CHAPTER AND ALUMNI OPERATIONS HANDBOOK

February 12, 1994

This document provides basic information concerning the operational affairs of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University. It is intended to be a handy reference for those brothers who are concerned with the administration of the chapter's undergraduate affairs in Ithaca and also with alumni affairs throughout the country.

The following organizations are addressed:

DELTA KAPPA EPSILON INTERNATIONAL FRATERNITY, INC., and the various organs of the fraternity's central body;

THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC., (the undergraduate chapter of DKE in Ithaca NY);

THE DELTA CHI ASSOCIATION, INC., (the alumni society); and

CORNELL UNIVERSITY.

The Delta Chi Association

1994
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I. The International Fraternity Organization

A. Legal Status.
The Fraternity was founded with the Phi Chapter at Yale University on 22 June 1844. On 12 June 1884, the New York State Legislature passed an act "to incorporate the Council of Delta Kappa Epsilon, and provide for the organization of subordinate chapters." [Laws of 1884, 107th Session, NYS Legislature, Chapter 520].

B. Constitution.
The Fraternity is organized and administered in accordance with The Constitution of Delta Kappa Epsilon as amended on 2 December 1985.

C. Objects.
The objects of Delta Kappa Epsilon are the cultivation of general literature and social culture, the advancement and encouragement of intellectual excellence, the promotion of honorable friendship and useful citizenship, the maintenance of gentlemanly dignity, self-respect and morality in all circumstances, and the union of stout hearts and kindred interests to secure to merit its due reward.

D. Board of Directors of Delta Kappa Epsilon.
This is the central governing authority for the Fraternity. It is comprised of seven Regional Directors, seven Directors-at-Large and one Undergraduate Director. Brother Henry H. Michaels, Jr., Rho '31 is now serving as the Chairman of the Board.

E. International Headquarters.
The Fraternity is headquartered at 35 McKinley Place, Gross Pointe Farms MI 48236-9940 (TEL: 313-886-2400, FAX: 313-886-2227). The following serve on the Headquarters staff.

<table>
<thead>
<tr>
<th>Office</th>
<th>Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>David K. Easlick, Jr., Omicron '69</td>
</tr>
<tr>
<td>Administrative Director</td>
<td>Susan B. Easlick</td>
</tr>
<tr>
<td>Director of Chapter Operations</td>
<td>James Michael Peters</td>
</tr>
</tbody>
</table>

F. The Rampant Lion Foundation.
This is a tax exempt public charitable organization (IRS §501(c)3, #38-2407195) that awards scholarships, educational grants and maintains the Hall of Delta Kappa Epsilon in Ann Arbor MI. To this end, it maintains computerized records and provides
administrative support for DKE fund raising activities. Brother David K. Easlick, Jr., Omicron '69, serves as President.

G. Publications.
The Fraternity publishes *The Deke Quarterly* (ISSN #0164-8314) on an intermittent basis. The most recently published membership list was promulgated in *The Delta Kappa Epsilon Alumni Directory* (White Plains NY: Bernard C. Harris Publishing Co., 1991).

H. Conventions and Conferences.
The Fraternity holds conventions and conferences on alternating years. The last DKE Convention, the 148th, convened in New Orleans during June 1992. The 150th DKE Convention will be held at Florida's Innesbrook Resort on 8-12 June 1994. The most recent DKE Regional Conference convened during February 1994 at Cornell University.
II. The Undergraduate Organization

A. Legal Status.
The Delta Chi Chapter of Delta Kappa Epsilon was chartered with an effective date of 11 February 1870. THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY was incorporated in the State of New York on 5 November 1883 "for the purpose of mental, moral and social improvement."

B. Bylaws and House Rules.
The Chapter is organized and governed in accordance with Chapter Bylaws ratified on 9 April 1990. In addition, members are bound by the provisions of subordinate House Rules (compiled and published on 15 April 1990) that govern conduct, discipline, decorum and other such matters.

C. Objectives, Operations and Responsibilities.
The organization (1) operates a fraternal association, (2) manages a residence facility, (3) runs a dining service, and (4) conducts social entertainments for the benefit of its active members and alumni.

D. Office.
The legal address for the chapter is that of the lodge: The Deke House, 13 South Avenue, Ithaca NY 14850-3985. The House telephone numbers are (607) 272-4948 for the residence and (607) 272-6052 for the kitchen.

E. Federal Tax Status.
The chapter is registered with the Internal Revenue Service as an organization exempt from federal income tax under section 501(c)(7) of the Internal Revenue Code as per a group ruling letter issued to the Delta Kappa Epsilon Council in January 1943. The federal Employee Identification Number (EIN) for The Delta Chi Chapter of DKE is 15-0287600.

F. State Tax Status.
The chapter is recognized as a "not for profit" corporation by the Division of Corporation Records, NYS Department of State, in a letter (J. C. Aube) dated 23 April 1987.

G. Elected Officers and Committee Assignments.
See Appendix A.

H. Schedule of Charges.
The chapter recognizes four categories of undergraduate affiliation for purposes of billing: (1) pledge members, (2) resident active members, (3) non-resident active members, and (4) non-members (live-in boarders). The system of charges assignable to these individuals breaks down as follows:
1. **Ordinary Charges**

a. rent (fall & spring terms)
b. rent (summer term)
c. board
d. lodge maintenance (presently included in rent)
e. chapter dues (presently included in rent)
f. social subscription
g. athletic subscription (presently included in rent)

2. **Extraordinary Charges**

a. security damage deposit (refundable)
b. initiation fee
c. guest charges (presently unscheduled)
d. special tax or levy
e. disciplinary fine

See Appendix B for the current schedule of charges.

