

## **DELTA KAPPA EPSILON FRATERNITY**

Delta Chi Chapter at Cornell University  
Office of the Alumni Historian

### **Chapter and Alumni Operations Handbook, 2013**

Foreword—

This document provides basic information concerning the operational affairs of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University also known as  $\Delta X$  of  $\Delta KE$ . It is intended to be a central reference regarding the administration of the chapter's undergraduate affairs in Ithaca and alumni affairs throughout the country.

The following organizations are addressed:

DELTA KAPPA EPSILON FRATERNITY, INC.,

Founded 1844, and the various organs of the fraternity's central body;

THE DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY, INC.,

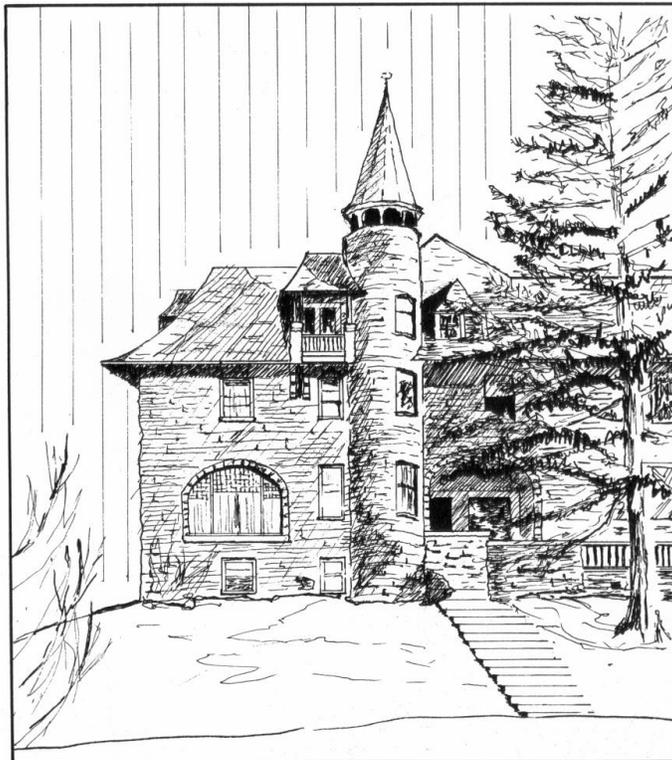
Chartered 1870, Incorporated 1883 (the undergraduate chapter of  $\Delta KE$  in Ithaca NY);

THE DELTA CHI ASSOCIATION, INC.,

Incorporated 1888 (the alumni society of  $\Delta X$  of  $\Delta KE$ ); and

CORNELL UNIVERSITY, INC.

Founded and Incorporated 1865.



**The Deke House,  $\Delta KE3$ -026: Brochure ca. 1967**

[www.dke-cornell.org](http://www.dke-cornell.org)

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## **1. Delta Kappa Epsilon Fraternity, Inc.**

### **A. Fraternity Founding and Legal Status**

The Fraternity was founded in the name of Delta Kappa Epsilon (ΔKE) 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].

The “Council of Delta Kappa Epsilon” was registered with the New York State Department of State as a Domestic Not-for-Profit Corporation on 10 August 1973 (DOS ID #268019). The official name of this entity was changed to Delta Kappa Epsilon Fraternity effective 16 December 1975.

Delta Kappa Epsilon Fraternity, Inc., is registered with the U.S. Internal Revenue Service under Employer Identification Number (EIN) 13-0604310 having Address of Record PO Box 1880, Tuscaloosa, AL 35403. The stated mission is “To promote and support affiliated chapters and colonies through the maintenance of the international headquarters, preparation of fraternity periodicals and educational materials.”

### **B. Constitution**

The Fraternity is organized and administered in accordance with The Constitution of Delta Kappa Epsilon as last amended on 11 January 2012.

<https://docs.google.com/file/d/0B7j8iL-A3MxJZ0NZdFNqQVVDcDA/edit?usp=sharing>

### **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. —*DKE Handbook for Pledges* (Delta Kappa Epsilon Council, 1956).

### **D. Motto**

The overt motto of the Fraternity is “Κηρόθεν Φίλοι αεί,” or in Roman transliteration, “Kerothern Philoi Aei,” meaning “Friends from the Heart Forever.”

### **E. 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.

See <http://dke.org/page.php?pageid=13#> for the current membership of the Board.

### **F. ΔKE International Headquarters**

Brother Douglas Murray Lanpher, Γ 1977, Executive Director, administers fraternity operations and the headquarters staff. Contact information for the headquarters follows.

- Location: 611 1/2 E. William St., Ann Arbor MI 48104-2419
- Mail: P.O. Box 8360, Ann Arbor MI 48107-8360
- Tel: (734) 302-4210
- Fax: (734) 302-4213
- Website: <http://www.dke.org/>

**G. The Rampant Lion Foundation**

This is a tax exempt public charity in accordance with Title 26 U.S.C. (Internal Revenue Code) §501(c)3. The employer identification number (EIN) is 38-2407195 and the address of record is PO BOX 1880, Tuscaloosa, AL 35403-1880.

The Foundation awards scholarships, educational grants, facility improvements and maintains the Hall of Delta Kappa Epsilon in Ann Arbor MI, also known as the Shant of the Omicron Chapter. To this end, it maintains computerized records and provides administrative support for ΔKE fund raising activities.

See <http://dke.org/page.php?pageid=22> for the current membership of the Board of Trustees.

**H. 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 Membership Directory* (Dallas TX: PCI Publishing Concepts, Inc., 2013).

**I. Trademarks and Emblems**

The Fraternity Arms, Flag, Pin and Recognition Badge are depicted in Appendix A. The Fraternity Arms were registered with the U. S. Patent and Trademarks Office as a “collective membership mark,” #1,085,781, on 14 February 1978.

**J. Conventions and Conferences**

The Fraternity holds conventions and conferences on alternating years. The last convention was the 168<sup>th</sup>, held on 26-28 July 2012, in Tuscaloosa, AL. The next ΔKE Leadership Academy will be conducted on 1-4 August 2013 in Oxford, OH.

## 2. Delta Kappa Epsilon Fraternity at Cornell University, Inc.

### A. Chapter Founding and Legal Status

The Delta Chi Chapter of Delta Kappa Epsilon ( $\Delta X$  of  $\Delta KE$ , the undergraduate entity hereafter “the Chapter”), was chartered by the Phi Chapter of Delta Kappa Epsilon ( $\Phi$  of  $\Delta KE$ ) at Yale College, New Haven CT, on 11 February 1870. The original 1870 Charter is held in the  $\Delta KE$  Depository (Collection #37-4-1535) maintained by the Cornell University Library. Black & white and color photographic images are filed as N4279 and N4317, respectively. A replacement charter, also held in the  $\Delta KE$  Depository, was issued by the Sixty-Second  $\Delta KE$  Convention held at Hartford CT, 12-13 November 1908. Black & white and color photographic images are filed as N4280 and N4318, respectively.

The Chapter was incorporated in the State of New York on 5 November 1883 “for the purpose of mental, moral and social improvement.” The Certificate of Incorporation was filed with the Tompkins County Clerk on 7 November 1883 and with the New York Secretary of State on 8 November 1883.

Transcriptions of these documents in *Articles of Governance: Effective and in Force on 29 January 2009* may be viewed at <http://hdl.handle.net/1813/11800>

### B. Bylaws and House Rules

The Chapter is organized and governed in accordance with Chapter Bylaws ratified on 29 January 2009. In addition, members are bound by the provisions of subordinate House Rules (compiled and published on 29 January 2009) that govern conduct, discipline, decorum and other such matters.

