote of the majority of the active members present shall decide the successor.

(4) All General Officers shall be elected by a plurality vote.

(5) The Senior Advisory Committee shall conduct all elections including the tallying of all votes.

Section 4: Terms of Office

(1) The Senior Advisors shall hold office for one year beginning on June 1 and ending on May 31.

(2) All officers - unless provided for otherwise - shall hold office for one year beginning on January 1 and ending on December 31.

## ARTICLE V: REPRESENTATIVES

- (1) Representatives shall be elected to the RFSC and the Alumni Corporation - one representative for each organization.
- (2) Representatives to other organizations may be elected as needed if specified by the Executive Committee.
- (3) All representatives shall be elected and serve a term of office as stated in Article IV of these By-Laws with the same status as General Officers.



## Section 2: Special Committees

If necessary, committees shall be appointed by the Executive Committee, subject to a majority vote. The special committee shall be active for a temporary basis as decided by the Executive Committee; however the said committee shall not be active for a period of duration exceeding the terms of office stated in Article IV, Section 4, paragraph (2) for the Executive Committee that appointed the committee.

## ARTICLE VI: COMMITTEES

### Section 1: Standing Committees

(1) The Executive Committee shall consist of the Executive Officers as stated in Article IV of these By-Laws. The said committee shall oversee chapter affairs and be chaired by the Consul

(2) The Senior Advisory Committee shall consist of two seniors, who shall not be Executive Officers simultaneously. The said committee shall discipline individual members as described in By-Law 1, Section 14 of the National By-Laws.

(3) The Budget Committee shall be appointed and chaired by the Quaestor. The said committee shall advise the chapter on its expenditures, plan future budgets, and review present and past budgets.

(4) The following committees shall be chaired as specified in Article IV of these By-Laws and be appointed by their respective chairmen unless provided for otherwise:

Pledge Committee

Social Committee

Social Service Committee

Rush Committee

Scholarship Committee

Intramural Committee

ARTICLE VII: DUES

Section 1: Initiation

These dues shall be set by the National and the chapter, when the chapter Budget is passed, as part of the chapter Budget.

Section 2: Semi - annual

The Budget Committee shall propose the chapter **Budget** each semester for the following semester. The said budget shall be in effect when the said budget is approved by a vote of the majority of the active brotherhood. The said budget shall be approved by the end of the semester prior to the semester for which the said budget will go into effect.

## ARTICLE VIII: REGULATIONS and PENALTIES

### Section 1: Bidding and Pledging

(1) Bids shall be given to prospective members who are accepted by the brotherhood with no more than two negative votes against them. Five active members (including a "friend" of the prospective member) shall present the bid to the prospective member. Any further details about bidding or the Rush program shall be presented by the Rush Committee before the formal rush period begins - following an approval by a majority vote.

(2) Each semester, the Pledge Committee shall present the specific pledge program, subject to a majority vote, before the official pledge period begins. Any pledge receiving more than one blackball at any regularly scheduled chapter meeting during the pledge program shall have their pledgeship revoked. Actives who wish to blackball shall notify the Pledgemaster of any such action prior to the blackball. If the above procedure is not followed properly, the blackball shall be null and void for the respective situation. Any person who has their pledgeship revoked shall regain their pledgeship if a unanimous vote of the active members present at a regularly scheduled chapter meeting is conducted, however, pledgeship shall only be granted during an official pledge period.

## Section 2: Financial Matters

- (1) The budget shall be amended by a vote of the majority of the active brotherhood.
- (2) Excess monies accumulated at the end of the semester shall be directed as decided by the Budget Committee when approved by a vote of the majority of the active brotherhood.
- (3) Monies not specifically budgeted shall require a vote of the majority of the active brotherhood if the requested sum of money equals or exceeds \$20.

### Section 3: Fines

(1) A fine of \$5 will be established for each **unexcused** absence at a regularly scheduled chapter meeting or any official rush function.

(2) Excused absences shall be granted if the member tells a member of the Executive Committee of his absence, prior to his absence. The Executive Committee member being notified must attend the meeting or rush function in question, and the Consul has final say in deciding whether an absence is excused or not excused.

(3) All monies accumulated from fines shall be placed in the "Miscellaneous" section of the budget.



#### Section 4: Suspension and Expulsion

(1) Suspensions and expulsions shall be enforced as directed by Article Xlll of the National Constitution.

(2) A vote of  $3/4$  of the active brotherhood shall suspend any active member for delinquent payments of dues or other obligations owing to the chapter. A unanimous vote of the Executive Committee shall determine the duration of suspension, not to exceed one year.

(3) Asuspended member shall have no rights or privileges of the chapter.

Section 5: Miscellaneous

(1) Active members shall be required to maintain a 2.0 grade point average or better. The minimum chapter grade point average shall be equal to or above the all mens fraternity average as specified by the National.

(2) Active members shall be required to participate in at least 2 extracurricular activities associated with Rutgers University with exception to chapter activities.

(3) The chapter shall not adopt any policy inconsistent with the National Constitution, National By-Laws, these By-Laws or order of the National.