**I. Accounting Data.**

1. The chapter's operational accounts are administered by a professional accountant who provides the following services:

   a. maintenance of the DKE checking account;

   b. preparation of monthly financial statements for the eight months when the University is in session;

   c. preparation of a year-end financial statement;

   d. annual preparation and filing of the following U. S. Internal Revenue Service Forms: (1) Form W-4, Employee's Withholding Allowance Certificate, (2) Form 990, Return of Organization Exempt from Income Tax, and (3) Form 990T, Exempt Organization Business Income Tax Return;

   e. annual preparation and filing of the following New York State Department of Taxation and Finance tax forms: (1) Form CT-13, Unrelated Business Income Tax Return, and (2) Form IT-2104, Employee's Withholding Allowance Certificate; and

   f. annual preparation and filing of OMB Form I-9, Employment Eligibility Verification.

The accountant also provides general advice and guidance with regard to preparation of the chapter's annual operating budget.
2. The chapter's fiscal year ends on 30 June.

3. The chapter deposits funds into two Cornell University administered accounts: (a) an operating account and (b) a facility reserve fund. See Cornell University.

4. The chapter participates in the Cornell Bursar Billing Program.

J. DKE Depository.
The records, correspondence, publications and selected artifacts of the chapter are held in the DKE Depository maintained by the Cornell University Department of Manuscripts and University Archives, Carl A. Kroch Library, Ithaca NY 14853-5301, (607) 255-3530, under terms set forth in a formal MEMORANDUM OF UNDERSTANDING dated 29 February 1988 and executed on 4 March 1988.

K. Publications.
The following publications are issued by the chapter.

1. Newsletter. The chapter publishes The Delta Chi Deke newsletter (ISSN #0895-5255, registered on 10 September 1987 with the Library of Congress National Serials Data Program) under the direction of an undergraduate editor and distributes same to all alumni and friends of Delta Chi. Back issues dating from Volume I, Number 1 (May 1935), are held in the DKE Depository.

2. Rush Book. The chapter contributes an entry that is published in the IntraFraternity Council Rush Book in the fall of each year. This activity is coordinated by the Office of the Dean of Students.

3. Cornellian announcement. The chapter provides photography depicting the lodge and brotherhood for this annual publication.

4. Christmas Cards. The chapter sends an annual Christmas greeting to all alumni and friends of the chapter.


L. Chapter House and Grounds.
The 13 South Avenue property (City of Ithaca tax parcel #31-1-10) and the lodge thereon known as the Deke House are owned by Cornell University.

1. The lodge has been listed on the NATIONAL REGISTER OF HISTORIC PLACES managed by the U. S. Department of the

2. The lodge has also been listed on the NEW YORK STATE REGISTER OF HISTORIC PLACES managed by the New York State Office of Parks, Recreation and Historic Preservation, since 3 December 1990 as a result of a collateral petition filed on 25 September 1988.

3. The two Roosevelt Spruce Trees (picea abies) standing on the west lawn are listed on THE NEW YORK STATE REGISTRY OF FAMOUS AND HISTORIC TREES administered by the New York State Department of Environmental Conservation, 50 Wolf Road, Albany NY 12233-4253. A petition to list these conifers with the Famous & Historic Trees Program of the AMERICAN FORESTRY ASSOCIATION was filed on 22 January 1994.

4. THE DELTA CHI ASSOCIATION is at present considering registration of the lodge on the HISTORIC AMERICAN BUILDING SURVEY managed by the U. S. Department of the Interior's National Park Service.

M. Trademarks and Emblems.

1. The armorial bearings of the Delta Chi Chapter of Delta Kappa Epsilon are listed with the American College of Heraldry, Drawer CG, University of Alabama, Tuscaloosa AL 35486-2887, as Registration Number 715, effective as of 14 October 1987.

An application for listing this insignia as a Collective Membership Mark on the Principal Register of the U. S. Patent and Trademark office is under consideration.

2. The Delta Chi Monogram is not currently registered with any authority.

N. Insurance.

1. The undergraduate chapter relies on the protection of Cornell University for property and casualty indemnification and restoration in the event of mishap.

2. The chapter is not a member of the CORNELL FRATERNITY INSURANCE PURCHASING GROUP (FIPG).

3. The chapter subscribes to a liability insurance policy underwritten by MOUNT HAWLEY, INC., and sponsored by the DKE International Headquarters. The premium is
assessed at a rate of $75 per active member per annum based on the chapter's membership roll on 1 November. Coverage is limited to $1,000,000 per occurrence with certain exceptions.

O. University Affiliations.

1. The Chapter is a full member in good standing of the INTERFRATERNITY COUNCIL OF CORNELL UNIVERSITY as defined by the constitution of that body. The IFC maintains an office at 314 Noyes Center, (607) 255-5183.

2. The Chapter recognizes the jurisdiction of the GREEK JUDICIAL COMMITTEE.

3. The Chapter recognizes GREEKS ADVOCATING MATURE MANAGEMENT OF ALCOHOL (the GAMMA Committee) and subscribes to GAMMA guidelines prescribing the conduct of entertainment functions.

