

DELTA CHI ASSOCIATION
DELTA KAPPA EPSILON FRATERNITY
DELTA CHI CHAPTER AT CORNELL UNIVERSITY
Office of the Alumni Historian
15 Green Valley Road
Wallingford PA 19086

CHAPTER AND ALUMNI OPERATIONS HANDBOOK, 1988

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., that is the undergraduate chapter of DKE in Ithaca NY;
- The Delta Chi Association, Inc., that is the alumni body; and
- Cornell University.

The International Fraternity Organization

- International Headquarters. The central contact for DKE Fraternity affairs is with the following party:

Brother Duncan Andrews, Rho '57
Executive Director
Delta Kappa Epsilon International Fraternity
50 Vanderbilt Avenue, Room 705
New York NY 10017
(212) 986-6320

Brother David B. Kellermann, Omicron '89, is the Fraternity's Chapter Education Consultant.

- The Board of Governors of Delta Kappa Epsilon is the central governing authority for the Fraternity. Brother Henry H. Michaels, Jr., Rho '31, is the Chairman of the Board.
- The Rampant Lion Foundation is a tax exempt public charitable organization (IRS 501(c)3, EIN #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. The contact for this activity is:

Brother David K. Easlick, Jr., Omicron 69
President, Rampant Lion Foundation
35 McKinley Place, Grosse Pointe Farms MI 48236
(313) 886-2400

Ms. Susan B. Easlick
Administrative Director

Conventions. The Fraternity holds biannual conventions. The last, the 144th, convened in Detroit during 13-17 July 1988.

The Undergraduate Organization

- Legal Status. The formal name of the active undergraduate membership body is THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC. This association was incorporated in the State of New York on 5 November 1883.
- 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.
- Office. The legal address for the chapter is that of the lodge:

The Deke House
13 South Avenue, Ithaca NY 14850-3985
(607) 272-4948

- Elected Officers. 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:

FUNCTION/OFFICE	TITLE	INCUMBENT
President (Pater Primus)	Beta	Matthew Slate Wolanske '89
Vice-president (Pater Secundus) & House Manager (Curator)	Sigma	Gregory William Morrison '90
Recording Secretary (Scriba)	Rho	Edwardo Manuel Macchi '90
Corresponding Secretary (Scriptor)	Iota	vacant
Treasurer (Custos)	Kappa	Andrew James Bateman '89
Registrar	Alpha	vacant
Master of Ceremonies & Pledgemaster	Pi	Vickesh Evan Myer '89
Steward	Delta	Andrew Orin Stein '90
Editor of the <u>Delta Chi Deke</u> & Alumni Relations Director		Joseph Michael Reiner '90

- Functionaries. The following traditional positions are either elective or appointive:

FUNCTION/OFFICE	TITLE	INCUMBENT
Orator	Eta	vacant
Poet	Epsilon	vacant

Guide #1 (Advisor to Beta)	Mu	Ted Prescott Lark in ' SS
Guide #2 (Advisor to Beta)	Nu	Rodney Edward Will, III
Historian		Mike Clifford
Librarian		vacant
Sergeant-at-Arms		William James Kiernan '90

- Committees. The chapter commissions various standing and ad hoc committees to administer defined functions. The traditional standing committees established circa 1900 are the following:

FORMAL NAME	INCUMBENTS
Executive Committee	constituted as those House officers serving in the positions of Beta, Sigma, Kappa, Pi, Mu, Nu, the chairman of the Entertainment Committee, and the chairmen of the Rush Committee.
Finance Committee	Andrew James Bateman '89
Grounds Committee	Greg Morrison '90 William Kiernan '90
Entertainment Committee	Thomas Charles Michaud '89 Stephen Robert Vignolo '89
Rush Committee	David Adam Kotler '90 Darin Richard Spilmen '90
Athletics Committee	Marc Umscheid
Fire Protection Committee	vacant

- Publications.