## ARTICLE 1X: MEETINGS

- (1) Regularly scheduled capter meetings shall be held weekly at 9:00 on Sunday evenings.
- (2) A meeting shall run no longer than one and a half hours unless a majority vote extends the meeting  $\frac{1}{2}$  an hour. Extensions may be made indefinitely in accordance with the above procedures.
- (3) A quorum shall be 75% of the active brotherhood.
- (4) Roberts Rules of Order shall be the parliamentary authority with regard to procedures not provided for in the National Constitution, National By-Laws,, or these By-Laws.
- (5) Consul has final interpretation of the National Constitution, National By-Laws, or these By-Laws, and Roberts Rules of Order.
- (6) Consul shall chair all chapter meetings.
- (7) Actives, alumni, honorary members, and advisors shall be eligible to attend chapter meetings. Chapter meetings are secret and closed to anyone else.
- (8) Only actives and pledges maintain the obligations of the chapter.
- (9) A roll call will be taken at the beginning and end of each chapter meeting. Each roll call will account for  $\frac{1}{2}$  of an absence.
- (10) The Consul may call special meetings when necessary. Fines for special meetings shall be \$1.00 per absence. A 24 hour notice must be given for the fine to be affective.

#### ARTICLE X: AMENDMENTS

Any member may propose an amendment to these By-Laws at any regularly scheduled chapter meeting. The said amendment shall be valid when approved by a vote of 2/3 of the active brotherhood during the regularly scheduled chapter meeting following the meeting during which the amendment was proposed. Any previous By-Laws inconsistent with the amendment shall be null and void when the proposed amendment becomes valid.

A FINANCIAL ANALYSIS OF THE PROVISIONAL CHAPTER OF  
KAPPA DELTA RHO AT RUTGERS UNIVERSITY

PREPARED BY

THE TEMPORARY BUDGET COMMITTEE  
OF THE FUTURE PLANNING COMMITTEE  
ON  
JANUARY 17, 1984

## A. INTRODUCTION

A strong financial system is the cornerstone to any organization. It holds and supports the organization while providing it with a sense of power and strength to endure any hardship. It must be accurately run and organized if it is to provide the organization with the funds necessary to run it efficiently. The fraternity is no exception. With this in mind, we have provided in the next few pages a detailed analysis of the workings of the financial system of the Provisional Chapter of Kappa Delta Rho at Rutgers University.

## B. PLANNING THE BUDGET

The Budget Committee is comprised of the Executive Committee and the Chairman of the Social Committee. The Budget Committee has an intial meeting approximately one month before the end of the semester and a final meeting a week later.

The intial meeting is solely for the purpose of reviewing last semesters budget, collecting new ideas, and trying to figure out how we can improve our financial basis by budgeting more wisely. The final meeting is the time when an actual budget is drawn up. The Rush Chairman, Pledgemaster, and Social Chairman give the Chairman of the Budget Committee ( usually the treasurer ) a budget with which each would like to work with. This in turn is approved by majority vote and recorded. The rest of the budget is completed by listing items which are vital to the workings of the fraternity. Such items include insurance, R.F.S.C. dues, office supplies, etc... The amount to be budgeted for these items is determined thru discussion and by referring back to the previous semester. A monetary amount for each is voted upon and recorded.

The budget, which was approved by the Budget Committee, is

then brought up in front of the brotherhood two weeks before the end of the semester. It is only presented at this meeting and no discussion on it takes place. The brotherhood then discusses the budget at the last meeting of the semester and once discussion is closed, a majority vote is needed for approval.

Hints for improvement :

The process of planning the budget must be started at an earlier date. Our suggestion would be six weeks before the end of the semester with the same four week time schedule as stated previously.

C. THE BUDGET ( FALL 1983 AND SPRING 1984 )

Fall 1983

Spring 1984

Social	-	\$2,200.00
Rush	-	\$600.00
Alumni Fee	-	\$300.00
Insurance	-	\$150.00
Alum. Newsletter	-	\$150.00
Pledging	-	\$100.00
R.F.S.C.	-	\$91.50
I.F.C.	-	\$91.50
Office Supplies	-	\$60.00
Intramurals	-	\$60.00
Misc.	-	\$589.00
Late Fee	-	\$610.00
TOTAL	-	\$4,392.00

D. MEANS OF COLLECTING MONEY; PENALTIES

After the budget is voted upon by the brotherhood, a semester dues bill is prepared by the treasurer. ( see the attached bill at the end of the report ) It is then given to all brothers with an outline of the budget on it for their own records and a portion



which must be clipped and sent along with their check or money order to the the address which is provided on the bill. ( usually the treasurers address ) A due date is set at the last meeting of the semester by the Budget Committee and a penalty for not paying on time is set as follows:

An additional ten dollars is assessed to each brothers bill. This is what is called the late fee. ( refer to the spring semesters budget - 1984 ) If a brother pays on time, the late fee will be refunded in the middle of the semester or after all outstanding dues are in. If a brother is late with his payment, his late fee will then go directly into the housing fund and he will be ineligible for a refund. The purpose of the late fee is twofold. First, it encourages each brother to pay on time and second, it provides the treasury with extra money in the beginning of the semester to cover those brothers who did not pay on time.