P. Employees.


2. Retired. Mrs. Florence Lansdowne (RFD #1, Locke NY 13092) served as House Cook from 1963 until 1987.
III. The Alumni Organization

A. Legal Status.
The DELTA CHI ASSOCIATION was incorporated in the state of New York on 9 March 1888 pursuant to Chapter 267 of the 1875 Laws of the State of New York "to promote social intercourse among ourselves and other members of the Delta Chi Chapter of the Delta Kappa Epsilon Fraternity, to provide facilities for such intercourse, and in general to promote the welfare of said Delta Chi Chapter and of the Cornell University."

B. Bylaws.
The association is organized and administered in accordance with a Proposed Amendment to the Articles of Incorporation and By-Laws of the Delta Chi Association dated 20 November 1988.

C. Objectives, Operations and Responsibilities.
As a vendor, THE DELTA CHI ASSOCIATION, INC., provides the following services to THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC., upon request and receipt of due consideration: (1) alumni contact activities, (2) fund raising programs, (3) organizational management advice, (4) architectural, engineering and restoration consulting directed towards preservation of the chapter lodge, and (5) historical research.

D. Limitations.
THE DELTA CHI ASSOCIATION, INC., does not in any way operate or otherwise control THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC., the undergraduate organization at Cornell.

E. Federal Tax Status.
The association is not recognized by the Internal Revenue Service and does not have an assigned Employer Identification Number.

F. State Tax Status.
The chapter is recognized as a not-for-profit corporation by the Division of Corporation Records, NYS Department of State, in a letter (J. C. Aube) dated 23 April 1987.

G. Organization.
The association is currently served by the following officers:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Michael Patrick Curran '79</td>
</tr>
<tr>
<td></td>
<td>62 Danvers Lane</td>
</tr>
<tr>
<td></td>
<td>New Canaan CT 06840-6801</td>
</tr>
<tr>
<td></td>
<td>Home...(203) 972-1363</td>
</tr>
<tr>
<td></td>
<td>Work...(203) 359-2879</td>
</tr>
<tr>
<td>Vice President</td>
<td>Norman Lindsley Davidson '71</td>
</tr>
</tbody>
</table>
### H. House Renovation Committee.
A committee charged with responsibility for developing a plan to renovate the 13 South Avenue lodge was established on 10 June 1989.

### I. Alumni Board of Directors.
This Board was established in 1993 to provide direction and guidance to the Association and to the Chapter on selected issues. The Board is comprised of the following members:

- James Cantine Huntington, Jr. '49
- Donn Innes '49
- John Arthur Krieger '49
- Peter Hauck Plamondon '54
- Frank Joseph Dubock, Jr. '74
- Daniel Waldemar Kops, Jr. '70
- Lindsley Davidson, Jr. '71
- Franklin Thomas Pinter '71
- Michael Patrick James Curran '79
- Michael Evan Furman '79

<table>
<thead>
<tr>
<th>Officer</th>
<th>Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer</td>
<td>1812 Ridge Road</td>
</tr>
<tr>
<td>Vice President</td>
<td>Robert Charles Platt '73</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Franklin Thomas Pinter '71</td>
</tr>
<tr>
<td>Secretary</td>
<td>William Sidney Houck '70</td>
</tr>
<tr>
<td>Archivist</td>
<td>vacant</td>
</tr>
<tr>
<td>Historian</td>
<td>H. William Fogle '70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1812 Ridge Road</td>
<td>Home...(607) 533-7522 Work...(607) 255-1305</td>
</tr>
<tr>
<td>1300 Army-Navy Drive</td>
<td>Apartment 209 Home...(703) 486-1466 Work...(202) 637-9188</td>
</tr>
<tr>
<td>262 Belvedere Drive</td>
<td>Oakdale NY 11769 Home...(516) 567-5063 Work...(516) 351-5032</td>
</tr>
<tr>
<td>12 Robin Road</td>
<td>Home...(516) 271-5053 Work...(516) 935-8870</td>
</tr>
<tr>
<td>3237 East Fox Street</td>
<td>Mesa AZ 85213-5520 Home...(602) 641-1137 Work...(602) 396-1306</td>
</tr>
</tbody>
</table>
J. Schedule of Charges.
Regular members are assessed dues in accordance with the following schedule:

First five years out of college.......................$15
More than five years out of college.......................$30

K. Meetings.
The DELTA CHI ASSOCIATION officially convenes once every year at The Deke House, 13 South Avenue, Ithaca NY 14850, on the morning of that Saturday occurring during the Cornell University Alumni Reunion. The last meeting took place at 4:00 PM on Saturday, 12 June 1993. The next regular meeting is scheduled for 10:00 AM on Saturday, 11 June 1994.

The following agenda for the forthcoming meeting is planned:

- welcome to visiting alumni;
- reports of officers;
- report of the House Renovation Committee;
- project proposals;
- approval of budget;
- new business; and
- election of officers.

L. Publications.
The association files an annual meeting notice for publication in the Cornell Reunion Program with the Director, Class Programs, Office of Alumni Affairs, Alumni House, 626 Thurston Avenue, Ithaca NY 14850-2490, (607) 255-2390. The copy deadline is the first day of March in the year of the reunion meeting.

M. Historical Research.
The association sponsors a continuing project aimed at documenting the history of the undergraduate chapter. See Appendix D for a list of published material, studies and reports in progress.