See <http://hdl.handle.net/1813/11800> for transcriptions of these documents and images of the ratification and approval instruments.

### 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. Motto

The overt motto is “Μή δοκεῖν ἀλλ’ εἶναι,” or in Roman transliteration, “Me Dokein All Einai,” meaning “Not to seem, but to be.” The phrase is taken from line 592 in the 467 B.C. play, *Seven Against Thebes*, by Aeschylus.

### E. Office and Contact Information

The legal address for the Chapter is that of the lodge,

The Deke House  
13 South Avenue, Ithaca NY 14850-3985  
<http://www.dke-cornell.org/>

## **F. Tax Status**

### **1) Federal**

The Chapter is a tax exempt Social and Recreational Club in accordance with Title 26 U.S.C. (Internal Revenue Code) §501(c)7. The employer identification number (EIN) is 15-0287600 and the address of record is Ithaca NY per a group ruling letter issued to the Delta Kappa Epsilon Council in January 1943. See Appendix I for B. Reilly, Chief Employee Plans and Exempt Organizations, Support and Services Branch, IRS, letter to HWF, 5 May 1987.

### **2) New York State**

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. Chapter Organization, Officers, Functionaries and Committees**

The Chapter is governed by elected officers, elected or appointed functionaries and committees as set forth in the Bylaws, Article VII (Officers and Functionaries) and Article VIII (Boards and Standing Committees).

### **1) 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 have a Greek letter appellation that is used in correspondence and in the formal proceedings of the chapter. The following officers are now serving:

- President (Pater Primus, Beta)
- Vice-President for House Management (Pater Secundus, Curator, Sigma)
- Vice-President for Risk Management (Mu-prime)
- Treasurer (Custos, Kappa)
- Master of Ceremonies & Pledgemaster (Pi)
- Steward (Delta)
- Two Rush Co-chairmen
- Two Social Co-chairmen

### **2) Functionaries**

The following traditional positions are either elective or appointive:

- Scholarship Chairman
- Two Philanthropy Co-chairmen
- Orator (Eta)
- Poet (Epsilon)
- Guide #1 (Advisor to Beta, Mu)
- Guide #2 (Advisor to Beta, Nu)
- Recording Secretary (Scriba, Rho)
- Chorister

- Chaplain (Pope Cat)
- Sergeant-at-Arms
- Alumni Chairman
- Kitchen Manager
- Athletic Chairman
- Two Parent's Weekend / Homecoming Co-chairmen
- Corresponding Secretary (Scriptor, Iota)
- Registrar (Alpha)
- Editor of the *Delta Chi Deke* & Alumni Relations Director
- Summer House Manager

### 3) Committees

The chapter commissions various standing and ad hoc boards and committees to administer defined functions. The traditional standing committees are the following:

- Executive Board (established circa 1900)
- Legislative Board
- Judicial Board
- Upper Class Committee

Refer to the Bylaws for the composition of said boards and committees.

## H. Membership Categories

The Chapter recognizes five categories of undergraduate affiliation for purposes of billing: (1) pledge members, (2) resident active members, (3) non-resident active members, (4) affiliates and (5) non-resident non-members.

## I. Financial Arrangements

The Chapter's Treasurer (Brother Kappa) is responsible for the financial affairs of all Chapter departments. Procedures are in accordance with the *Fraternity and Sorority Treasurer's Guide* published by the Cornell University Dean of Students, Office of Fraternities, Sororities and Independent Living (OFSIL).

Cf. <http://dos.cornell.edu/cms/greek/publications/upload/Treasurers-Guide.pdf>

- The Chapter participates in the Cornell Bursar Billing Program. The Chapter's Treasurer executes the Bursar Assignment Agreement on behalf of the Chapter and each member executes a Bursar Release Form. These instruments are filed with the University's Office of the Bursar via the Office of Fraternities, Sororities, and Independent Living. In addition, residents of the lodge sign Fraternity/Sorority Residence Contracts that are filed with the University.

Cf. <http://dos.cornell.edu/cms/greek/upload/BURSAR-PROCEDURES.pdf>

- Members are billed for housing, dining, social dues, chapter dues, parlor fees and room deposits. Receipts from these billings are transferred from the Cornell Bursar's Office and deposited in the Chapter's main checking account.
- The Chapter pays rent to the University for occupation and use of the lodge in accordance with a lease agreement that was executed on 5 June 1964. The rent is calculated on the basis of (1) projected maintenance costs with materials and labor

supplied by or at the direction of the University and (2) the sum of \$200 per year. Maintenance includes any structural repairs, renovation, improvement or equipment replacement that does not add residential capacity to the lodge.

- The Chapter is obliged to house thirty-six members of the University student body in accordance with the Group Housing Plan of Cornell University. Recent housing utilization has been in the order of 30 students.
- The Chapter pays suppliers directly for (1) utilities (electrical power, gas, telephone, internet access and cable television), (2) cleaning services, (3) Steward's Department supplies, (4) replacement furnishings and appliances, (5) entertainment expenses, and (6) liability insurance. Water and sewer utilities, landscaping (lawn mowing), snow removal and trash removal vendors are paid through Cornell University accounts.
- The Chapter pays salary, payroll withholding taxes and worker's compensation insurance premiums for one employee in the Steward's Department.
- A University-approved professional accounting firm administers the Chapter's operational accounts and provides the following services:
  - maintenance of the Chapter's checking and savings accounts;
  - payment of billings for goods and services received;
  - preparation of monthly financial statements for the eight months when the University is in session;
  - preparation of a year-end financial statement;
  - annual preparation and filing of the following U. S. Internal Revenue Service Forms: Form W-4 (Employee's Withholding Allowance Certificate), Form 990 (Return of Organization Exempt from Income Tax), and Form 990T (Exempt Organization Business Income Tax Return);
  - annual preparation and filing of the following New York State Department of Taxation and Finance tax forms: Form CT-13 (Unrelated Business Income Tax Return) and Form IT-2104 (Employee's Withholding Allowance Certificate); and
  - 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.

- The chapter's fiscal year ends on 30 June.

## **J. 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 (Cornell Facility #4719, Group House #10) are owned by Cornell University.

The lodge was built in 1893-94 on a Cornell University owned 75x125 foot plot at 13 South Avenue as a leasehold estate granted to the Chapter on 1 October 1893 (Tompkins County, Liber 141 Deeds 386-388) with an initial occupation term of fifty-years and two subsequent and conditional renewals of twenty-five years each. The property was expanded southward by a 5 foot strip in 1906 to allow for the addition of the south porch.

The property was further expanded eastward with a 75x133 foot parcel in 1910 to allow for or an east wing.

Financing for the structure was secured by the Delta Chi Association and serviced by income from Chapter operations. The lodge was surrendered to the University in 1964, thirty years before the term of the second unexecuted lease renewal was scheduled to expire.

### **1) Occupation Rights**

The Chapter enjoys the right to occupy the lodge in accordance with (1) the Chapter's 13 February 1961 "Application for Participation in [the Cornell University] Group Housing Program" of 26 April 1952 as amended on 24 January 1959, (2) the 20 April 1961 approval of the Chapter's amended application by the Executive Committee of the Cornell University Board of Trustees (Ex. Com., 4/20/61, pp. 4021-22), (3) the 18 July 1963 conveyance of lodge and grounds to the University, and (4) an unrecorded 5 June 1964 lease of the property to the Chapter by the University.

See "ΔX of ΔKE Research Note #42: Transcribed Documents, 1870 to Present" for transcriptions of the above instruments.

