

# House Rules and Regulation



**Beta Kappa Chapter**  
of the  
**PHI KAPPA TAU FRATERNITY**

## A. FINEABLE HOUSE RULES AND REGULATIONS

### 1. House Exterior and Common Areas

No additions, modifications, or removals to or from the fraternity house exterior are allowed. No additions, modifications or removals to or from the common areas of the fraternity house are allowed. Furniture, fixtures, and accessories within the common areas are not to be moved or removed. Painting, staining, or alteration in any form of any common area surface is not allowed. All losses, breakage, or other damages to any property will be charged to the Chapter Member / Associate Member in addition to the fine.

FINE : \$100 plus the Cost of damage per the number of offenses.

### 2. Smoke Free Environment

No smoking / vaping / e-cigarette can be done on Fraternity Property, this includes inside and outside the Fraternity House.

FINE : \$50.00 per number of offenses.

### 3. Behavior and Etiquette

No trash, tobacco, food, or spit cups permitted in any common area. Shoes, shirt, and pants / shorts are required as proper attire on the first floor.

FINE : \$20.00 per number of offenses.

### 4. Alcohol in the House

For individual being caught with alcohol in house by EC or IFC. The alcohol checks by the risk manager will be done twice a week.

FINE : \$100.00 if caught by EC, the second offense can result in expulsion.

FINE : \$150.00 if caught by IFC, the second offense can result in expulsion.

### 5. Roof

No persons are allowed to be on, or throw objects on the roof of the fraternity house. No warning required.

FINE : \$100.00 per number of offenses.

### 6. Windows

Operable windows are provided for the safety of occupants and are to remain accessible at all times.

FINE : \$10.00 per number of offenses.

## 7. Fire Safety

No addition, alteration, removal, or abuse of fire safety systems and equipment is allowed. False reporting of fire, misuse of, and tampering with fire and safety equipment is a violation of the law. Fire Alarm must be allowed to continue until firemen arrive at all times.

FINE: \$250.00 plus any fines by Fire Marshal, times number of offenses.

## 8. Temperature Control

Control of heating and air conditioning requirements within the fraternity house is the responsibility of the house manager. Misuse of and tampering with the temperature control equipment is not allowed.

FINE: \$50.00 per number of offenses.

## 9. Pets

No pets are allowed inside the fraternity house or on fraternity property. This applies to both individuals and the Active Chapter.

FINE: \$50.00 per number of offenses.

## 10. Drugs

Use, possession, selling, or trading, of illegal drugs and drug paraphernalia inside the fraternity house or on fraternity property is strictly prohibited. Such action is a violation of state, federal or university laws and will result in immediate expulsion.

FINE: Expulsion

## 11. Firearms, Weapons, Fireworks, Explosives

Use, or possession of firearms, weapons, fireworks, or explosives inside the fraternity house or on fraternity property is not allowed.

FINE: \$50.00 per number of offenses.

## 12. Gambling

Betting, wagering, or book-making activity or any other proposition inside the fraternity house or on fraternity property is not allowed.

FINE: \$25.00 per number of offenses.

## 13. Flammable Liquids and Materials

Use or possession of flammable liquid or materials inside the fraternity house or on fraternity property is not allowed.

FINE: \$50.00 per number of offenses.

#### 14. Laundry

Washing or drying of personal clothing articles, bed linens, towels, etc. inside the fraternity house or on fraternity property is limited to active members and associate members only.

FINE: \$25.00 per number of offenses.

#### 15. Quiet hours and Noise

Quiet Hours shall be designated as Sunday through Thursday from 7 PM to 10 AM. Prohibited activities during "quiet hours" shall include, but not be limited to, the following: 1) loud, boisterous talking or activity in common areas or individual rooms; 2) stereo, radio, television, or musical instrument played at a level which can heard outside of individual room; running or playing outdoor games in common areas. Occupants and guests are expected to be considerate of others' rights to sleep, study or not to be disturbed at all times. Twenty four hour quiet hours shall be observed in the house during pre-finals (dead week) and finals week or to be determined by the Scholastic Chairman.

FINE: \$50.00 per number of offenses.

#### 16. Vehicles and Parking

Parking space is provided to the side of and behind the fraternity house. Under no circumstances, are vehicles allowed on fraternity property other than in the permanent parking areas specified.

FINE: \$50.00 per number of offenses.

#### 17. Bicycles, Mopeds, and Motorcycles

Under no circumstances are gasoline powered transportation devices allowed inside the fraternity house or on fraternity property other than in designated parking areas. Bicycles shall be stored as directed by House Manager.

FINE: \$100.00 per number of offenses.

