

A Petition to Kappa Delta Rho Fraternity

Mu Alpha Group of Intent West Virginia University Morgantown, West Virginia



Dear Executive Director:

At our most recent meeting, Saturday, December 13, 2003, we as Mu Alpha Group of Intent, located at West Virginia University, decided to request to become new members of the National Fraternity of Kappa Delta Rho, Inc.

On making this request, we believe that the evidence and documentation included with this letter shows that we have met all the requirements for attaining Provisional Chapter Status that are outlined in the Expansion Policy Manual of the National Fraternity of Kappa Delta Rho, Inc.

Sincerely,

Andrew W. Trumbull President, Mu Alpha Group of Intent

Kappa Delta Rho Mu Alpha Group of Intent West Virginia University

For the last two months, as the Mu Alpha Group of Intent and as just an interested group of gentlemen before that, we have held weekly meetings every Sunday and have regularly had exemplary attendance. At these meeting the members of the group, and our advisor, Professor Trumbull, have discussed many topics including community service projects, dues, group and committee positions, clubs, extra-curricular activities, and ways of keeping the group ready and motivated to recharter the Mu Alpha Chapter of Kappa Delta Rho.

Over the last two weeks of November we volunteered our time and services at the local Salvation Army soup kitchen. We split up our group into smaller groups of four or five and spent a few hours stocking, cleaning, and other odd jobs that needed done. Not only did this fulfill our community service requirement, but it gave some members of the group not very familiar with each other some valuable time to get to know one another. Currently we are in the process of organizing a clothing and food drive for the holiday in season in association with the Salvation Army. Included with this letter is verification of our time spent at the soup kitchen.

After speaking with Mike Natale, we discussed potential numbers for dues. We have since decided on three hundred dollars as our annual dues. Also, to create a small starting budget, every member has already paid one hundred dollars. This has worked out great in two aspects: we now have over two thousand dollars in a savings account and the implementation of this fee has helped to separate the dedicated members from the flakes whom have since dropped out.

We have recently filled all the necessary positions and committee heads and are working to get these committees started strong and on the right foot. We believe we have dedicated and responsible men in the positions and that the work and responsibilities of the group have been evenly distributed among the committees so that we may function as properly and smoothly as possible.

Within the group, there has been a strong interest in starting the first West Virginia University boxing club since the early 50's. We already have an advisor and a verbal commitment from the Head of Student Organizations as well as from the owner of a local boxing gym. This club will hopefully be a valuable asset to KDR as it will be unique to Kappa Delta Rho. This could also potentially help us as a recruitment tool in the future. There have been other ideas within the group to stay as active within the university as possible.

We believe that with these recent accomplishments we are on the right track to becoming the newest chapter or Kappa Delta Rho. We would like to thank everyone who has taken time out of their schedule to guide us in this process. It has made it go by swiftly and smoothly and we greatly appreciate all that you have done.

As well as the verification of our community service project, we have included an updated list of members along with their class status, a revised constitution, and our petition for Provisional Chapter Status. All of our members understand the requirement of involvement including two university student organizations or a job and are currently in compliance with this requirement or are in the process of fulfilling it. Semester grades are scheduled to be posted on December 19th. Please give us adequate time to gather everyone's grades and send them to you as a group.



Student Organization Services

December 10, 2003

Andrew Trumbull 236 Park Street Morgantown, WV 26505

Dear Mr. Trumbull:

I am pleased to inform you that your student organization National Fratemity of Kappa Delta Rho, Inc. has been granted official West Virginia University campus recognition.

To maintain recognized student organization status you must complete Annual Officer Update Forms during August and January of the academic year. This form can be obtained from the Student Organization Services Office in the Student Organization Wing of the Mountainlair. Also, if at any time you amend or otherwise alter your Constitution or adopt a new Constitution, it is required that the changed or new Constitution be approved by the Committee on Student Organizations. In addition, the president or designee of your organization is required to attend a Student Organization Orientation that is usually conducted in early September.

As a recognized campus student organization, you are entitled to reserve and utilize certain University facilities for your organization's activities, raise organizational funds on campus, and utilize University services. Please refer to the WVU Student Handbook, The Mountie, for additional or more detailed information regarding students' and/or organizations' rights and responsibilities. Please note that West Virginia University assumes no legal or financial responsibility for your organization.