### **2) Residential Capacity**

Refer to Cornell University Facilities Drawing, Building #4719, Space Inventory, for floor plans. By design the lodge houses thirty-six students with each resident having access to a study suite on the second floor and a bed chamber on the third floor. The Alumni Suite (Room 209 with bath) was originally reserved to accommodate visitors. On the second floor the eight rooms in the 1893/94 section of the building (#201 to #204, #208, #210 and #212), were intended to be three-man study suites and the six rooms in the 1910 wing (#211, #213, #214, #216, #218 and #220) accommodated two-man studies. The sleeping arrangements on the third floor are similar: eight 3-man bed chambers in the 1893/94 section (#301 to #304, #306, #308, #310 and #312) and six 2-man bed chambers (#309, #311, #314, #316, #318 and #320). A seventh bedroom (#307) can only comfortably accommodate one brother.

### **3) Historic and Landmark Certifications**

- National Register of Historic Places. The lodge has been listed on this Register managed by the U. S. Department of the Interior's National Park Service since 11 January 1991 consequent to a petition filed by the Delta Chi Association on 20 August 1988. The listing citation follows.

Deke House (added 1991 - Building - #90002144), 13 South Ave., Ithaca

Historic Significance: Event, Architecture/Engineering

Architect, builder, or engineer: Gibb, Arthur Norman, Miller, William Henry

Architectural Style: Romanesque

Area of Significance: Architecture, Social History

Period of Significance: 1875-1899, 1900-1924

Owner: Private

Historic Function: Domestic, Social

Historic Sub-function: Clubhouse, Institutional Housing

Current Function: Domestic, Social

Current Sub-function: Clubhouse, Institutional Housing

See <http://www.nationalregisterofhistoricplaces.com/NY/Tompkins/state.html>

- New York State Register of Historic Places. The lodge has also been listed on this Register 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.
- City of Ithaca Local Landmark. The Deke House was designated as a Local Landmark in accordance with the City of Ithaca Landmarks Preservation Ordinance by unanimous approval of the City of Ithaca Common Council on 15 January 2003. See Planning and Economic Development Committee Item 9.1 (Local Landmark Designation of the Delta Kappa Epsilon Fraternity Lodge, 13 South Avenue, Resolution), Common Council Proceedings, Regular Meeting, 15 January 2003.
- Roosevelt Spruce Trees. These two 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.
- 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.

#### 4) City of Ithaca Operating Certifications and Permits

The Chapter's House Manager (Curator, Brother Sigma) is responsible for scheduling all inspections, correcting all discrepancies and filing all certifications in accordance with local law and University regulations. See Appendix J for images of certificates and permits in force at the date of the Handbook's publication.

- City of Ithaca Building Department Certificate of Compliance. The Chapter's House Manager is responsible for seeing that the Chapter schedules and passes all City inspections required to obtain this certification as required by Municipal Code §210-43. The Maximum Occupancy stated on the current certificate is sixty-six residents. The University's Department of Environmental Health and Safety holds a file copy of the current certificate.

Cf. Chapter 210 (HOUSING STANDARDS), Article VII (RESIDENTIAL RENTAL UNITS), § 210-43 (Certificate of compliance).

<http://ecode360.com/8390200#8390200>

The expiration date of the certificate is posted at <http://fsa.dos.cornell.edu/>.

- City of Ithaca Fire Department Operating Permit for Assembly Occupancy. The Chapter's House Manager is responsible for seeing that the Chapter schedules and passes all inspections required to obtain this permit as required by Municipal Code §181-9. The University's Department of Environmental Health and Safety holds a file copy of the current permit.

The current permit establishes the following Maximum Occupancy limits for assemblies. See Floor Plan Drawing, Bldg. 4719 Space Inventory, for room numbers.

Building 4719	250
Parlor (Living Room) #101	
w/ tables & chairs	63
w/ chairs only	135
standing	190
Refectory (Dining Room) #106	50
Chapter Room B09	50
Basement Bar Area B01 Party	64
Basement Bar Area B02 Bar	44
Basement Bar Area B04 Link	30
Basement Bar Area B06 Tower	30

Cf. Chapter 181 (FIRE PREVENTION), § 181-9 (Operating permits for certain uses and materials; fees), <http://ecode360.com/8389225>

The expiration date of the permit is posted at <http://fsa.dos.cornell.edu/>.

## 5) Sanitation, Hygiene and Health Compliance

See Appendix G (Dining Service, Facilities and Appliances).

## K. Insurance

### 1) Liability Insurance for the Chapter

Requirement. The Chapter is covered by a general liability insurance policy complying with Event Management Guidelines issued by the University’s Office of Fraternities, Sororities, and Independent Living (OFSIL).

Cf. <http://dos.cornell.edu/cms/greek/upload/EVENT-MANAGEMENT-GUIDELINES.pdf>

Source. The Delta Kappa Epsilon Fraternity secures said policy for the Chapter through Willis of Nebraska, 800-736-4327.

Cf. Delta Kappa Epsilon Fraternity Insurance and Claim Manual Effective for the Annual Term 2012 – 2013 and <http://willisfraternity.com>

Coverage. Policy coverage includes general liability, hired & non-owned automobile liability, excess/umbrella liability and directors’ & officers liability. See Manual for limits.

Persons Insured and Conditions. In accordance with said Manual:

“The local undergraduate chapter that is chartered and recognized by the Fraternity when it obeys the laws of the institution, city, county, state and country in which it operates and the policies of Delta Kappa Epsilon Fraternity. Undergraduate chapter officers, executive committee, committee

chairman and members while performing the duties of elected or appointed positions within the organization.”

Premium. The premium for this coverage is assessed at the rate of \$175 per annum for each undergraduate member.

Certificate. The Chapter’s liability insurance certificate is filed with OFSIL. The policy expiration date is posted at <http://fsa.dos.cornell.edu/>.

## **2) Property and Casualty Insurance for the Lodge and Grounds**

The Chapter’s lodge and grounds are covered by the University’s Protected Self Insurance (PSI) program. Cf. <http://www.risk.cornell.edu/insurance/psi.cfm>

## **3) Workers Compensation Insurance for Employees**

The Chapter provides Workers' compensation insurance for its one salaried employee in accordance with the New York State Workers Compensation Law. Premiums for this coverage (Policy #763284-7) are paid to the State Insurance Fund (NYSIF). Cf. <http://ww3.nysif.com/>

## **4) Personal Property Insurance for Members**

Cornell University does not provide insurance coverage for student's personal property if it is damaged or stolen during their time at Cornell. Students should look to their parent's homeowners insurance policy or purchase a separate policy of their own providing coverage for their personal property. Cf. [http://www.risk.cornell.edu/insurance/personal\\_property\\_insurance.cfm](http://www.risk.cornell.edu/insurance/personal_property_insurance.cfm)

## **L. ΔKE Depository**

The records, correspondence, publications and selected artifacts of the chapter are held in the ΔKE Depository (Collection #37-4-1535) maintained by the Cornell University Library’s Rare and Manuscript Collections Department, Carl A. Kroch Library, Ithaca NY 14853-5302, (607) 255-3530, under terms set forth in a formal Memorandum of Understanding dated 29 February 1988 and executed on 4 March 1988.

See *Guide to the Delta Kappa Epsilon Records, 1870-, Collection Number 37-4-1535, Division Of Rare And Manuscript Collections, Cornell University Library* for a listing of the collection contents.

<http://hdl.handle.net/1813/17297>

## **M. Publications**

The following publications are issued by the chapter.

- 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. Printing and distribution are administered by the Stewart Howe Alumni Service. Back issues dating from Volume I, Number 1 (May 1935), are held in the ΔKE Depository.

- 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 Dean of Students Office of Fraternities, Sororities and Independent Living (OFSIL).
- *Cornellian* announcement. The chapter provides photography depicting the lodge and brotherhood for this annual publication.
- Christmas Cards. The chapter sends an annual Christmas greeting to all alumni and friends of the chapter.
- Directories. The chapter has published printed membership directories in 1920, 1934, 1950, 1971, 1974, 1983 and 1993.