N. Accounting Data.

1. The association maintains a checking account with CITIZENS SAVINGS BANK, Tioga and Seneca Streets, Ithaca NY 14850, (607) 273-7111.

2. The association maintains a brokerage investment account with DEAN WITTER REYNOLDS, INC.

3. The association solicits funds for a Cornell University
administered contributions account. See Cornell University.

4. The association approves an annual budget having line items for PROJECTED INCOME (dues, contributions, interest and dividends) and PROJECTED EXPENSES (alumni services, lodge maintenance grants, lodge improvement grants, restoration grants, education grants, special projects and investments).

5. Income derived from investment interest and dividends is reported to the Internal Revenue Service and the New York State Department of Taxation and Finance by THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC., using the federal EIN for that body.

O. Affiliations.
The association is not an active member of the Cornell University Alumni Interfraternity Council, but the actions of this organization are noted.
VI. Cornell University

A. Founding.
The University was formally established by the signature of Governor Rueben E. Fenton to Chapter 585, Laws of 1865, New York State Legislature, on 27 April 1865, as the State's land grant institution under the U. S. Morrill Act of 1862. The first meeting of the Board of Trustees was held on the following day in Albany and included the Governor, Ezra Cornell and Horace Greeley.

B. Status.
The University is a private, not-for-profit, co-educational, non-sectarian institution of higher learning.

C. Communications.
The mailing address is Cornell University, Ithaca NY 14853. The main switchboard number is (607) 255-2000.

D. Accounts.
Cornell University administers several accounts on behalf of the resident undergraduate chapter (THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY) and the alumni society (THE DELTA CHI ASSOCIATION):

1. A Social/Miscellaneous Operating Account (#H86-3826) connected to the University Bursar's Student Finance System that receives rent and board funds from the undergraduate chapter and dispenses same to the University to pay for services supplied (housing, dining, telephone, utilities, consumable supplies, trash removal, insurance, safety inspections, etc.);

2. A Year-End Operating Results Account (#H50-3911) that carries the year-end surplus or deficit from the House Operating Account;

3. A Facility Maintenance Account (#H86-3764) that receives charges for repairs and capital improvements projects that are subsequently distributed to either the Facility Reserve Account or the Gift Account for reconciliation;

4. An interest earning Facility Reserve Account (#H86-1834) that receives funds (principally from the undergraduate chapter) that are obligated for long term capital improvement projects;

5. A Gift Account (#H60-9005) that receives funds (principally alumni contributions) and directs same to capital improvement activities for the benefit of the 13 South Avenue physical plant. This account is interest bearing
if and only if a minimum balance of $25,000 is maintained; and

6. A University administered Social Account (#H86-3826) that receives social subscription funds from the chapter's membership that are expended at the direction of the chapter's Entertainment Committee.

E. Contacts.
The following University officials are relevant to the affairs of Delta Kappa Epsilon at Cornell:

<table>
<thead>
<tr>
<th>Office</th>
<th>Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Frank H. T. Rhodes</td>
</tr>
<tr>
<td></td>
<td>300 Day Hall</td>
</tr>
<tr>
<td></td>
<td>255-2501</td>
</tr>
<tr>
<td>Provost</td>
<td>Malden C. Nesheim</td>
</tr>
<tr>
<td></td>
<td>300 Day Hall</td>
</tr>
<tr>
<td></td>
<td>255-2364</td>
</tr>
<tr>
<td>Vice President for Academic Programs and</td>
<td>Larry I. Palmer</td>
</tr>
<tr>
<td>Campus Affairs</td>
<td>311 Day Hall</td>
</tr>
<tr>
<td>Vice President of University Relations</td>
<td>John Burness</td>
</tr>
<tr>
<td></td>
<td>255-9029</td>
</tr>
<tr>
<td>Associate Counsel</td>
<td>Shirley K. Egan '70</td>
</tr>
<tr>
<td></td>
<td>255-5124</td>
</tr>
<tr>
<td>University Bursar</td>
<td>Linda Owens</td>
</tr>
<tr>
<td></td>
<td>260 Day Hall</td>
</tr>
<tr>
<td></td>
<td>255-6413</td>
</tr>
<tr>
<td>Assistant Dean of Students for Greek Life</td>
<td>Randy Scott Stevens</td>
</tr>
<tr>
<td></td>
<td>538 Willard Straight Hall</td>
</tr>
<tr>
<td></td>
<td>255-2310</td>
</tr>
<tr>
<td>Director, Campus Life</td>
<td>Margaret Lacey</td>
</tr>
<tr>
<td></td>
<td>1140 North Balch</td>
</tr>
<tr>
<td></td>
<td>255-5346</td>
</tr>
<tr>
<td>University Archivist</td>
<td>Gould P. Colman</td>
</tr>
<tr>
<td></td>
<td>2660 Carl A. Kroch Library</td>
</tr>
<tr>
<td></td>
<td>255-3530</td>
</tr>
<tr>
<td></td>
<td>FAX: (607) 255-9524</td>
</tr>
</tbody>
</table>

HWF
Appendix A: Officers and Committee Assignments
Delta Chi Chapter of Delta Kappa Epsilon