If you have any questions, please contact Student Organizations Services at 293-4397.

Assistant to the Dean for Student Affairs Coordinator, Student Organization Services

cc:

Advisor

File

Mountainlair

Phone: 304-293-4397

PO Box 6444

Fax: 304-293-4104 Morgantown, WV 26506-6444

Equal Opcortunity/Affirmative Action Institution



JOHN LARSSON GENERAL

LT. COL. JOHN FALIN

DIVISIONAL COMMANDER

PHILIP D. NEEDHAM
TERRITORIAL COMMANDER

The Salvation Army

FOUNDED IN 1865 BY WILLIAM BOOTH

1264 UNIVERSITY AVENUE - P.O. BOX 753 MORGANTOWN, WV 26507-0753 TELEPHONE: (304) 296-3525 FAX: (304) 296-2742 CAPTAINS EDWARD D AND GOLDIE LONG CORPS OFFICERS

Advisory Board
Jesse Lockler, Chairman
Gordon R. Thorn, V. Chairman
John Pahey, Treasurer
Genie Barnhart, Secretary

Date: 12/22/03

RE: Hours worked

Tack Bowman
Tamara DeFazio
Stephen Douglas
Michael K. Goode
Kenneth D. Gray
Judge Robert C. Halbritter

Terry L. Hall
Dewey Hastings
Vaughn L. Kiger
Douglas Leech
Robert E. Lynch
Rocky Manchin
Robert Sheets
Dan Powell
Reed Tanner
Carolyn Turner
Desnie Van Camp
William Wallace

Life Members James R. McCartney Edward Skriner

Carolyn Zinn

To Whom it May Concern:

KDR Inc. worked at The Salvation Army Feeding Program. They helped serve, clean tables and wash dishes. Also stocking shelves. They were a great help.

Blessings:

Edna Robinson

Edna Robinson Office Manager



Mu Alpha Group of Intent Roster

Name	Position	Year	Major	GPA if available
Andrew Trumbull	President	Freshman	Pre-Business/Econom	nics 4.0
Stephen Koval	V.P.	Freshman	Pre-Business/Econom	nics 3.0
Grant Hastings	Secretary	Freshman	General Studies	
Nick Hedges	Treasurer	Sophomore	Education	3.6
Chris Berry		Freshman	Broadcast Journalism	
Tyler Boyle		Freshman	General Studies	
Steven Campbell		Freshman	Business Administrat	ion 3.4
Lucas Cappas		Freshman	General Studies	
Farooq Choudry	External V.P.	Sophomore	Biology	3.4
Albert Claudio		Freshman	General Studies	
Thomas Crawford	Risk Manager	Freshman	Pre-Business/Econom	nics 3.6
Dave Cutlip	Pontifex	Freshman	Pre-Forensic Science	
Dan Dalton		Freshman	General Studies	
Drew Devincent		Freshman	Finance	2.8
Jimmy Gatian		Junior	Pre-Business/Econom	nics
Andrew Gentlin		Freshman	General Studies	4.0
Gavin Hall		Freshman	General Studies	
Geoff Lumnah		Freshman	Education	
James Stanton		Freshman	General Studies	
Andy Stevenski		Freshman	General Studies	
Ian Matthews	Fundraising	Sophomore	General Studies	2.3
Steven Merrifield		Freshman	Pre-Business/Econom	
Owen Mulkeen		Freshman	Environmental Protec	ction 2.9
Adam Myers	Social Chair	Sophomore	Physical Therapy	
Kelby Napolillo	Philanthropy	Freshman	Engineering	
Josh Vecellio		Freshman	Mechanical Engineer	ing 2.9

We have formed six committees: risk management, fund raising, philanthropy, social, pledge education, and advertising/campus recognition. The WVU Boxing Club that some of our members have started is on its way to becoming a recognized student organization of its own. We are still in the process of finalizing a deal to buy a house for 10-15 of us to live in next year. Also, we are attempting to strengthen contact with the local radio stations and newspapers. We believe this will be a great recruitment tool as well as a tool to get our name out to the general community. The university e-mail server is down for the holidays so it has been difficult to get everyone's grades. What we sent is the grades we have so far. We hope your holidays have been safe and enjoyable and are excited for the chance to become a provisional chapter.

