Pre-Chapter Procedures

-The Alpha Beta MC will start setting up for chapter at 7:00; chairs, projector, and screen situated accordingly to executive board preference (Alpha Beta MC is also responsible for Formal Room breakdown at the end of chapter)

-At 7:20, dining room and formal room doors will open for each member of the chapter to find a seat↠ seniors and Psi MC take priority on formal room furniture; cell phones are required to be on 'silenced' or 'airplane' mode for the entirety of the meeting alongside being placed under one's chair↠ including seniors

-At 7:28, chapter bell will ring three times as a 2-minute to start warning

-At 7:30, all doors will close and the chapter will begin with traditional 'knocking' procedures and executive board entrance.

Formal Chapter Procedures (In addition to Pre-Chapter Procedures)

-MCs get in line from oldest to youngest in alphabetical order for attendance ↠ following older procedural entrances: each MC enters with 'knocking', sitting in alphabetical order with no cell phones or technological devices (including apple watches) present in the room

Formal Chapter Line Up List

-Seniors are required to line up for Formal Chapter

-Phones, Smart Watches, etc. are NOT permitted during the Formal Chapter… including seniors.

-Members not in alphabetical order or adhering to the chapter specified dress code of appropriate 'business casual' will gain an 'unexcused strike' and a negative 2 point deduction from the member's total point count for the semester.

-Seniors are not required to 'dress-up' for Formal Chapter, unless specified by the Executive Board or Operations Team

Chapter Attendance Policy and Strike System

-For an absence from chapter to be considered 'excused', valid excuses may be submitted in the *Chapter Excuse Form 2026 (Month, Year)* Google Form, linked in the LinkTree. Forms are required to be submitted by 12pm Noon on the day of chapter to be considered valid, alongside photographed proof of absence. Forms submitted after that time or without a photograph will not be considered, unless prior communication to the President or VP of Operations has occurred or in regard to emergency.

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-'Unexcused' absences will result in a negative 4 point deduction from the member's total point count for the semester.
-'Unexcused' absences will be tallied in sets of four: every four chapters a member misses (includes: informal, formal, and paper), the member will be fined $25 ↠ proceeds to benefit PCAA/JWI/SDT Foundation
-For an 'unexcused' absence of a formal chapter, member will be fined $25, no matter what tally number that is in their strike count↠ proceeds to benefit PCAA/JWI/SDT Foundation

Senior Chapter Procedures

-Seniors are only required to attend Formal Chapter meetings, and dress as specified by the Executive Board
-Seniors, priority to Chi MC, and previous Executive Board members take priority on formal room furniture
-Cell phones are required to be on 'silenced' or 'airplane' mode for the entirety of the chapter meeting alongside being placed under one's chair
-Cell phones are not allowed in formal room during Formal Chapter meeting
-Business Casual 'Formal Chapter Attire' is only required when specified by the Executive Board and for formal elections