#### **N. Trademarks and Emblems**

- Arms. 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. See Appendix B for images and the following references.
  - *The Heraldic Register of America*, IV, p. 64 (Delta Chi Chapter of Delta Kappa Epsilon). <http://www.americancollegeofheraldry.org/>
  - Johnson, David Pittman, ed. *The Heraldic Register of America*. University of Alabama (Drawer CG), 1985-91 (v. 1-5). ISBN: 0960566856. Library of Congress (CR1209 .H47 1985, Control #85072132).

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.

- Monogram. The Delta Chi Monogram is not currently registered with any authority. Refer to the corners of the 1907 Memorial Window #2 for images of the monogram.

#### **O. Employees**

The Chapter normally employs one salaried employee, the Steward's Department cook during the school year. Waiters and dishwashers, typically two, are paid in board.

#### **P. University Affiliations and Contacts**

See Section 4 (Cornell University).

### **3. Delta Chi Association, Inc.**

#### **A. Association 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.”

The Certificate of Incorporation was filed and recorded with the Office of the Secretary of State, Albany, NY on 22 March 1888. The corporation was dissolved by the Secretary of State on 15 October 1952 for failure to submit a “Report of Existence” per §57 of the New York State Membership Corporations Law. The dissolution was annulled and the existence of the corporation was revived, reinstated and continued by a certificate duly filed with the Secretary of State on 30 April 1953. These records are held by the Division of Corporations and State Records, 162 Washington Avenue, Albany NY 12231-0001.

Transcriptions of these documents are in *ΔΧ of ΔΚΕ Special Study #15: Delta Chi Association Articles of Governance* and may be viewed at the following link: <http://hdl.handle.net/1813/3419>.

#### **B. Bylaws**

The Association is organized and administered in accordance with the “1999 Restated Bylaws of the Delta Chi Association” ratified by the Board of Directors and the assembled membership of the Association at the Annual Meeting conducted on 12 June 1999 in Ithaca NY. The text of the 1999 By-laws had been previously reviewed by the firm of True, Walsh & Miller, LLP, to insure conformance with Federal and State law.

A transcription of the Bylaws may be viewed at <http://hdl.handle.net/1813/3419>.

#### **C. Objectives, Operations and Responsibilities**

The Association provides the following services to the Chapter upon request and receipt of due consideration: (1) alumni contact and relations activities, (2) fund raising programs for both Cornell University and the Association, (3) organizational management counsel, (4) architectural, engineering and restoration consulting directed towards preservation of the chapter’s lodge, (5) historical research, and (6) provision of merit-based academic scholarships to active brothers.

#### **D. Limitations**

The Association does not directly operate or control the Chapter, but it exercises its advisory role during formulation of the Chapter’s annual budget, during ceremonial induction of new members and by communications with the various University departments.

**E. Tax Status**

**1) Federal**

The Association is a tax exempt public charity in accordance with Title 26 U.S.C. (Internal Revenue Code) §501(c)3 per Internal Revenue Service Determination Letter DLN #17053270016040 of 22 December 2000. The employer identification number (EIN) is 06-1444571 and the address of record is Ithaca NY. The legal name of this entity in the IRS Exempt Organizations database is “Delta Kappa Epsilon Alumni Assn.”

**2) New York State**

The Association is regarded as an active “Domestic Not-for-Profit Corporation” by the New York State Department of State in accordance with a Certification of Incorporation of Delta Chi Association filed on March 22, 1888.

NYS Exempt Organization Certification EX-225063 was issued to DELTA CHI ASSOCIATION on July 3, 2001 by the NYS Department of Taxation and Finance. The Association’s Treasurer has custody of New York State Form ST-119.1 (7/02), Exempt Organization Exempt Purchase Certificate.

Cf. <http://www.tax.ny.gov/bus/st/exempt.htm>

**F. Membership Categories and Dues**

The Association recognizes three categories of affiliation for purposes of billing dues: (1) alumni who graduated from the University within the past three years, (2) alumni who graduated more than three years ago, and (3) senior alumni who have graduated more than fifty years ago. Members are assessed dues in accordance with the following schedule:

First three years from graduation .....	\$30
More than three years from graduation.....	\$75
Graduation more than 50 years ago .....	gratis grant of Honorary Membership upon receipt of completed annual card

The following Recognition Levels for alumni contributions to the Association are in effect.

Delta Chi Society .....	\$250 per annum or more
Clifton Beckwith Brown Circle .....	\$750 per annum or more

**G. Officers and Members of the Board of Trustees**

See the most recently published Report of the Alumni Historian in the Cornell University eCommons@Cornell site for a current list of Board members and officers.

<http://ecommons.cornell.edu/handle/1813/3223>

Association officers are sitting members of the Board: (1) President of the Association and Chairman of the Board, (2) Vice President and (3) Treasurer.

## **H. Financial Arrangements**

- The Association's Treasurer maintains checking and brokerage accounts as necessary, files federal and state tax returns, monitors Cornell University gift account activity, and submits annual and ad hoc reports to the Board.
- The Association Treasurer is authorized to approve and direct expenditures from the University's DKE Gift Program account. See ¶4E
- The Association retains Stewart Howe Alumni Service for alumni contact and newsletter publication services.
- The Association addresses solicitations for membership dues and donations primarily to Alumni. These may be paid by check or credit card voucher and mailed to:

Alumni Records Office, The Delta Chi Association, Inc.  
PO Box 876, Ithaca NY 14851-0876

Stewart Howe Alumni Service services this mail drop, deposits funds received in the Association's banking account and advises the Association Treasurer of the amounts credited.

- The Association awards scholarships to undergraduate members of the Chapter. These monies are drawn from the Association's general funds.
- The Association's fiscal year for accounting purposes ends on 30 June.
- Fundraising is reported on an annual basis for the year ending on 31 December.

## **I. Liability Insurance for the Association**

Member of the Association's Board of Trustees are covered by the same policy that the Fraternity secures for the Chapter. Terms, limits and conditions for the covered Association members are the same as those specified for the members of the Chapter. See ¶2K-1) above.

Cf. Delta Kappa Epsilon Fraternity Insurance and Claim Manual Effective for the Annual Term 2012 – 2013 and <http://willisfraternity.com>

## **J. Meetings of the Board**

- The Association officially convenes for an annual meeting once every year at the Deke House, 13 South Avenue, Ithaca NY 14850, on the Saturday occurring during the Cornell University Alumni Reunion.
- The Association conducts ad hoc telephone conferences as required throughout the year.

## **K. Publications and Programs**

- The Association publishes a *Chapter and Alumni Operations Handbook* on an occasional basis. See Appendix D for a list of previous handbooks and links thereto at the Cornell University eCommons@Cornell site.

- 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.
- The Association sponsors a continuing project aimed at documenting the history of the undergraduate chapter. See Appendices C and D for a list of published material, studies and reports in progress. Unpublished and pre-publication material is described in Appendix E.

## 4. 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. The principal mailing address is Cornell University, Ithaca NY 14853. The main switchboard number is (607) 255-2000. The federal EIN is 15-0532082.

### C. Office of Fraternities, Sororities, and Independent Living (OFSIL)

This is the principal point of University contact for the Chapter and the Association.