- (1) The chapter publishes the Delta Chi Deke newsletter under the direction of an undergraduate editor and distributes same to all alumni and friends of Delta Chi. This periodical was registered as ISSN 0895-5255 in the Library of Congress National Serials Data Program on 10 September 1987. Back issues dating from Volume I, Number 1, May 1935, are held in the DKE Depository, Department of Manuscripts and Archives, Cornell University Libraries.
- (2) Rush Book. The chapter contributes an entry that is published in the Interfraternity Council Rush Book in the fall of each year. This activity is coordinated by the Office of the Dean of Students.
- (3) Cornellian announcement. No information.
- (4) Christmas Cards. The chapter sends an annual Christmas greeting to all alumni and friends of the chapter.

- Chapter House and Grounds. The 13 South Avenue property and the lodge thereon known as the Deke House are owned by Cornell University.

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 register the 13 South Avenue DKE lodge on the NATIONAL REGISTER OF HISTORIC PLACES managed by the U. S. Department of the Interior's National Park Service was filed by THE DELTA CHI ASSOCIATION on 20 August 1988. A collateral petition to register the lodge on the NEW YORK STATE REGISTRY OF HISTORIC PLACES managed by the New York State Office of Parks, Recreation and Historic Preservation was filed on 25 September 1988.

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.

- 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.
- Tax Status. DELTA KAPPA EPSILON, INC., DELTA CHI 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 this organization is 15-0287600.
- Schedule of Charges. The following charges are billed monthly, four times per semester to residents (R) and non-residents (NR):

ITEM	PLEDGES	R-MEMBERS	NR-MEMBERS
board	\$130	\$170	
room rent		\$165	
maintenance		\$25	
dues	\$10	\$10	\$10
social	\$40	\$40	\$25
TOTAL	\$180	\$410	\$35

ONE-TIME SEMESTER PREPAYMENT RATE: \$720 for pledges, \$1600 for resident members and \$140 for non-resident members.

- Incidental Charges. Pledges and members are subject to the following incidental charges:

ITEM	FEE
Initiation Fee (DKE International)	\$150
Athletic Subscription	\$10/sport
Room Deposit	\$100

Note: The 144th DKE Convention voted unanimously to recommend to the DKE Board the Initiation Fees be raised to \$175 in 1988-89 and to \$200 in 1989-90.

In addition to the above, members and pledges are obligated 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 pledges and members.

- Accounting Data.

- (1) The chapter's operational accounts are administered by a professional accountant who provides the following services:
 - maintenance of the DKE checking account;
 - preparation of monthly financial statements for the eight months when the University is in session;
 - preparation of a year-end financial statement; and
 - preparation and filing of Internal Revenue Service Form 990 (Return of Organization Exempt from Income Tax) and Form 990T (Exempt Organization Business Income Tax Return) annually.
- (2) The chapter's fiscal year ends on 30 June.
- (3) The House Treasurer administers a separate "social" checking account for the House Entertainment Committee.
- (4) Cornell University administers an operating account (&H86-3826) for receiving funds (room rents and service fees) and disbursing same to support day to day operational expenses (utilities, maintenance and safety costs) of the 13 South Avenue residence.

- Insurance. The undergraduate chapter relies on the protection of Cornell University for property, casualty and liability indemnification and restoration in the event o-f mishap.
- Affiliations. The chapter is a member of the Cornell Interfraternity Council. That body maintains an office at 314 Noyes Center, (607) 255-5183.

- Vendors. The chapter retains various firms to provide goods and services as indicated:

(1) Alumni Relations and Editorial Services.

Vendor: The Stewart Howe Alumni Service
317 West State Street
Ithaca NY 14850-5490
(607) 273-2717

Contacts: Mr. Peter S. McChesney, Director
Ms. Lisa C. Wood, Editorial Director
Mr. Scott R. Thomas, Program Coordinator

(2) Regalia and Fraternal Supplies

Vendor: Ihling Brothers Everhard Company
2022 Fulford
Kalamazoo MI 49001
(616) 381-1340

(3) Composite Photograph.