#### 18. Exterior Doors

All doors are to remain locked at all times. Doors can be set to passage mode by the Housing Corporation for special event (move in day, Dad's Day, Mom's Day, etc) which will allow free movement in or out for 4 hours. No UG is permitted to have an exterior door key. The south door out of the back stairs and the SW door by the Front Stairs are for exit only, if used they are to be pushed/pulled shut at all times.

FINE : \$50.00 per number of offenses.

#### 19. Refrigerators

Refrigerators may be placed in the individual rooms with permission of House Manager.

FINE : \$25.00 per number of offenses and removal of unit.

## 20. Plants

Ornamental and Decorative plants may be placed in the individual rooms by the occupant. Containers or pots shall be free standing (no wall or ceiling attachments). Plant species in violation of state or federal laws are not allowed in the fraternity house or on fraternity property.

FINE: \$25.00 per number of offenses.

## 21. Cooking and electrical Appliances

The cooking and re-heating of food is not allowed in the individual rooms of the fraternity house. the following appliances are permitted in the individual rooms: radios, clocks, portable televisions, stereo equipment, hand-held hair dryers, coffee pots, irons, fans, and refrigerators. All other appliances must be approved by the House Corporation or its designated agent. Fueled space heating devices are prohibited.

FINE : \$50.00 per number of offenses.

## 22. Candles, Individual Room Air Conditioners

Candles and window room air conditioners are specifically prohibited within the individual rooms.

FINE: \$50.00 per number of offenses and removal of item

## 23. Bedding

Bed mattresses are to remain on bed frame at all time. The use of other sleep support systems (water beds, hammocks, etc.) are not allowed without consent of house corporation.

FINE: \$25.00 per number of offenses and removal of item

## 24. Room Decoration

The attachment of decorations in the individual rooms is limited to the walls only. No decorations may be placed on floor or ceiling. Attachments of decorations should be with picture hangers or thumbtacks or command release strips NO NAILS or BOLTS or ADHESIVE. Area rugs or carpets (with finished bottom) may be placed in the individual rooms by the occupants. the Use of "tack strip" or any adhesive material is not allowed.

FINE : \$50.00 per number of offenses.

## 25. Room Additions, Modifications, etc.

No permanent additions, modifications, alterations, or removals to or from an individual room or its furnished contents are allowed. The painting, staining, or alteration in any form, of any surface within the individual room or its furnished contents is not allowed, without consent of house manager.

FINE: \$100.00 per number of offenses.

## 26. Room Key, Check Out

One (1) Room key will be issued to each occupant of an individual room after payment of all debts and check in inspection by the House Manager. Occupants under the housing contract will not be released from room responsibility until the occupant has returned the room key, paid all debts, and PASSED check out by the House Manager. The House Manager will assess for damages at the time of check out inspection. No locks shall be placed on the doors of the individual rooms without permission of house manager and a key to such lock given to the house manager.

FINE: \$50.00 for unauthorized lock plus any expenses incurred

FINE: \$25.00 per number of offenses for lost key

FINE : \$25.00 for not checking out with the House Manager plus assessed damages.

## 27. Individual room and Common Area Damages

Occupant is responsible for the individual room and its furnished contents, if any. Any loss, breakage, other damage beyond normal usage will be charged to occupants. Damages incurred by persons other than occupants will be the responsibility of the occupants and / or their legal guardians. occupants are responsible for guests conduct at all times.

FINE : Cost of repair plus \$100.00

## 28. Abandoned Property

Any items left in the rooms, without the consent of the House Corporation, at the end of a school year will become the property of the House Corporation to be utilized or disposed of at their sole discretion.

FINE : Cost of repair plus \$100.00

## 29. Room Cleanliness

Any room deemed unclean due to trash, clutter, smell, etc shall have a 24hr period to clean said room. If room is not cleaned within the 24hr grace period, ALL members occupying said room shall be fined. Unlimited fines can be assessed to the room if it remains unclean. House Director and Chapter Advisor will have ability to fine.

FINE : \$50.00 per occupant in room

## 30. Removing Dinning Room items

The removal of any dinning room items (Dishes, Glasses, Chairs or Tables) to a members room or for any other reason other than meals is not allowed.

FINE : \$100.00 plus the cost of repair / replacements

## B. NON-FINEABLE HOUSE RULES AND REGULATIONS

### 1. Overnight Guests

Overnight guests are permitted within the individual rooms by arrangement & permission of roommates. No overnight female guests are permitted in the rooms unless authorized by roommates or in case of special events planned by the active chapter and authorized by the House Corporation. In the case of these special events arrangements are to be made with regard to sleeping areas for the guests & authorized by the House Manager.