- Policies: <http://dos.cornell.edu/greek/policies.cfm>
- Website: <http://dos.cornell.edu/dos/greek/>

#### 1) Associate Dean of Students

- Location: 538 Willard Straight Hall
- Phone: 607-255-2310
- E-mail: [greeks@cornell.edu](mailto:greeks@cornell.edu)

#### 2) Assistant Dean of Students, Facility and Finance

- Location: 535 Willard Straight Hall
- Phone: 607-254-5014
- E-mail: [dlw5@cornell.edu](mailto:dlw5@cornell.edu)

### D. Compliance

University authorities responsive for regulation, inspection and certification of Chapter properties and functions include the following.

#### 1) University Fire Marshal, Environmental Health & Safety

- Phone: 607-254-1627
- Fire Safety Pre-Inspection Tips  
<http://sp.ehs.cornell.edu/fps/fire-code-compliance/Pages/fs-tips.aspx>

#### 2) Risk Management & Insurance

- 1) Location: 395 Pine Tree Rd, Suite 220, Ithaca, New York 14850
- 2) Phone: 607-254-1575 Fax: 607-254-8000
- 3) E-mail: [risk\\_mgmt@cornell.edu](mailto:risk_mgmt@cornell.edu)
- 4) Website: <http://www.risk.cornell.edu/>

## **E. University Resources**

The following University organizations offer important resources for the Chapter and the Association.

### **1) Cornell Libraries ΔKE Depository**

Elaine D. Engst, Director & University Archivist  
Cornell Libraries, Division of Rare & Manuscript Collections  
2B Carl A. Kroch Library, Cornell University, Ithaca, NY 14853  
(607) 255-3530 [ee11@cornell.edu](mailto:ee11@cornell.edu)

### **2) Cornell Libraries, eCommons@Cornell**

George Stanley Kozak, Digital Library Specialist  
Division of Library Information Technologies (DLIT)  
501 Olin Library, Cornell University, Ithaca, NY 14853  
607-255-8924 [gsk5@cornell.edu](mailto:gsk5@cornell.edu)

## **F. Financial Arrangements**

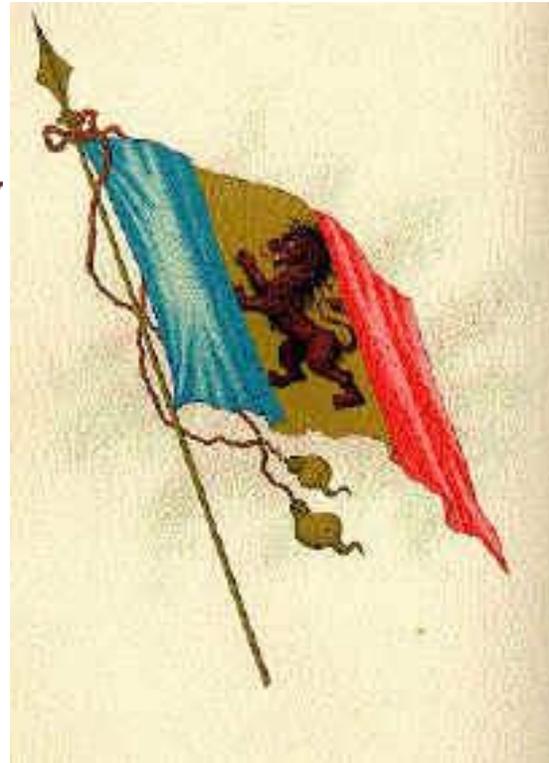
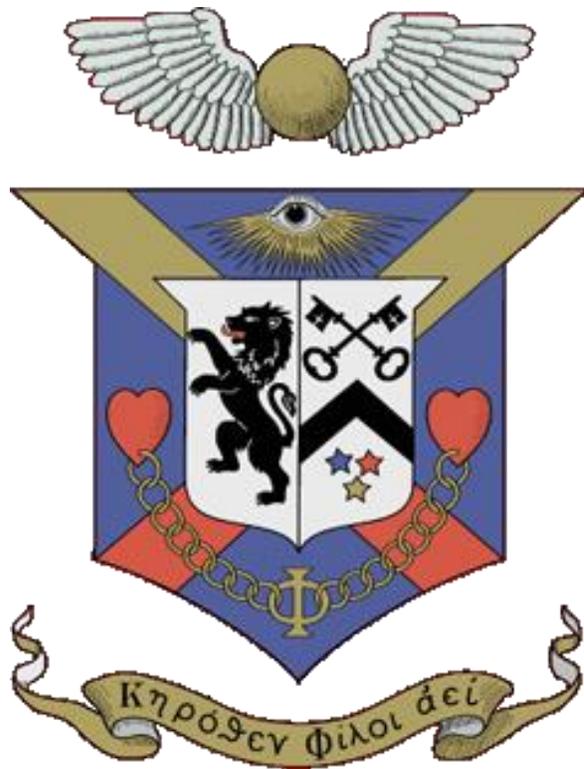
Cornell University administers several accounts on behalf of the resident undergraduate chapter and the alumni society. Numbers below are redacted for security purposes.

- Account S38-38XX—Chapter Activity.  
This is a clearing account. Immediately prior to the beginning of each semester, Dining, Housing, Social and Dues fees are charged to individual student Bursar accounts. All of these bursar-billed transactions are captured as revenue in the chapter activity account. This revenue, minus Bursar service charge fees of 0.75% per transaction, is sent to Sciarabba-Walker & Co, LLP, CPA accounting firm who will use these funds to pay monthly house operating expenses for the semester. (See House Operating account description, below).
- Account S38-38XX—House Operating.  
This account is used to record expenses for house operations such as communications, utilities, trash removal, routine maintenance, and facilities reserve contributions. Each month, a detailed statement of charges to the account is sent to Sciarabba-Walker & Co., and the accounting firm, in turn, sends a check to Cornell to cover the expenses. This check is deposited into the house operating account.
- Account S38-39XX—Operating Reserves.  
Any surplus or deficit in the house operating account for the fiscal year ending June 30 will close to an operating reserve account. A surplus is generally moved from the operating reserve to the facility reserve. An operating deficit that closes to the operating reserve must be resolved and paid as soon after year-end as possible. Office of Fraternity and Sorority Affairs financial staff works with alumni and students to determine the best method for settling a deficit as quickly as possible.

- Account S38-18XX —Facility Reserves.  
This account is considered a savings account for capital improvements, at 13 South Avenue. The account is funded by budgeted monthly contributions from the house operating account. Spending decisions are made in collaboration with student officers, alumni officers, and Office of Fraternity & Sorority Affairs' staff.
- Account S38-87XX —Gifts.  
Alumni contributions fund this account, which is used for capital improvements at 13 South Avenue. Funds are spent only with approval of the appropriate alumni officer.
- Account S38-87XX —Gift Program.  
Alumni contributions also fund this account, which is used for non-capital expenses such as educational or cultural programs, alumni reunions, training, etc... Funds are spent only with approval of the appropriate alumni officer.

The information in this section is courtesy of Mr. Dale L Williams, OFSIL.

Appendix A: Fraternity Arms, Flag, Pin and Recognition Badge



**Appendix B: Delta Chi Chapter Arms, Color and Black & White**



### **Appendix C: ΔX History Program Published Works —Bound Hardcopy**

*Cornell Deke House —A History of the 1893 Lodge.* Ithaca NY: The Delta Chi Association, 1993.

The author recounts the history of the design and erection of the lodge, architectural description and analysis, history of the Roosevelt Spruce Trees, analysis of chapter's Coat of Arms, study on the Memorial Stained Glass Windows, and description of the restoration of the Refectory Chimes.

Copies are located in the Cornell University Library (+LJ75/.315/ 1993Z), the DeWitt Historical Society of Tompkins County (728.4 7655, accession #1994.9.1) 401 East State Street, Ithaca 14850) and the Library of Congress (Washington DC).

*Articles of Governance —Effective and in Force on February 12, 1994.* Ithaca NY: The Delta Chi Association, 1993. 75 pages.

