

DELTA CHI ASSOCIATION  
DELTA KAPPA EPSILON FRATERNITY  
DELTA CHI CHAPTER AT CORNELL UNIVERSITY  
Office of the Alumni Historian  
3237 East Fox Street  
Mesa AZ 85213

## **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 soci-  
ety); 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.

Office	Incumbent
Executive Director	David K. Easlick, Jr., Omicron '69
Administrative Director	Susan B. Easlick
Director of Chap- ter Operations	James Michael Peters

### **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.
5. Directories. The chapter has published membership directories in 1920, 1934, 1950, 1971, 1974, 1983 and 1993.

#### **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



Interior National Park Service since 11 January 1991 (cf. National Register Inventory System #90002144) consequent to a petition filed by THE DELTA CHI ASSOCIATION on 20 August 1988.

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.**

1. Current. Ms. Robin Steger serves as House Cook.
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:

Officer	Incumbent
President	Michael Patrick Curran '79 62 Danvers Lane New Canaan CT 06840-6801 Home...(203) 972-1363 Work...(203) 359-2879
Vice President	Norman Lindsley Davidson '71

Officer	Incumbent
	1812 Ridge Road Lansing NY 14882 Home...(607) 533-7522 Work...(607) 255-1305
Vice President	Robert Charles Platt '73 1300 Army-Navy Drive Apartment 209 Arlington VA 22202 Home...(703) 486-1466 Work...(202) 637-9188
Treasurer	Franklin Thomas Pinter '71 262 Belvedere Drive Oakdale NY 11769 Home...(516) 567-5063 Work...(516) 351-5032
Secretary	William Sidney Houck '70 12 Robin Road Dixhills NY 11746-7810 Home...(516) 271-5053 Work...(516) 935-8870
Archivist	vacant
Historian	H. William Fogle '70 3237 East Fox Street Mesa AZ 85213-5520 Home...(602) 641-1137 Work...(602) 396-1306

#### **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 Dubeck, Jr. '74  
Daniel Waldemar Kops, Jr. '70  
Lindsley Davidson, Jr. '71  
Franklin Thomas Pinter '71  
Michael Patrick James Curran '79  
Michael Evan Furman '79

Steven Mark Pozzi '81  
Joseph Charles Gatto, Jr. '92

**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:

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

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:

Officer	Title	Incumbent, Spring 1994
President <i>Pater Primus</i>	Beta	Andrew Robert Schmidt '94
Vice President <i>Pater Secundus</i>	Sigma	Mac Julian Luis Lang '96
House Manager <i>Curator</i>		Anthony Michael Romano '95
Recording Secretary <i>Scriba</i>	Rho	David John Wagner '96
Corresponding Secretary <i>Scriptor</i>	Iota	vacant
Treasurer <i>Custos</i>	Kappa	Andrew Charles Harte '96
Registrar & Historian	Alpha	Christian Douglas Cox '95
Pledgemaster & Master of Ceremonies	Pi	Bradley Scott Anderson '94
Steward	Delta	Nathan Iven Lamont '95
Kitchen Manager		Karthik Nadesan '96
Orator	Eta	vacant
Poet	Epsilon	vacant
Editor of <i>The Delta Chi</i> <i>Deke</i> and Alumni Relations Director		Theodore Emmanuel Loizos '94
Summer House Manager		Andrew Robert Schmidt '94
Guide #1 & Advisor to Beta	Mu	Jacob Adam Buxton '94
Guide #2 & Advisor to Beta	Nu	Jeffry Ryan Tse '96
Chorister		vacant

Officer	Title	Incumbent, Spring 1994
Chaplain		Andrew J. Yokoobian '96
Librarian		vacant
Sergeant-at-Arms		Brian Joseph Kilduff '95
GAMMA Representative		Mac Julian Luis Lang '96

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

Committee	Composition/Membership Spring Term 1994
Executive	Beta [Chairman], Sigma, Kappa, Pi, Mu, Nu, the Chairman of the Entertainment Committee, and the Chairmen of the Rush Committee.
Upperclass	Beta [Chairman], all Juniors and Seniors
Audit	vacant
Scholarship	Brian Winters Behn '96
Entertainment	Anthony Paul Fernandes '95 [Co-Chair], and Keven Joseph Jacobs '94 [Co-Chair]
Rush	Anthony Michael Romano '95 [Co-Chair], Christopher Michael Rauber '95 [Co-Chair], Beta, Sigma and Kappa.
Athletics	vacant
Fire Protection	vacant
Philanthropy	Ricardo Ramon Delfin '96

**Appendix B: Schedule of Charges**

Delta Chi Chapter of Delta Kappa Epsilon

ORDINARY CHARGES Fall and Spring Terms (Semester Rates)					
Item	Resident			Non-Resident	
	Pledge	Active Member	Non-Member	Pledge	Active Member
Rent		\$1500			
Board	\$800	\$1020		\$800	\$1020
Lodge Maintenance					
Chapter Dues		\$186			\$186
Social Subscription	\$120	\$120		\$120	\$120
Athletic Subscription					
TOTAL one-time semester prepayment rate	\$920	\$2826		\$920	\$1326

ORDINARY CHARGES Summer Term			
Rent	Resident		
	Pledge	Active Member	Non-Member
TOTAL weekly		\$20	\$20
TOTAL one-time prepayment rate		\$160	\$160

EXTRAORDINARY CHARGES	
Item	Amount
Initiation Fee	\$201
Security Damage Deposit	\$200