Vendor: Edward Vantine Studios, Inc.
Box 336 Hamilton NY 13346-0336

Contact: Mr. Edward Vantine

(4) Accounting Services.

Vendor: Ciaschi, Dieters-Hagen, Schaufler & Mickelson
Certified Public Accountants Terrace Hill
Ithaca NY 14850
(607) 272-4444

Contact: Mr. Craig L. Schaufler

Note: Mr. Schaufler and Ms. Kathleen M. Franklin are authorized to execute transfers of funds to and from the DKE checking account.

Mr. Schaufler and Mr. Francis E. Welch are authorized to execute transfers of funds to and from the DKE savings account.

(5) Checking and Savings Accounts.

Vendor: Tompkins County Trust Company
The Commons
Ithaca NY 14850
(607) 273-3210

(6) Food Purchasing Services.

Vendor: Student Management Services

209 Willard Straight Hall
Cornell University
Ithaca NY 14853 (607) 255-6341

(7) Telephone Services.

Vendor: New York Telephone Company
GPO Box 1100
Albany NY 12250
1-890-6305

(8) Special Dining and Catering Services.

Vendor: The Cayuga Inn
Taughannock Boulevard
Trumansburg NY 14886
(607) 387-9412

(9) Fraternity Beer Tankards.

Vendor: vacant

- Current Employees.

Ms. Robin Steger, House Cook

- Retired Employees.

Mrs. Florence Lansdowne
House Cook
RFD #1
Locke NY 13092

- Constitution (to be determined)

- Bylaws (to be determined)

The Alumni Organization

- Legal Status. The formal name of the alumni membership body is THE DELTA CHI ASSOCIATION, INC. This association was incorporated in the state of New York on 9 March 1888.
- 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) historiographical research.
- Limitations. THE DELTA CHI ASSOCIATION, INC., does not in any way operate or otherwise control THE DELTA KAPPA EP3ILON FRATERNITY AT

CORNELL UNIVERSITY, INC., the undergraduate organization at Cornell.

- Organization. The association is currently served by the following officers;

- (1) Mr. Norman Lindsley Davidson, Jr. '71, President
1812 Ridge Road, Lansing NY 14882
Home: (607) 533-7522 Work: (607) 255-1305
- (2) Mr. Robert Charles Platt '73, Vice President
1300 Army-Navy Drive, Apartment 209, Arlington VA 22202
Home: (703) 486-1466 Work: (202) 637-9188
- (3) Mr. Gregory John Hartz '83, Treasurer
62 Buck Road, Lansing NY 14882
Home: (607) 533-7998 Work: (607) 273-7111
- (4) Mr. Franklin Thomas Pinter '71, Recording Secretary
262 Belvedere Drive, Oakdale NY 11769
Home: (516) 567-5031 Work: (516) 351-5032
- (5) Mr. David John Simpson '70, Archivist
115 McIntyre Place, Ithaca NY 14850
- (6) Mr. H. William Fogle '70, Historian
15 Green Valley Road, Wallingford PA 19086
Home: (215) 566-6260 Work: (215) 666-8719
- (7) Mr. Michael Evan Furman '79, Curator
483 Claremont Avenue, Teaneck NJ 07666
Home: (201) 836-5077 Work: (212) 250-5702

- 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

- Lansdowne Retirement Fund Committee. An ad hoc committee with the remit to raise funds for the benefit of Mrs. Florence Lansdowne was established in June 1987. The following brothers serve as co-chairmen of this body: (1) Mr. Michael Patrick Curran '79 and (2) Mr. Michael Evan Furman '79.