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.

A copy may be found in the Cornell Law Library, Myron Taylor Hall (call number LJ75 D39 D39 1994). This document has been superseded by a study of the same title dated 12 December 1994 and published in the Cornell University Library DSpace Open Access Repository. See Appendix D.

## Appendix D: $\Delta$ X History Program Published Works —Electronic Dissemination

The following documents published by the Delta Chi Association, Ithaca NY, may be accessed at the Delta Kappa Epsilon Fraternity History Collection of the eCommons@Cornell Open Access Repository: <http://ecommons.library.cornell.edu/handle/1813/3223>

### **Primary Historical Studies**

#### ***The Deke House at Cornell: a concise history of the Delta Chi Chapter of Delta Kappa Epsilon, 1870-1949.***

The author recounts the Chapter's founding in 1870, the conduct of meetings, literary exercises, social gatherings, involvement in University activities, and matters of internal discipline. The author identifies the first and second Halls of DKE (rented meeting chambers) in downtown Ithaca, the occupation of the first lodge on Ozmun Place in 1877 and the ultimate construction of the present lodge at 13 South Avenue in 1893. The author addresses rushing, pledging, dining, chapter customs, inter-fraternity affairs, fraternity politics within Delta Kappa Epsilon, incidents involving the undergraduate brothers and the exploits of alumni up until the year 1949.

13-May-2012 <http://hdl.handle.net/1813/3235>

#### ***Historical Register of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University, First Edition (1994, Redacted)***

Membership register for the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University including (1) list of distinguished members, (2) list of Chapter presidents, (3) list of progenitors and legacies, (4) roll of members with birth date, initiation date and death date, and (5) alphabetical index of members. Birth dates of living members are deleted.

28-Dec-1994 <http://hdl.handle.net/1813/14709>

#### ***Historical Register of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University, Second Edition***

Membership register for the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University including (1) roll of members with birth date, initiation date and death date, (2) list of distinguished members, (3) list of Chapter presidents, (4) list of progenitors and legacies, (5) specimen personal record blanks, and (6) alphabetical index of members. Birth dates of living members are redacted.

6-Feb-2011 <http://hdl.handle.net/1813/22227>

### **$\Delta$ X of $\Delta$ KE Special Studies**

#### ***$\Delta$ X of $\Delta$ KE Special Study #01: Pledging in 1967***

The author describes the form and substance of the Delta Chi Chapter Pledge Program as it was conducted in the late Nineteen-Sixties with details concerning bid signing, communal dining, date nights, flick (motion picture) reports,  $\Delta$ KE catechism, red and black balls, House projects, quiz nights and the pledge skit.

Original of 1989, reformatted and revised.

Oct-2005 <http://hdl.handle.net/1813/3241>

***ΔX of ΔKE Special Study #02: Delta Chi Chapter Cookbook, 1963-1987***

The author describes cookery in the Cornell University chapter of Delta Kappa Epsilon as it was practiced during the post-World War II period, and particularly during the days when Mrs. Florence Lansdowne served in the Deke House kitchen. Recipes for various entrées, breads, desserts and party punches are recorded.

Original of 1989, reformatted and revised.

29-Jun-2006 <http://hdl.handle.net/1813/3242>

***ΔX of ΔKE Special Study #03: Deke House Terms and Expressions, 1966-1970***

The author tabulates terms and expressions used within the Delta Chi chapter of Delta Kappa Epsilon at Cornell University during the late Nineteen-Sixties.

Original of 1989, revised, 12 January 1995, reformatted and revised.

02-Jan-2006 <http://hdl.handle.net/1813/3254>

***ΔX of ΔKE Special Study #04: The Roosevelt Spruce Trees***

The author recounts the death of Brother Clifton Beckwith Brown '00 at the Battle of San Juan Hill on 1 July 1898, the 1899 visit of Governor Theodore Roosevelt '80 to Cornell University, and the dedication of the Deke House spruce trees in memory of the fallen soldier.

Original of 1988, revised, 1993, reformatted and expanded.

02-Jan-2006 <http://hdl.handle.net/1813/3255>

***ΔX of ΔKE Special Study #05: Memorial Stained Glass Windows***

The author describes the eight opalescent stained glass windows found within the lodge of the Delta Chi Chapter of the Delta Kappa Epsilon Fraternity at Cornell University. The two 1907 Memorial Windows are attributed to the studio of Frederick Stymetz Lamb.

Original of 1993, revised and reformatted.

07-Aug-2006 <http://hdl.handle.net/1813/3443>

***ΔX of ΔKE Special Study #06: Chapter Arms and Motto***

The author reviews the armorial bearings of the Delta Kappa Epsilon Fraternity and the Delta Chi chapter at Cornell University. Blazons and pictorial renditions are considered. The Greek mottos of the Fraternity and the chapter are discussed in detail. A glossary of pertinent heraldic terms is included.

Original, 1993, revised to add illustrations, 26 Nov 2005, and reformatted.

06-Jul-2006 <http://hdl.handle.net/1813/3258>

***ΔX of ΔKE Special Study #07: Artifacts, Furnishings and Memorials***

The author tabulates the various artifacts, furnishings and memorials connected with the Delta Chi chapter of Delta Kappa Epsilon at Cornell University. The illustrated listing includes items located in the 13 South Avenue Deke House and in the ΔKE Depository of the Cornell University Library, Division of Rare and Manuscript Collections.

Original, 1993, revised and illustrated, 22 Jul 2006; revised and expanded.

20-Dec-2011 <http://hdl.handle.net/1813/3313>

***ΔX of ΔKE Special Study #08: Overt Mottos of the DKE Fraternity and Chapters***

Overt mottos of the Delta Kappa Epsilon fraternity and thirty-five of the constituent ninety-six chapters are translated from the Greek into English. Origins of selected mottos are identified.

24-Jun-2011 <http://hdl.handle.net/1813/23086>

***ΔX of ΔKE Special Study #09: John DeWitt Warner***

The life of ΔKE Brother John DeWitt Warner '72 is recounted with a brief chronology and transcriptions of several published biographies. Warner was a distinguished statesman, attorney, classics scholar and patron of the arts. He provided critical leadership to the Delta Kappa Epsilon Fraternity during the period of centralization circa 1881-1890 and to the Delta Chi Chapter at Cornell University when the 13 South Avenue lodge was conceived and finally dedicated in 1893.

Original, 2 Jan 2006; reformatted, 3 Jul 2006; expanded to add CAN article (1899).

01-Apr-2011 <http://hdl.handle.net/1813/3256>

***ΔX of ΔKE Special Study #10: ΔKE Poems and Songs***

Three historically significant poems and a selection of popular Delta Kappa Epsilon song lyrics are presented.

28-Jul-2006 <http://hdl.handle.net/1813/3367>

***ΔX of ΔKE Special Study #11: Architectural Drawings and Artistic Renderings of the Chapter's Lodge***

The author tabulates the various architectural drawings, lithographic sketches and one oil painting that depict the lodge of the Delta Chi chapter of Delta Kappa Epsilon at Cornell University. The paper is illustrated with selected floor plans, elevations, sketch images and photography.

23-Jul-2006 <http://hdl.handle.net/1813/3315>

***ΔX of ΔKE Special Study #12: Registry of Distinguished Members***

Delta Chi Dekes who have won notice and acclaim in war and peace are listed with biographical data. Citations include transcriptions of death notices from the *Cornell Alumni News*, headlines from the *New York Times*, and links to articles in *Wikipedia*. Third revision.