Sincerely,

Andrew Trumbull Nick Hedges

By-laws of the Mu Alpha Chapter Of Kappa Delta Rho 236 Park Street Morgantown, WV 26501

Article I Name

The name of this organization shall be Mu Alpha Chapter of Kappa Delta Rho Fraternity at West Virginia University.

Article II Purpose

The purpose of this organization shall be the promotion of good fellowship among its members and the advancement of truth, justice, and virtue.

This chapter shall abide by the rules and Constitution of the National Fraternity of Kappa Delta Rho, Inc. It shall provide a source of identity, and if properly led, a source of dignity for every member. The Fraternity will be a significant force in preparing its members for the challenges of the complex life they will face. The Fraternity clearly recognizes the need for scholastic achievement, intellectual honesty, community service, and personal and group fiscal responsibility.

The Mu Alpha Chapter accepts the opportunity of contributing to the general education of its members.

Article III Membership

Section 1. The Mu Alpha Chapter at West Virginia University shall consist of male students, in attendance at the institution previously named. The Mu Alpha Chapter shall not discriminate as to its membership on the basis of race, creed, religion, national origin, age, disability, veteran status, color, or sexual orientation. We do however reserve the right to restrict our membership to those individuals who we, as an active body, feel will best promote the purpose of this Chapter as set forth in Article II.

Section 2. The Membership of this chapter shall consist only of the following five classifications: active, pledge, neophyte, alumni, and honorary.

- A. The active membership shall consist of those members enrolled for a bachelor degree, advanced degree, or the equivalent there of, at West Virginia University.
- B. Pledges shall consist of those individuals associated with the Chapter who have yet to complete the educational program set forth by the National Fraternity.

- Pledges are to abide by all rules and attend all chapter and committee meetings, but are not permitted to attend formal ritual chapter meetings.
- C. Neophytes shall consist of those individuals who have completed the educational program set forth by the National Fraternity, but for academic or personal reasons, failed to initiate into the Fraternity. These individuals have until the end of the semester after the completion of the educational program, to improve their grades or personal situation, or they will be cut from the Chapter's roster. Any person who is taken off of the Chapter's roster may, at the Chapter's discretion, become a pledge again, as prescribed by Article IV.
- D. Alumni members shall be former active members of the Mu Alpha Chapter, both graduates and non- graduates, who have completed their work at West Virginia University, or those active members who transferred institutions or terminated their college career due to personal reasons prior to graduation.
 - 1. An alumnus member who re-enters West Virginia University may revert to the status of an active member if he has no completed his work as provided in Section 2.A of this Article.
- E. Honorary members shall consist of outstanding faculty members or other non-undergraduate men of good repute, who have been selected by the active chapter, received a 2/3-majority vote from the Chapter, and received approval from the National Office

Article IV Membership Requirements

- **Section 1.** All prospective members must be approved by a vote of the active members of the chapter to become pledges by receiving a simple majority of votes. Although a prospect may not have received a bid as a result of the first voting, the Senior Tribune may present his name before the active membership for another vote. Should the prospect again not receive a favorable vote, his name may be retired from the chapter's list of prospects.
- **Section 2.** In order for a prospect to go through the formal pledge ceremony and become a pledge, they must meet all of the following criteria:
 - A. First semester freshman shall meet those academic requirements set forth by the IFC with higher requirements being prevalent.
 - B. Second semester freshman and upperclassmen, shall have attained a minimum 2.2 cumulative grade point average.

Section 3. To become an initiated member of the chapter and be fully initiated as a member of the fraternity, each pledge must have completed all requirements set forth by the National Fraternity, the chapter, and the IFC; have completed all financial requirements and received no more than 50% negative votes from the active membership prior to initiation. Academically, they must attain a minimum 2.2 GPA the semester they pledge in order to be initiated, or they will be on neophyte status as defined in Article III, Section 2.C.

Section 4. Members of the Mu Alpha Chapter at West Virginia University will adhere to WVU code of student Rights and Responsibilities.