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

100	RESIDENTIAL OPERATIONS
101	4601A room rents (members)
102	4601B room rents (non-members)
103	4850 room rents (summer operations)
104	4604A lodge maintenance fees (members)
105	4604B lodge maintenance fees (pledges)
106	4801 service charges
107	2601 security damage deposits
200	FOOD SERVICE OPERATIONS
201	4001A board (members)
202	4001B board (pledges)
203	4901 SMC rebate
300	FRATERNITY OPERATIONS
301	2501 initiation fees
302	4501A chapter dues (members)
303	4501B chapter dues (pledges)
304	5514 athletic subscriptions and fees
305	4801 adjudicated fines and assessments
306	4902 donations and gifts
307	4701 interest, dividends and miscellaneous
400	ENTERTAINMENT OPERATIONS
401	2701A social dues (residential members)
402	2701B social dues (non-residential members)
403	2701C social dues (pledges)
404	2701Dpromotions (from partners in entertainment ventures)
500	TOTAL INCOME

#### SCHEDULE OF BUDGETED EXPENDITURES

100	CURATOR'S DEPARTMENT (Sigma)
101	5601residential rent (to #H86-3826, House Operating Account)
102	5660 fuel oil
103	5661 electric service
104	5663 lodge telephone service
105	5664 rubbish removal
106	5640A consumables and miscellaneous supplies
107	5640B lodge maintenance (to #H86-3764, Facility Maintenance)
108	5641 linen service
109	5640 furniture repair and replacement
110	5901 capital improvements fund (to #H86-1834, Facil. Reserve)
111	5610 wages, houseman & maid

112	5620	payroll taxes, Houseman
113	2601	security damage deposit refunds
200	STEWARD'S DEPARTMENT (Steward)	
201	5099	food and beverages
202	5040A	equipment repair and replacement
203	5040B	kitchenware, cutlery and pantry supplies replacement
204	5060	natural gas
205	2402	capital improvements sinking fund
206	5010A	wages, cook
207	5010B	wages, waiters & waitresses
208	5020	payroll taxes
209	5070	accounting services
210		kitchen telephone service
300	LIBRARIAN'S DEPARTMENT (Librarian)	
301	5507A	periodical subscriptions (newspapers, magazines, etc.)
302	5507B	permanent library acquisitions
400	FRATERNITY AFFAIRS DEPARTMENT (Beta, Pi, Iota, et. al.)	
401	5501	rushing
402	5502	pledging
403	5507C	regalia (robes, ritual supplies, etc.)
404	5507D	communications (Christmas cards, announcements, etc.)
405	2501	transfers to DKE International (initiation fees, etc.)
406	5510	DKE Convention delegation expenses
407	5504	alumni relations
408	5506	historical preservation
409	5508	philanthropy
410	5504	intramural athletics
500	ENTERTAINMENT DEPARTMENT (Social Chairman)	
501	2701A	scheduled events
502	2701B	impromptu events
503	2701C	bar equipment repair and replacement
504		cable television fees
600	TREASURER'S DEPARTMENT (Kappa)	
601	5670	accountant/auditor fees
602		retired employee pension obligations
603	5920	bad debt write off
604	5910	prior year settlements
605	5990	contingency fund deposits 606 federal and state tax remittances
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.

ANECDOTES AND ROUTINES. A collection of short narratives to be released in 1991. Draft dated 9 Jun 88, 2 pages.

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 #2 (PHOTOGRAPHIC AND ART WORK IMAGES). As above. Draft dated 31 May 1991. 115 items, 20 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.

THE DELTA CHI CHAPTER COOKBOOK. A collection of recipes used in the chapter's kitchen circa 1963-87. Draft dated 20 Aug 89, 8 pages.

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

PLEDGING IN 1967. A narrative describing the DKE pledge program circa 1967. Draft dated 8 Mar 89, 7 pages, 12 footnotes.

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.  
Sciarabba Walker & Company, Certified Public Accountants,  
200 East Buffalo Street, Suite 402, Ithaca NY 14840, (607)  
272-5550.  
  
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.  
Mr. Hans Dietrich Birk, The Armorial Heritage Foundation, 48  
Merkley Square Scarborough, Ontario M1G 2Y6, Canada, (416)  
439-7741.
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.

R and S Impressions, Inc., 171 Marshall Street, Syracuse NY  
13210, (315) 474-2028.

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

9. Photographic Services.

a. Architectural. Mr. Jon Reis Jon Reis Photography, 141  
The Commons Ithaca NY 14850, (607) 272-1966.

b. Composite. Mr. Garth Gray, Regional Manager, Edward  
Vantine Studios, Inc., Box 336, Hamilton NY 13346-0336,  
(315) 824-3200, (800) 448-8484.

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.

10. Printing and Binding Services. Cox Printing, 135 South Mesa  
Drive, Mesa AZ, (602) 833-2000.

11. Regalia and Fraternal Supplies (Robes, Flags). Ihling  
Brothers Everhard Company, 2022 Fulford, Kalamazoo MI 49001,  
(616) 381-1340.

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

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

Carmelle Stationers, Inc., 2604 North San Fernando Blvd.,  
Burbank CA 91504, (213) 849-1488, (213) 845-2611.

Johnston Stationary Sales Company —not recommended, 4750  
Norma, Suite #232, Ft. Worth TX 76103, (817) 535-3987.

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.

13. Telephone Services. New York Telephone Company, GPO Box 1100  
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, ΔX of ΔKE.
- Ms. Barbara W. Kathan, CPA, Sciarabba Walker & Company.
- Mr. Peter S. McChesney, The Stewart Howe Alumni Service.
- Mr. Franklin Thomas Pinter '71, Treasurer, Delta Chi Association.
- Mr. Andrew Robert Schmidt '94, President, ΔX of ΔKE.
- 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**

Chapter and Alumni Operations Handbook, 1994 / H. William Fogle, Jr.

**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.

Mode of access: World Wide Web.

System requirements: Internet connectivity, World Wide Web browser and Adobe Acrobat reader.

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