The brothers elected to serve as officers of the chapter have an ordinary title indicating a specific responsibility, and in some cases, a traditional Fraternity title that dates back to the early years of the chapter. In addition, certain officers are addressed with a Greek letter appellation that is used in correspondence and in the formal proceedings of the chapter. The following officers are now serving:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Title</th>
<th>Incumbent, Spring 1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Pater Primus</td>
<td>Beta</td>
</tr>
<tr>
<td>Vice President</td>
<td>Pater Secundus</td>
<td>Sigma</td>
</tr>
<tr>
<td>House Manager</td>
<td>Curator</td>
<td></td>
</tr>
<tr>
<td>Recording Secretary</td>
<td>Scriba</td>
<td>Rho</td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td>Scriptor</td>
<td>Iota</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Custos</td>
<td>Kappa</td>
</tr>
<tr>
<td>Registrar &amp; Historian</td>
<td>Alpha</td>
<td></td>
</tr>
<tr>
<td>Pledgemaster &amp; Master of Ceremonies</td>
<td>Pi</td>
<td></td>
</tr>
<tr>
<td>Steward</td>
<td>Delta</td>
<td></td>
</tr>
<tr>
<td>Kitchen Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orator</td>
<td>Eta</td>
<td></td>
</tr>
<tr>
<td>Poet</td>
<td>Epsilon</td>
<td></td>
</tr>
<tr>
<td>Editor of The Delta Chi Deke and Alumni Relations Director</td>
<td></td>
<td>Theodore Emmanuel Loizos '94</td>
</tr>
<tr>
<td>Summer House Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guide #1 &amp; Advisor to Beta</td>
<td>Mu</td>
<td></td>
</tr>
<tr>
<td>Guide #2 &amp; Advisor to Beta</td>
<td>Nu</td>
<td></td>
</tr>
<tr>
<td>Chorister</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer</td>
<td>Title</td>
<td>Incumbent, Spring 1994</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Chaplain</td>
<td>Andrew J. Yokoobian '96</td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>vacant</td>
<td></td>
</tr>
<tr>
<td>Sergeant-at-Arms</td>
<td>Brian Joseph Kilduff '95</td>
<td></td>
</tr>
<tr>
<td>GAMMA Representative</td>
<td>Mac Julian Luis Lang '96</td>
<td></td>
</tr>
</tbody>
</table>

Committees. The chapter commissions various standing and ad hoc committees to administer defined functions:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Composition/Membership Spring Term 1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive</td>
<td>Beta [Chairman], Sigma, Kappa, Pi, Mu, Nu, the Chairman of the Entertainment Committee, and the Chairmen of the Rush Committee.</td>
</tr>
<tr>
<td>Upperclass</td>
<td>Beta [Chairman], all Juniors and Seniors</td>
</tr>
<tr>
<td>Audit</td>
<td>vacant</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Brian Winters Behn '96</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Anthony Paul Fernandes '95 [Co-Chair], and Keven Joseph Jacobs '94 [Co-Chair]</td>
</tr>
<tr>
<td>Rush</td>
<td>Anthony Michael Romano '95 [Co-Chair], Christopher Michael Rauber '95 [Co-Chair], Beta, Sigma and Kappa.</td>
</tr>
<tr>
<td>Athletics</td>
<td>vacant</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>vacant</td>
</tr>
<tr>
<td>Philanthropy</td>
<td>Ricardo Ramon Delfin '96</td>
</tr>
</tbody>
</table>
## Appendix B: Schedule of Charges
Delta Chi Chapter of Delta Kappa Epsilon

### ORDINARY CHARGES
**Fall and Spring Terms (Semester Rates)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Resident</th>
<th></th>
<th></th>
<th></th>
<th>Non-Resident</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pledge</td>
<td>Active Member</td>
<td>Non-Member</td>
<td>Pledge</td>
<td>Active Member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
<td>$1500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td>$800</td>
<td>$1020</td>
<td></td>
<td>$800</td>
<td>$1020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodge Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Dues</td>
<td>$186</td>
<td>$186</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Subscription</td>
<td>$120</td>
<td>$120</td>
<td></td>
<td>$120</td>
<td>$120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Subscription</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL one-time semester prepayment rate</td>
<td>$920</td>
<td>$2826</td>
<td></td>
<td>$920</td>
<td>$1326</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ORDINARY CHARGES
**Summer Term**

<table>
<thead>
<tr>
<th>Item</th>
<th>Resident</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pledge</td>
<td>Active Member</td>
<td>Non-Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td></td>
<td></td>
<td></td>
<td>$20</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL weekly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$160</td>
<td>$160</td>
</tr>
<tr>
<td>TOTAL one-time prepayment rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiation Fee</td>
<td>$201</td>
</tr>
<tr>
<td>Security Damage Deposit</td>
<td>$200</td>
</tr>
</tbody>
</table>

In addition to the above, members and pledges are obliged to pay on demand bills resulting from the following supplementary charges:

(1) such special taxes, subscriptions and levies as are imposed by vote of the chapter; and

(2) such summary disciplinary fines as the officers of the chapter are empowered to impose on pledge and active members.