13-Apr-2013 <http://hdl.handle.net/1813/3257>

***ΔX of ΔKE Special Study #13: ΔX of ΔKE Special Study #13: The Cornell Deke House —A History of the 1893 Lodge***

The design, funding, erection and significance of the 1893 lodge as represented in material previously published in petitions to list the building on the National Register of Historic Places, on the New York State Register of Historic Places, and as a City of Ithaca Local Landmark, are described.

Adapted from Fogle, *The Cornell Deke House —A History of the 1893 Lodge* (Ithaca NY: The Delta Chi Association, 1993).

Revised and expanded, 13 Aug 2006; revised to add appendices on 1893 deed and 1946 renewal agreement, and reformatted.

15-Mar-2011 <http://hdl.handle.net/1813/3447>

***ΔX of ΔKE Special Study #14: Scholastic Performance in the Post-WWII Deke House***

Scholastic performance of the Cornell Dekes during the post-war period as reported by the Cornell University Registrar's Office, resident academic advisors and the fraternity's own pronouncements is recorded.

31-May-2013 <http://hdl.handle.net/1813/33353>

***ΔX of ΔKE Special Study #15: Delta Chi Association Articles of Governance***

Transcriptions of the primary articles of governance for the Delta Chi Association (Certificate of Incorporation and ratified Bylaws) are presented. The facsimile image of a superseded "Constitution of Delta Chi Alumni Association of D.K.E." is included for the historical record.

02-Aug-2006 <http://hdl.handle.net/1813/3419>

***ΔX of ΔKE Special Study #16: DKE Lodge Refectory Chimes***

Restoration of a J. C. DEAGAN, INC. (Ravenswood and Berteau, Chicago IL) Model 504 "Type 10 Door Chime" system installed in the foyer of the Cornell University Deke House is described. The instrument's original chime sequences were established by reverse-engineering the salvaged electromechanical controller and consulting with factory experts. A missing chime tube was replaced, a new valance was fabricated, and the control mechanism was rebuilt with a modern programmable controller.

10-May-2008 <http://hdl.handle.net/1813/10775>

***ΔX of ΔKE Special Study #17: Chapter Letters (ΔKE Quarterly)***

Transcriptions of selected letters by the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University that were published in The Delta Kappa Epsilon Quarterly (later The Deke Quarterly) during the years 1883 to 2001 are presented. Incidental articles and death notices are included.

07-May-2013 <http://hdl.handle.net/1813/33213>

***ΔX of ΔKE Special Study #18: Early Histories of the Chapter***

Transcriptions of four early histories of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University are presented. The 1893 Corner-Stone Address, the 1894 Early History and the 1910 Catalogue preface are the works of Brother John Dewitt Warner '72. These writings span the Chapter's founding, the erection of the 13 South Avenue lodge and the 1910 addition to that structure.

23-July-2006 <http://hdl.handle.net/1813/3316>

***ΔX of ΔKE Special Study #19: Pledge Class Research Tasks, 1987-88***

The author presents transcriptions of the Delta Chi Chapter of Delta Kappa Epsilon Pledge Program Research Tasks for 1987 (thirty-seven tasks) and 1988 (twenty tasks), all directed towards investigations of the chapter's history since founding in 1870. Subjects include source material inventories, activities of the brotherhood, architectural studies, searches for lost memorials, and alumni issues.

27-Au-2006 <http://hdl.handle.net/1813/3475>

***ΔX of ΔKE Special Study #21: Annual Chapter Letters, 1920-1934***

Abridged transcriptions of twelve annual letter pamphlets issued by the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University during the years 1920 to 1934 are presented.

Cataloging information for this material in the Delta Kappa Epsilon Depository, Cornell University Division of Rare & Manuscript Collections, Carl A. Kroch Library, is included.

15-Mar-2010 <http://hdl.handle.net/1813/14701>

***ΔX of ΔKE Special Study #22: Chapter Finances, 1950-69***

The financial condition of the Cornell Deke House during the Nineteen-fifties and -sixties is followed using data from monthly statements prepared by the Chapter's accountants. The results of two fund raising campaigns are presented.

31-May-2013 <http://hdl.handle.net/1813/33354>

***ΔX of ΔKE Special Study #23: Delta Chi Association Organization and Leadership***

The officers of the Delta Chi Association, Inc. (1888), the alumni organization for the Delta Chi Chapter of the Delta Kappa Epsilon Fraternity at Cornell University, are identified based on fraternity publications and surviving correspondence. Obituaries and death notices are included.

08 May 2013 <http://hdl.handle.net/1813/33216>

***ΔX of ΔKE Special Study #24: Spring Weekend 1966, ΔKE House Party Photograph***

A photograph of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University House Party held during Spring Weekend, May 1966, is recorded with identifications of the participants.

TBD

***ΔX of ΔKE Special Study #25: Composite Chapter Photographs, ΔX of ΔKE, Nineteen-fifties***

Four composite photographs of the brothers of the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University from the Nineteen-fifties (1952, 1953, 1954 and 1957) are reproduced. Communications to establish the identities of those imaged and reproduction permissions are recorded.

09 May 2013 <http://hdl.handle.net/1813/33217>

***ΔX of ΔKE Research Note #39: The Jack Wieser Photograph***

A group photograph of Cornell Dekes taken in the vicinity of Ithaca NY, possibly Monkey Run in Cornell Plantations, circa 1948 is documented.

07 May 2013 <http://hdl.handle.net/1813/33214>

**Articles of Governance Delta Chi Chapter of Delta Kappa Epsilon**

***Articles of Governance: Effective and in Force on December 12, 1994***

Transcriptions of the primary articles of governance for the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University (Certificate of Incorporation, Bylaws and House Rules) and the Delta Chi Association (Certificate of Incorporation and Proposed Bylaws) are presented. Historical studies on (1) the evolution of chapter organization, law and discipline, and (2) applications of formal expulsion, suspension and censure are included.

12 Dec 1994 <http://hdl.handle.net/1813/3333>

***Articles of Governance: Effective and in Force on 29 January 2009***

Transcriptions of the primary articles of governance for the Delta Chi Chapter of Delta Kappa Epsilon at Cornell University (Certificate of Incorporation, Bylaws and House Rules) are presented. Historical studies on (1) the evolution of chapter organization, law and discipline, and (2) applications of formal expulsion, suspension and censure are included.

7-Feb-2009 <http://hdl.handle.net/1813/11800>

**Catalogs of ΔKE Material in the Cornell University Archives**

***Catalogs of Photography, Documents and Artifacts: Delta Chi Chapter of Delta Kappa Epsilon ΔKE Depository***

Catalogs #1 to #6, inclusive, listing materials held in the ΔKE Depository (Collection 37-4-1535), Cornell University Libraries, Division of Rare and Manuscript Collections, Carl A. Kroch Library, Ithaca NY 14853-5302, and in the Cornell University Deke House, 13 South Avenue, Ithaca NY 14850, are presented. Collected material includes chapter meeting minute books, accounting and initiation records, news letters (*The Delta Chi Deke*) photography, lithographs, rushing brochures, booklets, postcards, sheet music, alumni correspondence and various artifacts (fraternity jewelry, cigar box, etc.)

05-Jan-2004 <http://hdl.handle.net/1813/3347>

***Guide to the Delta Kappa Epsilon Records, 1870-, Collection Number 37-4-1535, Division Of Rare And Manuscript Collections, Cornell University Library***

Catalogs #1 to #8, inclusive, listing materials held in the ΔKE Depository (Collection 37-4-1535), Cornell University Libraries, Division of Rare and Manuscript Collections, Carl A. Kroch Library, Ithaca NY 14853-5302, and in the Cornell University Deke House, 13 South Avenue, Ithaca NY 14850, are presented. Collected material includes chapter meeting minute books, accounting and initiation records, news letters (*The Delta Chi Deke*) photography, lithographs, rushing brochures, booklets, postcards, sheet music, alumni correspondence and various artifacts (fraternity jewelry, cigar box, etc.)