Article V Officers

- **Section 1.** An active brother may hold only one executive office, and no minor offices; during a semester; with the exception of the IGC Representative, as long as that brother is still able to fulfill the requirements for that executive office. A non-executive officer brother may hold no more than two minor offices during a semester.
- **Section 2.** To hold an elected or appointed office in this organization, a member must have at least a 2.2 average at the time of election or appointment, and must be a full-time student. Furthermore, the member may not be on academic or disciplinary probation.
- **Section 3.** The chapter's Executive Committee shall be comprised of the Consul, Senior Tribune, Junior Tribune, Quaestor, Praetor, Risk Manager, Custodian, and the Centurion as a non-voting member.
- **Section 4.** The chapter's minor officers must include the Pontifex, Propraetor, Philanthropy Chairman, Fund Raising Chairman, and Scholarship Chairman. Other officers such as the Historian, Intramural Chairman, Public Relations Chairman, IGC Representative, Red Rose Formal Chairman, etc. can be created as needed. These offices may be held by a pledge, except for the Pontifex.
- **Section 5.** The duties and qualifications of the chapter officers shall be as follows:

A. Consul (president): Shall preside over the chapter meetings, Executive Committee meetings, and is responsible for all chapter operations. The Consul must meet with all involved campus administrators, receive and distribute all information necessary for the function of committees and show good standing with inter-fraternity relations. This member must be well versed in parliamentary procedures. As a leader of the Executive Committee, the Consul shall enforce the Bylaws of the Chapter and National Fraternity, as well as following any policies of the institution. He will also make sure that each of his officers is performing their duties and oversee all functions of the chapter. He has no vote at Executive Committee or chapter meetings, except in those instances where there is a tie, in which case he breaks the tie. In order to be considered for this office, a member

shall have completed one year of undergraduate work at the end of the semester elected.

- B. Senior Tribune (Vice President): Shall perform the duties of the Consul in his absence or incapacity. He must be prepared to step into the role of Consul and train a replacement for his position if the Consul can no longer fulfill his duties. The Senior Tribune shall serve as the Recruitment Committee Chairman. He shall construct a committee to help him plan all recruitment events and distribute recruitment information and duties to the chapter members. He must keep records of all pertinent information about prospects. He shall also oversee all committees and contact all committee chairmen to make sure they are performing their duties. In order to be considered for this office, a member must have completed one year of undergraduate work at the end of the semester elected.
- C. Junior Tribune (Second Vice president) He shall perform the duties of the Senior Tribune in his absence. His main function is that of educating pledges and he serves as the Pledge Education Committee Chairman. He is also responsible for the welfare and education of all pledges and their testing on history and policy and other materials essential to becoming a member of Kappa Delta Rho and a leader. He must provide activities that will enhance brother unity and stress that no hazing will be involved in the educational program. In order to be considered for this office, a member shall have completed one year of undergraduate work at the end of the semester elected.
- D. Quaestor (Treasurer): He shall handle all chapter financial matters. He shall serve as the Chapter's Finance committee Chairman and oversees the development of the Chapter's budget. It is his responsibility to collect and make all payments both to and from the chapter. He must also enforce chapter bylaws and deal specifically with the treasury. In Order to be considered for his office, a member shall have completed on year of undergraduate work at the end of the semester elected.
- E. Praetor (Secretary): He shall be the record keeper of the chapter. He shall type all minutes of Executive Committee and chapter meetings and send a copy of said minutes, as well as any other correspondence, to the National Office. He shall be in charge of maintaining the Chapter Bylaws, National Constitution, and National Bylaws. He is also in charge of filing all correspondences and minutes for future review; maintaining a file of all pertinent information concerning pledges, members, and prospects, including copies of pledge and initiation forms; informing the National Office of any address changes for alumni or active members; corresponding with other fraternal or campus groups and officials; and maintaining a chapter roster including school and summer addresses and phone numbers. In order to be considered for this office, a member shall have completed one year of undergraduate work at end of the semester elected.