- Regional Coordinator Network. The following members coordinate social activities of the DELTA CHI ASSOCIATION in their respective geographical regions:

- (1) Mr. Kendall J. Newman '80, Coordinator, Southern California
6737 Friars Road, #205, San Diego CA 92108
Home: (619) 299-9013 Work: (619) 531-7703
- (2) Mr. John V. Kearney '79, Coordinator, Northern California
737 Henrietta Avenue, Sunnyvale CA 94086

Home: (408) 735-7177 Work: (408) 262-8676

- (3) Mr. Jeffrey Joseph Jameson '82, Coordinator, Midwest
6444 Briarcliff Ct., Lisle IL 60532
Home: (312) 416-0758 Work: (312) 269-6930
- (4) Mr. Jeffrey D. Hylton '83, Coordinator, Central Atlantic
10611 Ordway Drive, Silver Spring MD 20901
Home: (301) 593-8929
- (5) Mr. Stewart K. Norwood '63, Coordinator, Northern New England
112 Bartlett Hill Road, Concord MA 01742
Home: (617) 369-9063 Work: (617) 879-4870
- (6) Mr. Douglas D. Devries '80, Coordinator, Gulf States
6100 Oakland Hills Drive, #1010, Fort Worth TX 76112
- (7) Mr. Michael Patrick Curran '79, Coordinator, Southern New England
46 Wilder Road, Stamford CT 06905
Home: (203) 329-1788 Work: (203) 359-2879
- 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 9:00 AM on Saturday, 11 June 1988. The next meeting is scheduled for 9:00 AM on Saturday, 09 June 1989.

The following agenda for the forthcoming meeting is planned:

- welcome to visiting alumni;
- reports of officers;
- project proposals;
- new business; and
- election of officers.
- 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.
- Archival Depository. The chapter's principal historical documents have been catalogued by the Alumni Historian and are deposited with the following party under terms set forth in a formal MEMORANDUM OF UNDERSTANDING dated 29 February 1988 and executed on 4 March 1988:

Mr. Gould P. Colman
University Archivist
Department of Manuscripts and University Archives
101 John M. Olin Library
Cornell University
Ithaca NY 14853-5301
(607) 255-3530

- Tax Status. Not determined.
- Accounting Data.
 - (1) The association maintains a checking account with Norstar Bank 202, The Commons, Ithaca NY 14850, (607) 273-2331.
 - (2) The association maintains an investment account with Dean Witter Reynolds, Inc.
 - (3) The association solicits funds for a Cornell University administered contributions account (#P60~9005) that receives funds (principally alumni gifts) 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.
- Affiliations. The association is not at present a dues paying member of the Cornell University Alumni Interfraternity Council.
- Vendors. The association retains various firms to provide goods and services as indicated:
 - (1) Heraldic Artwork.

Vendor: The Armorial Heritage Foundation
48 Merkley Square Scarborough, Ontario M1G 2Y6 Canada
(416) 439-7741

Contact: Mr. Hans Dietrich Birk
 - (2) Architectural Photography.

Vendor: Jon Reis Photography
141 The Commons, Ithaca NY 14850
(607) 272-1966

Contact: Mr. Jon Reis
 - (3) Photographic Materials Restoration.

Vendor: Sabados Color Photography
2201 Old Arch Road, Norristown PA 19401
(215) 272-4783

Contact: Mr. Wes Sabados

Cornell University

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

NAME	POSITION	PHONE
Robert Black	Mgr., Building Operations, Res. Life	5356
John F. Burness	VP, University Relations	9029

Gould P. Colman	University Archivist	3530
Henry E. Doney	Director, Engineering & Facilities	6648
Shirley K. Egan '70	Associate University Counsel	5124
Nancy Goody	Campus Planner	1126
William D. Gurowitz	Vice President, Campus Affairs	4166
William J. Kaminski	Manager, Small Residences	5356
Robert M. Matyas	VP, Facilities & Business Operations	4394
William P. Paleen	Director, Dept of Residence Life	5511
Louis S. Roscoe	Director, Campus Planning Office	1126
Randy Scott Stevens	Director of Greek Life	6839
Alain Seznec	University Librarian	3693

The telephone numbers listed are the last four digits of (607) 255-.

Author/Creator

Fogle, Homer William, Jr. 1948-

Title

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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 are tabulated.

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