No person shall reside in the lodge during any term —Fall, Spring or Summer— without having first submitted the Security Damage Deposit to the House Treasurer. The security damage deposit is refundable only at the time that person's residency in the lodge is permanently terminated, i.e. when a brother graduates, or is sent down for more than one academic term.
## Appendix C: Budget Line Item Table

Delta Chi Chapter of Delta Kappa Epsilon

### Schedule of Budgeted Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Residential Operations</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>4601A</td>
<td>room rents (members)</td>
</tr>
<tr>
<td>102</td>
<td>4601B</td>
<td>room rents (non-members)</td>
</tr>
<tr>
<td>103</td>
<td>4850</td>
<td>room rents (summer operations)</td>
</tr>
<tr>
<td>104</td>
<td>4604A</td>
<td>lodge maintenance fees (members)</td>
</tr>
<tr>
<td>105</td>
<td>4604B</td>
<td>lodge maintenance fees (pledges)</td>
</tr>
<tr>
<td>106</td>
<td>4801</td>
<td>service charges</td>
</tr>
<tr>
<td>107</td>
<td>2601</td>
<td>security damage deposits</td>
</tr>
<tr>
<td>200</td>
<td>Food Service Operations</td>
<td></td>
</tr>
<tr>
<td>201</td>
<td>4001A</td>
<td>board (members)</td>
</tr>
<tr>
<td>202</td>
<td>4001B</td>
<td>board (pledges)</td>
</tr>
<tr>
<td>203</td>
<td>4901</td>
<td>SMC rebate</td>
</tr>
<tr>
<td>300</td>
<td>Fraternity Operations</td>
<td></td>
</tr>
<tr>
<td>301</td>
<td>2501</td>
<td>initiation fees</td>
</tr>
<tr>
<td>302</td>
<td>4501A</td>
<td>chapter dues (members)</td>
</tr>
<tr>
<td>303</td>
<td>4501B</td>
<td>chapter dues (pledges)</td>
</tr>
<tr>
<td>304</td>
<td>5514</td>
<td>athletic subscriptions and fees</td>
</tr>
<tr>
<td>305</td>
<td>4801</td>
<td>adjudicated fines and assessments</td>
</tr>
<tr>
<td>306</td>
<td>4902</td>
<td>donations and gifts</td>
</tr>
<tr>
<td>307</td>
<td>4701</td>
<td>interest, dividends and miscellaneous</td>
</tr>
<tr>
<td>400</td>
<td>Entertainment Operations</td>
<td></td>
</tr>
<tr>
<td>401</td>
<td>2701A</td>
<td>social dues (residential members)</td>
</tr>
<tr>
<td>402</td>
<td>2701B</td>
<td>social dues (non-residential members)</td>
</tr>
<tr>
<td>403</td>
<td>2701C</td>
<td>social dues (pledges)</td>
</tr>
<tr>
<td>404</td>
<td>2701D</td>
<td>promotions (from partners in entertainment ventures)</td>
</tr>
<tr>
<td>500</td>
<td>Total Income</td>
<td></td>
</tr>
</tbody>
</table>

### Schedule of Budgeted Expenditures

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Curator's Department (Sigma)</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>5601</td>
<td>residential rent (to #H86-3826, House Operating Account)</td>
</tr>
<tr>
<td>102</td>
<td>5660</td>
<td>fuel oil</td>
</tr>
<tr>
<td>103</td>
<td>5661</td>
<td>electric service</td>
</tr>
<tr>
<td>104</td>
<td>5663</td>
<td>lodge telephone service</td>
</tr>
<tr>
<td>105</td>
<td>5664</td>
<td>rubbish removal</td>
</tr>
<tr>
<td>106</td>
<td>5640A</td>
<td>consumables and miscellaneous supplies</td>
</tr>
<tr>
<td>107</td>
<td>5640B</td>
<td>lodge maintenance (to #H86-3764, Facility Maintenance)</td>
</tr>
<tr>
<td>108</td>
<td>5641</td>
<td>linen service</td>
</tr>
<tr>
<td>109</td>
<td>5640</td>
<td>furniture repair and replacement</td>
</tr>
<tr>
<td>110</td>
<td>5901</td>
<td>capital improvements fund (to #H86-1834, Facil. Reserve)</td>
</tr>
<tr>
<td>111</td>
<td>5610</td>
<td>wages, houseman &amp; maid</td>
</tr>
<tr>
<td>Department</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>STEWARD'S DEPARTMENT (Steward)</td>
<td>200</td>
<td>food and beverages</td>
</tr>
<tr>
<td></td>
<td>201</td>
<td>equipment repair and replacement</td>
</tr>
<tr>
<td></td>
<td>202</td>
<td>kitchenware, cutlery and pantry supplies replacement</td>
</tr>
<tr>
<td></td>
<td>204</td>
<td>natural gas</td>
</tr>
<tr>
<td></td>
<td>205</td>
<td>capital improvements sinking fund</td>
</tr>
<tr>
<td></td>
<td>206</td>
<td>wages, cook</td>
</tr>
<tr>
<td></td>
<td>207</td>
<td>wages, waiters &amp; waitresses</td>
</tr>
<tr>
<td></td>
<td>208</td>
<td>payroll taxes</td>
</tr>
<tr>
<td></td>
<td>209</td>
<td>accounting services</td>
</tr>
<tr>
<td></td>
<td>210</td>
<td>kitchen telephone service</td>
</tr>
<tr>
<td>LIBRARIAN'S DEPARTMENT (Librarian)</td>
<td>300</td>
<td>periodical subscriptions (newspapers, magazines, etc.)</td>
</tr>
<tr>
<td></td>
<td>301</td>
<td>permanent library acquisitions</td>
</tr>
<tr>
<td>FRATERNITY AFFAIRS DEPARTMENT (Beta, Pi, Iota, et. al.)</td>
<td>400</td>
<td>rushing</td>
</tr>
<tr>
<td></td>
<td>401</td>
<td>pledging</td>
</tr>
<tr>
<td></td>
<td>402</td>
<td>regalia (robes, ritual supplies, etc.)</td>
</tr>
<tr>
<td></td>
<td>403</td>
<td>communications (Christmas cards, announcements, etc.)</td>
</tr>
<tr>
<td></td>
<td>404</td>
<td>transfers to DKE International (initiation fees, etc.)</td>
</tr>
<tr>
<td></td>
<td>405</td>
<td>DKE Convention delegation expenses</td>
</tr>
<tr>
<td></td>
<td>406</td>
<td>alumni relations</td>
</tr>
<tr>
<td></td>
<td>407</td>
<td>historical preservation</td>
</tr>
<tr>
<td></td>
<td>408</td>
<td>philanthropy</td>
</tr>
<tr>
<td></td>
<td>409</td>
<td>intramural athletics</td>
</tr>
<tr>
<td>ENTERTAINMENT DEPARTMENT (Social Chairman)</td>
<td>500</td>
<td>scheduled events</td>
</tr>
<tr>
<td></td>
<td>501</td>
<td>impromptu events</td>
</tr>
<tr>
<td></td>
<td>502</td>
<td>bar equipment repair and replacement</td>
</tr>
<tr>
<td></td>
<td>503</td>
<td>cable television fees</td>
</tr>
<tr>
<td>TREASURER'S DEPARTMENT (Kappa)</td>
<td>600</td>
<td>accountant/auditor fees</td>
</tr>
<tr>
<td></td>
<td>601</td>
<td>retired employee pension obligations</td>
</tr>
<tr>
<td></td>
<td>602</td>
<td>bad debt write off</td>
</tr>
<tr>
<td></td>
<td>603</td>
<td>prior year settlements</td>
</tr>
<tr>
<td></td>
<td>604</td>
<td>contingency fund deposits 606 federal and state tax remittances</td>
</tr>
<tr>
<td></td>
<td>605</td>
<td>tax remittances</td>
</tr>
</tbody>
</table>