- F. Risk Manager: He shall supply a copy of the National Fraternity's Risk Management Policies to all chapter members and enforce policies. He will head the Risk Management Committee and work closely with the Custodian and Social Chairman to make sure that fire and safety drills are conducted at least once a month and that all social functions are run in accordance with FIPG Guidelines. In order to be considered for this office, a member shall have completed one year of undergraduate work at the end of semester elected.
- G. Custodian (House Manager): He shall make sure that the chapter house is clean and safe and that all members are performing their duties. He is head of the House Committee and must work with the Risk Manager to ensure that fire and safety drills are conducted at least once a month. In order to be considered for this office, a member shall have completed one year of undergraduate work at the end of the semester elected.
- H. Centurion (Sergeant of Arms): He shall take attendance at all chapter activities and collect any outstanding fines from members who fail to attend activities without a pre-approved excuse. He is the doorkeeper of the chapter. He receives the handclasp from all initiates before their entrance into formal meetings. He also acts as the voice of order during meetings and functions, maintains the chapter's ritual materials, as well as the meeting room. He is a non-voting member of the Executive Committee, but he assists the Consul in tallying the votes for Executive Committee and chapter meetings.
- I. Pontifex (Chaplain): He shall be in charge of all devotional exercises in which the chapter participates. He is also responsible for the invocation before all chapter meetings and meals. He shall serve as the Advisory Committee Chairman.
- J. Propraetor (Alumni Relations): He shall maintain frequent contact with alumni members. He will head the Alumni Relations Committee and keep an updated list of alumni addresses. He is responsible for the articles in the alumni newsletter and sending articles or other information to the National Office for *The Sentry* and *The Quill Scroll*.
- K. Steward: He shall maintain and direct all activities involving the kitchen. He shall establish all cleaning schedules for the kitchen.
- L. Social Chairman: He shall chair the Social Committee and ensure that all chapter social events comply with FIPG policy. He is responsible for setting up social activities with brothers, other fraternities, sororities, and school faculty and administration.
- M. Historian: He shall be responsible for the upkeep of the local and national history of Kappa Delta Rho through photo albums, video and/ or written documentation. He is in charge of the composite.

- N. Intramural Sports Chairman: He shall keep that chapter involved through intramural sports.
- O. Philanthropy/Social Service Chairman: He shall be responsible for setting up functions that help the community through the giving of time, labor, and financial support. He must plan to help the university and work with Public Relations Chairman to prepare correspondence to give to the media about Chapter activities and achievements.
- P. Scholarship Chairman: He shall provide members with scholarship information, as well as maintain a chapter test file. He also monitors the grades, creates study groups, and sets up tutorial systems for member and pledges. He is the chairman of the Scholarship Committee, which may also present academic awards to chapter members.
- Q. IFC Representative: He is responsible for representing the chapter at IFC, or Inter-Greek Council meetings.
- **Section 5.** Additional minor officers/ committee chairmen may be created as deemed necessary by the chapter.

Article VI Meetings

- Section 1. Formal chapter meeting shall be held at the first meeting of every month.
 - A. The mode of dress for formal meetings will be coat and tie.
 - B. The Centurion shall not admit anyone into a formal meeting who is not dressed appropriately. This will be considered an unexcused absence for said members.
- **Section 2.** The Centurion is required to be at all formal meetings at least forty-five (45) minutes prior to the start of said meetings in order to set up the meeting place in accordance with national laws.
 - A. The Centurion shall greet the brotherhood with the handclasp and password, which the brother must initiate in order to be granted entrance into a formal meetings.
- **Section 3.** Regular meetings of the active chapter shall be held on a weekly basis during the school year, at a location and time determined by the Executive Committee, and will remain constant throughout their term of office.
 - A. Special Meetings may be called at the discretion of the Executive Committee.

- B. Cancelled regular meetings require that the brotherhood be notified at least two hours prior to the normal meeting time.
- **Section 4.** In order for a meeting to be held, a quorum of active brothers must be present. Quorums shall be defined as a simple majority.
- Section 5. Parliamentary Procedure shall govern the conduct at all chapter meetings.
- **Section 6.** The order of business of business at weekly meetings shall be as follows:
 - A. Recital of the Credo, followed by an invocation by the Pontifex
 - B. Roll Call
 - C. Reading and approval of previous minutes
 - D. Bank Balance
 - E. Mail Call
 - F. Officer reports
 - G. Committee reports
 - H. Old business
 - I. New business
 - J. Pass the gavel
 - K. Adjournment
- **Section 7.** If a member will be missing a meeting, or any other mandatory chapter function, he must contact the Centurion with an honorable excuse, in order to be excused. Unexcused absences may be subject to disciplinary action upon review of the Advisory Committee.
 - A. Any brother with an excused absence will be permitted to summit an absentee ballot to the Executive Committee prior to voting.
 - B. Acceptable excuses shall consist of work, death in the family, serious illness, emergency, or class scheduling Conflicts.