### 2. House Phones

The House phones will be answered by the third ring at all times. The house phones will be put on HOLD during all dinners, chapters, house meetings, and rituals.

### 3. Visitation

Entertain or study with visitors in the common areas of the fraternity house. Individual room visitation shall be with consent of roommate and in accordance to quiet hours.

### 4. Personal Property

Personal Property of the individual room occupants is not the responsibility of the House Corporation or Active Chapter. Each person is encouraged to carry their own insurance against loss or damage.

### 5. Room Access

The House Corporation or its designated agent, shall have the right to enter any individual bypass key or otherwise at all reasonable and necessary times for any purpose connected with the maintenance and management of the fraternity house or for any other purpose in the best interest of the active chapter and / or house Corporation.

### 6. Evening Meal:

- a. Informal dress - sleeved shirts.
- b. Formal Dress - Coat and Tie
- c. No hats shall be worn
- d. Questionable dress shall be approved by the House Director. Those not meeting the dress code shall not be allowed to eat that meal.
- e. Formal Dinner Attendance is MANDATORY for all members, unless absence is approved in advance.
- f. There shall be two (2) dinner bells announcing the evening meal. The first bell shall be rang ten (10) minutes prior to the meal and the second bell shall be rang five (5) minutes prior to the meal.
- g. The first two table heads at formal dinners shall be the President and House Director. The House Director and President shall have the option of being the table head at informal dinners.
- h. The table heads shall maintain order, manners, and shall indicate the appropriate time to eat, which is after the President / House Director has begun.
  - a. The House Director and President shall have first access to all evening meals.
  - (j) House Mom shall be escorted to the dining room by a chapter member.

### C. KITCHEN POLICY

- a. The kitchen will be opened Monday through Friday beginning with the 1<sup>st</sup> day of school.
- b. Serving times will be as follows:
  1. Breakfast: 7:00 AM - 9:30 AM
  2. Lunch 11:00 AM - 1:30 PM
  3. Dinner 5:30 PM
- c. Late Dinner Plates must be arranged, in advance. Meals must be eaten in the Dining room.
- d. A reservation will be required with the Cooking Service for dinner guests (non-active members or others) no later than the one week in advance. If a person is not on a meal plan, they cannot eat food provided by the cooking service. There will be no admittance to the Kitchen except by permission of House Director.
- e. Proper table courtesy and manners will be required at all times. Failure of this will result in the temporary discontinuance of meal service. Proper dress will be required at evening meal. Coat and tie are required for all formal dinners and receptions.
- f. No tables or chairs may be removed from the dining room. No dishes or silverware are permitted out of dining room. No one is to use the back door of the kitchen except, cooking service workers and suppliers. After the completion of each meal, trays, plates, silverware, and cups are to be put on sink boards provided. Trash and garbage is to be put in trashcans provided.
- g. Meals are not transferable to other members or guests. Cash must be paid to in advance to Treasurer for any single meal.
- h. Breakfast or Lunch \$5.00 Dinner \$7.50
- i. Special Guests (non-active members and others) will not be assessed a fee for meals.
- j. Special Dietary requirements must be arranged through the Cooking Service Manager.

### D. ENFORCEMENT

The House Corporation will enforce the house Rules and regulations directly or through its designated agent(s). The Executive Council will have full authority to enforce these rules at all times in the absence of the House Corporation or its designated agent(s).

### E. AMENDMENTS

Any member may propose amendments to these House Rules by presenting the proposed amendment in writing to the president, Vice President or Secretary. The executive Council shall determine the appropriateness of the proposed amendment. Adoption of an amendment must be majority of the resident Council present at a scheduled meeting. Following adoption amendments shall become effective pending completion of review by the Board of Governors. Article K, Section 4 of the Beta Kappa Constitution shall apply as well.



## F. HISTORY OF RULES AND REGULATIONS

The Board of Governors & Housing Corporation of the Beta Kappa Chapter of Phi Kappa Tau Fraternity effects and ratifies these House Rules and Regulations on the 10th day of April 2018.

Signed: David Miller Chairman

Signed: Jeremy Crise Chapter Advisor/House Director

Signed: Open Alumni Advisor

Signed: Open Faculty Advisor

Signed: Open Financial Advisor

Signed: Open Recruitment Advisor

Signed: Open Risk Management Advisor

Signed: Aaron Curry Scholarship Advisor

Signed: Luke Schrader Resident Council President

Signed: Trace Foxhoven Resident Council Member

Signed: David Miller President Housing Corporation

Signed: David Sutton Treasurer Housing Corporation

Signed: Chris Davenport VP Housing Corporation

Signed: Levi Bishop Secretary Housing Corporation