700 TOTAL EXPENDITURES
Notes:

1. Budget lines are identified by two numbers. The first, a three digit code, is the chapter's line item number. The second, a four digit code, is assigned by the chapter's accountant.
Appendix D: Historical Publications and Preliminary Documents

Published Works

The Cornell Deke House — A History of the 1893 Lodge. The volume covers (1) history of the design and erection of the lodge, (2) architectural description and analysis, (3) history of the Roosevelt Spruce Trees, (4) analysis of chapter's Coat of Arms, (5) study on the Memorial Stained Glass Windows, and (6) description of the restoration of the Refectory Chimes. Copies are located in the Cornell University Library, the DeWitt Historical Society of Tompkins County (401 East State Street, Ithaca 14850) and the Library of Congress (Washington DC).

Articles of Governance — Effective and in Force on February 12, 1994. This typescript document publishes the statutory articles establishing and governing DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC., 5 November 1883 (the undergraduate chapter) and THE DELTA CHI ASSOCIATION, INC., 9 March 1888 (the alumni organization). It includes a transcription the chapter's Articles of Incorporation, the Chapter Bylaws ratified on 9 April 1990, House Rules endorsed on 15 April 1990, a transcription of the alumni association's Articles of Incorporation, the Proposed Amendment to the alumni association's Bylaws, dated 20 November 1988, a study of chapter law and administrative organization including the development of Bylaws, House Rules and disciplinary procedures, and the history of chapter discipline as applied to fourteen miscreants. 73 pages.

Works in Progress

The Chronology of Delta Chi. This is primarily a transcription of the Delta Chi Chapter Meeting Minutes covering the period, 1870 to 1990.

The Deke House at Cornell — A Concise History of the Delta Chi Chapter of Delta Kappa Epsilon. This narrative is complete through Chapter V (1920-29). In final form this volume will provide the chapter's history from its founding in 1870 to approximately 1970.

The History of Initiation in the Cornell Deke House. This manuscript is essentially complete and will remain in the Fraternity's restricted depository. Brothers Furman '79, Innes '49, Nixon '49 and St. Marie '79 are currently working on a revision to the text.

The Registry of Delta Chi. This volume contains initiation lists, legacy lineage information about distinguished members and some miscellaneous data.
Special Studies and Drafts

Copies of the following documents are available through the Office of the Alumni Historian.


ARCHIVAL CATALOG #1 (PHOTOGRAPHIC AND ART WORK IMAGES). A list of the chapter's photographs, engravings and paintings, the majority of which are stored in the DKE Depository. Draft dated 12 Dec 89. 89 items, 21 pages.


ARCHIVAL CATALOG #3 (CHAPTER DOCUMENTS AND RECORDS). A list of the volumes of Delta Chi Chapter Meeting Minutes, volumes of Personal Record Blanks, chapter directories and catalogues, rushing brochures, back issues of The Delta Chi Deke, artifacts and miscellaneous documents that are stored in the DKE Depository. Draft dated 27 Jan 90, 7 pages.

BIBLIOGRAPHY (GENERAL). A list of books, dissertations, unpublished academic papers, general reference works, periodicals, miscellaneous publications, newspaper articles, architectural drawings, maps and public records cited or employed in the various historical studies of the Delta Chi Chapter of DKE. Draft dated 24 Jun 90, 12 pages.

BIBLIOGRAPHY (DKE). A list of books and articles pertaining to the Delta Chi Chapter that were published by organs of the Delta Kappa Epsilon Fraternity or authored by members of the Delta Chi Chapter. Draft dated 24 Jun 90, 7 pages.