Article VII Committees

- **Section 1.** The Executive Committee, shall be composed of the Consul (chairman), Senior Tribune, Junior Tribune, Quaestor, Praetor, Risk Manager, Custodian, and the Centurion (non- voting members). The Committee will meet weekly to discuss chapter problems, set goals, and evaluate chapter programs.
- **Section 2.** The Advisory Committee shall be comprised of the Pontifex (as chairman), the Centurion, a Member-at-large (who is not already a member of the Executive Committee), and the Chapter Advisor (non-voting member). They shall enforce the disciplinary procedures listed in Article XI.

Section 3. The chapter must also maintain the following committees: Pledge Education, Finance, Recruitment, Risk Management, Philantropy/Social Service, House, Scholarship, Social, Alumni Relations, and other that apply. These committees shall be lead by the minor officers for said committee.

Section 4. Additional committees may be created as deemed necessary by the chapter.

Article IX Amendments

- **Section 1.** These by-laws may be amended by a 2/3 majority vote of the active brothers at a regular meeting.
- **Section 2.** If an article, section, or subsection of these by-laws is to be amended, the motion must be presented, in writing, two meetings (weeks) prior to the discussion and vote on said amendment.
 - A. All amendments must by typewritten and submitted to all members of the chapter by the draftee.
 - B. If the draftee is not present, the amendment cannot be discussed, and therefore must be tabled.
 - C. Voting on an amendment must be done by secret ballot.
 - D. Any amendment of change in these bylaws must be submitted to the National Office.

Article X Ratification

These bylaws must be ratified by a 2/3- majority vote.

Article XI Disciplinary Procedures

- **Section 1.** The Advisory Committee shall be in charge of hearing and ruling on disciplinary actions brought against a member of the chapter.
 - A. Based on the severity of the individual case, the Advisory Committee can enforce or overturn fines, suspend active member for financial or disciplinary reasons, place members on academic probation, sanction members with extra house duties or community service hours, remand a member to counseling, or recommend that a member be disaffiliated from the local chapter.

- B. Serious offenses that may require counseling, community service, or local disaffiliation may consist of but not be limited to driving while intoxicated, theft from the chapter or a brother, sexual misconduct, fighting, hazing, or revealing fraternity secrets to non-members.
- C. Decisions of the Advisory Committee can be appealed to the Executive Committee. Executive Committee decisions may be appealed to the chapter-at-large. Chapter Decisions may be appealed to the National Office. The National Office has the final say in disciplinary appeal hearings.
- **Section 2.** Fines shall be set by the Executive Committee member or Committee Chairman in charge of the event, collected by the Centurion and enforced by the Advisory Committee.
 - A. Failure to pay fines or dues will result in the suspension of said member's privileges until such time that the fine is paid.
 - B. Suspended members shall not be allowed to participate in chapter functions (i.e. social functions, intramural, philanthropic events, loss of voting rights etc.) but shall still be expected to attend chapter meetings.
- **Section 3.** Members shall be placed on academic probation if they have a semester grade point average lower than 2.2. This probation shall be decided by the Scholarship Committee and approved by the Advisory Committee.
- **Section 4.** The Advisory Committee shall meet to begin the impeachment procedures for chapter officers only after they receive a written request for impeachment signed by 20% of the active membership
 - A. The Advisory Committee shall meet with both the members requesting impeachment and the officer being impeached. Both sides will be afforded an equal opportunity to present their case/defense to the committee. The Advisory Committee will then render a decision. Either party may appeal the decision to the Executive Committee at their next scheduled meetings.
 - B. The Executive Committee shall follow the same procedures set forth in the Advisory Committee hearing. If the officer in question is an Executive Committee member, he will not be allowed to cast a vote on the committee. Either party, if unsatisfied with the decision, may appeal the decision to the chapter.
 - C. At the first chapter meeting following the Executive Committee meeting, the party appealing the decision shall move for a chapter vote on the matter during new business. During discussion, both sides will present their case to the chapter and that chapter will vote on the matter by secret ballot. The winning party must receive 3/4-majority vote of the active members in attendance at a meeting where

quorum is present. This decision may be appealed to the National Office for further considerations.