All dues that are received by the treasurer are immediately recorded in two ways. First, a receipt for the incoming dues is prepared and given to the brother with a copy made for the treasurer. Included on this is the check or money order number, date, and the amount payed. Secondly, the brothers name is recorded in a recording book with a special page reserved for each brother. On this page is recorded the amount paid, the date, the check or money order number, and the bank from which the check was issued.

Once the dues are recorded and accounted for, they are then deposited in the checking account at the bank.

#### E. WHERE THE MONEY IS KEPT

All money that is received, which is considered part of the dues, are deposited in the checking account. The treasurer and the president are the only two people entilted to withdraw money

from the checking account. All fraternal financial transactions are conducted thru this account.

All money which is considered part of our initiation fees for the National and our housing fund are deposited in a separate savings account. This money is controlled by the Senior Advisory Committee and can only be withdrawn by them. All transactions with the savings account must be approved by the treasurer first.

#### F. MONITORING THE BUDGET

The budget, which was approved by the brotherhood, is then recorded on accounting paper and compiled into a budget recording book.

The first two pages are comprised of the total budget with each different category occupying a separate column. In this way, with just a glance, one can see how much was spent under each category and how much is left in the total budget. No descriptions are given here - just a date, check number, and the amount.

A detailed description, including who the check was made out to and why the check was issued, is recorded on subsequent pages with each category occupying a different page.

#### G. VOUCHER SYSTEM AND BILL PAYMENT

Planning the budget, collecting money, depositing the money in the bank, and keeping track of the budget all pave way for an efficient method to pay the bills. There are two types of bills to be payed. Those that are required ( initiation fees, R.F.S.C. dues, I.F.C. dues, and intramural fees ) and those that are non-required ( which comprises everything else - from buying kegs for a party to buying paper for a newsletter ) The required bills are simply deducted from their portion of the budget and require no more than the treasurers signature. The non-required bills

are a little different and therefore a voucher system was developed to keep track of them.( see the attached voucher form at the end of this report ) If a brother needs money to buy something, he first approaches the treasurer for a voucher form at least a week before he plans on buying the item, fills out the necessary information, and gets all required signatures. The completed form is then presented to the treasurer who fills out a check for the proper amount. The receipt for the item and all money left over must be returned to the treasurer. The completed voucher forms are then kept in file with the receipt for future usage and referral.

All those bills which fall under the category of miscellaneous and are in the amount of twenty dollars or more must be approved by a majority vote of the brotherhood before payment is made. All those bills in the amount of twenty dollars or less can be paid by the treasurer with no consent from the brotherhood.

#### H. FINANCIAL STATEMENTS

Financial statements are made available to all brothers once every four weeks from the start of the semester and are prepared by the treasurer.

#### I. TRANSFERING FUNDS WITHIN THE BUDGET

Transferring funds from one category of the budget to another, must be approved by a majority vote of the brotherhood as recommended by the Budget Committee.

KAPPA DELTA RHO

RUTGERS - THE STATE UNIVERSITY

TO: The Office of the Treasury

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

A. Planned Expenditures:

<u>ITEM(S)</u>	<u>QUANTITY</u>	<u>COST</u>	<u>SUPPLIER</u>
----------------	-----------------	-------------	-----------------

B. Total Expenditure: \_\_\_\_\_

C. Description of Activity ( Include date, time, and place ):

D. Checks Made Out To: \_\_\_\_\_ Amount: \_\_\_\_\_

E. Date Receipts Will Be Returned: \_\_\_\_\_

F. Required Signatures:

PERSON REQUESTING MONEY \_\_\_\_\_

CHAIRMAN OF COMMITTEE \_\_\_\_\_

TREASURER \_\_\_\_\_

PRESIDENT \_\_\_\_\_

-----  
FOR OFFICE USE ONLY

Date Check Issued: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Receipt Returned: \_\_\_\_\_

Change Turned In: \_\_\_\_\_

Total Expenditure: \_\_\_\_\_

Category Expenditures Fall  
Under: \_\_\_\_\_

Balance In Budget: \_\_\_\_\_

KAPPA DELTA RHO

SPRING SEMESTER DUES - 1984

Below is an itemized list for the budget that was voted upon on Dec. 11, 1983. Keep the top portion for your own records and return the bottom portion with your check made payable to Kappa Delta Rho. Send your check to: Doug Franz/25 Deer Path, Shady Lake/West Milford, N.J., 07480. DUE DATE IS JANUARY 15, 1984.

Social	-	\$2,200.00
Rush	-	\$600.00
Alumni Fee	-	\$300.00
Insurance	-	\$150.00
Alum. Newsletter	-	\$150.00
Pledging	-	\$100.00
R.F.S.C.	-	\$91.50
I.F.C.	-	\$91.50
Office Supplies	-	\$60.00
Intramurals	-	\$60.00
Misc.	-	\$589.00
Late Fee	-	\$610.00
TOTAL	-	\$4,392.00

AMOUNT DUE = \$32.00

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Date \_\_\_\_\_

NAME \_\_\_\_\_

AMOUNT SUBMITTED \_\_\_\_\_