GLOSSARY OF DEKE HOUSE TERMS AND EXPRESSIONS. A list of terms with definitions and citations. Draft: 11 Jun 91, 11 pages.


1988 PLEDGE CLASS DKE HISTORY PROJECT RESEARCH TASKS. A set of nineteen research tasks each consisting of (1) the historical background of the situation to be investigated, (2) a statement of the specific research objective that the inquiry should be directed towards, and (3) a suggested methodology for completing the work. 45 pages.
Appendix E: Delta Chi Chapter Vendor List

1. Accounting Services.

   Note:
   Ms. Barbara W. Kathan, Margaret Wilson and Susan Sullivan are authorized to execute transfers of funds to and from the DKE checking and savings accounts.

2. Alumni Relations and Editorial Services for The Delta Chi Deke.
   The Stewart Howe Alumni Service, 317 West State Street, Ithaca NY 14850-5490, TEL: (607) 273-2717, FAX: (607) 273-5548. Contacts: Mr. Peter S. McChesney, Director; Ms. Lisa C. Wood, Editorial Director; and Mr. Scott R. Thomas, Program Coordinator.

3. Banking Services (Checking and Savings Accounts).
   Tompkins County Trust Company, The Commons, Ithaca NY 14850, (607) 273-3210.

4. Dining and Catering Services (Special).
   The Cayuga Inn, Taughannock Boulevard, Trumansburg NY 14886, (607) 387-9412.

5. Food Purchasing Services.
   Student Management Services, 209 Willard Straight Hall, Cornell University, Ithaca NY 14853, (607) 255-6341.

6. Heraldic Artwork.

7. Newspapers.
   The Cornell Daily Sun, 109 East State Street, Ithaca NY 14850, (607) 273-3606.

8. Party Favors (Glassware, Ceramic Beer Mugs and Apparel).
   Anderson's, 5350 North Highway 61, White Bear Lake MN 55110, (612) 426-1667, (800) 328-9640.
   DJR Enterprises, 1012 First Street, P. O. Box 3607, Radford VA 24143, (703) 639-9386.
   Fraternity Sportswear, 2060 Hardy Parkway, P. O. Box 23368, Columbus OH 43223 (800) 334-7754.
Greek Connections, 603 Buckley Road, Liverpool NY 13088, (315) 451-7719.


Three Rivers Decorating Company, 2300 Palmer Street, Pittsburgh PA 15218, (412) 351-3987.

   c. Documentation and Restoration. Mr. Wes Sabados, Sabados Color Photography, 2201 Old Arch Road, Norristown PA 19401, (215) 272-4783.
   d. Documentation and Restoration. Mesa Photo Supply, 1900 East University Drive, Suite 13, Mesa AZ 85203, (602) 833-6174.


12. Stationary (Bids, Invitations, Letterheads, Christmas Cards).

   Carmelle Stationers, Inc., 1804 North Lemon Street, Anaheim CA 92801, (714) 870-0870.


   M. D. Lappin Company, 630 North College Avenue, Suite 302, Indianapolis IN 46204, (317) 631-0583.

   National Fraternity Supplies, Fontana Center, Suite 1335, Tulsa OK 74145, (918) 258-3053.

   Varsity Engravers, P. O. Box 1379, Cleveland TN 37311, (615) 472-3882.
Albany NY 12250 890-6305.
Appendix F: Handbook Distribution List

This edition of the CHAPTER AND ALUMNI OPERATIONS HANDBOOK is distributed as follows.

- Michael Patrick Curran '79, President, Delta Chi Association.
- Norman Lindsley Davidson '71, Vice President, Delta Chi Association.
- Mr. David K. Easlick, Jr., Executive Director, Delta Kappa Epsilon International Fraternity.
- Ms. Shirley K. Egan '70, Associate Counsel, Cornell University.
- Mr. Andrew Charles Harte '96, Treasurer, ΔΧ of ΔΚΕ.
- Mr. Peter S. McChesney, The Stewart Howe Alumni Service.
- Mr. Franklin Thomas Pinter '71, Treasurer, Delta Chi Association.
- Mr. Andrew Robert Schmidt '94, President, ΔΧ of ΔΚΕ.
- Mr. Randy Scott Stevens, Assistant Dean of Students for Greek Life, Cornell University.

REQUEST FOR CORRECTIONS

Although efforts have been made to confirm the accuracy of all information in this handbook, it is inevitable that errata will occur. Addressees are requested to advise the Alumni Historian concerning any corrections that should be attended to before publishing the next edition of this document.

HWF
Author/Creator
Fogle, Homer William, Jr. 1948-

Title

Published
Ithaca NY: Delta Chi Association, 1994

Subjects
College societies, Greek letter --Delta Kappa Epsilon
Cornell University, Alumni
Cornell University, Delta Kappa Epsilon
Deke House (Ithaca N.Y.) --History
Delta Kappa Epsilon --History
Handbooks, vade-mecums, etc.

Summary/Abstract
Reference data concerning the Delta Kappa Epsilon Fraternity, the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University, the Delta Chi Association and Cornell University is tabulated. A bibliography of historical studies concerning the Cornell chapter is included.

Description
30 p; tables, appendices, bibliography; 28 cm.
Electronic reproduction.
Original, 12 February 1994.
System requirements: Internet connectivity, World Wide Web browser and Adobe Acrobat reader.

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