13-Aug-2010 <http://hdl.handle.net/1813/17297>

**Reports of the Alumni Historian**

***Collected Reports of the Alumni Historian: Delta Chi Chapter Of Delta Kappa Epsilon, 1987 to 1996***

Annual reports of the Alumni Historian for the years 1987 to 1996, inclusive, excepting 1992, are presented. Reports describe efforts to collect historical materials, to augment the ΔKE Depository collection of the Cornell University Libraries, to restore Deke House artifacts, to obtain historical registrations for the chapter's lodge and grounds, and to publish historical studies.

19 May 1996 <http://hdl.handle.net/1813/3389>

***Report of the Alumni Historian, 2006***

The Alumni Historian recounts activities for FY2006: (1) conversion of the Association's historical materials to electronically accessible format, (2) the finding of Brother Clifton Beckwith Brown's burial site in Ohio, (3) the status of new studies on Brothers John DeWitt Warner '72 and Webb Cook Hayes '76, (4) progress on a study of ΔKE chapter mottoes, and (5) a projection of work for the coming year.

10-Jun-2006 <http://hdl.handle.net/1813/3390>

***Report of the Alumni Historian, 2007***

The Alumni Historian recounts activities for FY2006-07: (1) publication of twenty-five DKE historical studies and administrative reports on the Cornell University DSpace site, (2) assembly of seventeen unpublished research notes, (3) tabulation of errata in previously released work, and (4) listing of several miscellaneous items.

03-Jun-2007 <http://hdl.handle.net/1813/7626>

***Report of the Alumni Historian, 2008***

The Alumni Historian recounts activities for FY2007-08: (1) publication of DKE Special Study #16, "DKE Lodge Refectory Chimes," (2) shipment of archival materials (Collection #7) to the Cornell University Libraries Division of Rare and Manuscript Collections, (3) publication of Brother Christopher Michael Scannell's remembrance of his MCB Quantico VA roommate, 1st Lt. Matthew R. Vandergrift USMC, (4) cataloging a picture of those brothers attending the 5 April 2008 memorial service for Brother Donald Alford Weadon, Jr. '67, and (5) correction of errata in two previously released historical works.

21-May-2008 <http://hdl.handle.net/1813/10836>

***Report of the Alumni Historian, 2009***

The Alumni Historian recounts activities for FY2008-09: (1) the Chapter Bylaws and House Rules were revised and republished at the direction of the undergraduate members, (2) an image of a picture of Clifton Beckwith Brown '00 was obtained, and (3) images provided by Brother John Rast Hubbard '65 were collected.

06-Jun-2009 <http://hdl.handle.net/1813/12880>

***Report of the Alumni Historian, 2010***

The Alumni Historian recounts activities for FY2009-10: (1) completion of Special Study #21 and publication of the 1994 Historical Register, (2) completion of Special Studies #08 and #17 save for proofing, (3) updating of Research Notes #05 and #06, (4) release of new Research Notes #19, #20 and #21, (5) work on Wikipedia articles, (6) re-cataloging materials in the Cornell University Libraries, (7) communications with Playboy Enterprises, and (8) results of a study of current Deke House jargon. Work planned for the forthcoming year is described.

30-May-2010 <http://hdl.handle.net/1813/15069>

***Report of the Alumni Historian, 2011***

The Alumni Historian recounts activities for FY2010-11: (1) completion of Guide to the Delta Kappa Epsilon Records, 1870-, (2) publication of the Historical Register, Second Edition, (3) revision of Special Study #09: John DeWitt Warner 1872, (4) publication of Chapter VI (1930-39) of The Deke House at Cornell --A Concise History of the Delta Chi Chapter of Delta Kappa

Epsilon, (5) preparation of an article, “Deke Aviation Fatalities,” (6) revision and issue of new DX of DKE Research Notes, (7) status of inquiry into death of James Patrick Maher III ‘66, Alpha Delta Phi, (8) updates to Research Note #29, “Tragic Early Deaths of Cornell Dekes,” (9) public access to the HathiTrust collection of Delta Kappa Epsilon Quarterly numbers, (10) shipment of Brother Donald Alford Weadon, Jr. ‘67 (deceased) records to the Alumni historian, (11) appointment of Brother Jeffrey Allan Katz ‘10 as Shadow Alumni Historian and (12) apparent loss and recovery of the 1899 Clifton Beckwith Brown ‘00 tablet by Dr. Kornelia Vassileva Tancheva, Director, John M. Olin & Uris Libraries. Appendices: (A) Delta Chi Association Meeting Minutes, (B) Proposed Resolutions by the Alumni Historian, (C) Deke Aviation Fatalities, (D) Joe Wiegand Visit, (E) Clifton Beckwith Brown Photograph, (F) Menocal Legacy Group, (G) Research Notes list, (H) Historical Register errata and (I) Bibliography.

08-Jun-2011 <http://hdl.handle.net/1813/22956>

### ***Report of the Alumni Historian, 2012***

The Alumni Historian recounts activities for FY2011-12: (1) revisions and new editions of established studies, (2) distribution of new Research Notes, (3) dealings with the U. S. Library of Congress, Cornell University Library and Vantine Imaging regarding memoirs, gifts and records, (4) proposals related to the University’s program to control fraternity pledging, (5) status of the Aviators Memorial Committee, (6) status of the Clifton Beckwith Brown Tablet Committee, (7) plans for the forthcoming fiscal year, (8) list of chapter officers elected during the spring 2012 term, (9) composition of the Delta Chi Association Board, (10) chapter headcount and legacy statistics, (11) proposed resolutions by the Alumni Historian, (12) account of Delta Chi Deke Aviation Fatalities, (13) Class of 1944 data, (14) list of forty-five research notes to date, (15) miscellaneous data and errata, and (16) summary of chapter kitchen and dining operations.

08-Jun-2012 <http://hdl.handle.net/1813/29011>

### **Chapter and Alumni Operations Handbooks**

All Chapter and Alumni Operations Handbooks contain basic 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.

11-Nov-1988 <http://hdl.handle.net/1813/3396>

04-Dec-1989 <http://hdl.handle.net/1813/3409>

12-Feb-1994 <http://hdl.handle.net/1813/3580>

11-Mar-1995 <http://hdl.handle.net/1813/3314>

05-Dec-2006 <http://hdl.handle.net/1813/3931>

## Appendix E: ΔX History Program —Unpublished Research Notes

A series of forty-eight unpublished and one published ΔX of ΔKE Research Notes have been prepared. These collections, generally preliminary and frequently updated, include some copyright controlled material.

- Note #01: Brother Webb Cook Hayes '76 (1856-1934).
- Note #02: William Henry Miller 1871 (1848-1922).Architect.
- Note #03: Queen of the Woods.
- Note #04: Kappa Beta Phi.
- Note #05: Playboy Magazine and the Cornell Dekes.
- Note #06: Anti-coedism Philosophy and Mores.
- Note #07: Brother Fred Baker '74 (1854-1938).
- Note #08: Brother Jordan Honecker Lamb 1939 Bequest.
- Note #09: Restoration of Memorial Windows & LaBonte Dedication.
- Note #10: Brother Clinton Eugene Strong '93 Memorial Window.
- Note #11: Volkswagen Crossing on the Fall Creek Suspension Bridge.
- Note #12: Dinner for Two.
- Note #13: Muskrat Ramblers.
- Note #14: Anthology of Deke House Routines.
- Note #15: Thievery by Sigma Phi.
- Note #16: Deke House Study Name Plates.
- Note #17: Howard Winchester Hawks '18 (1896-1977).
- Note #18: Newspaper and Magazine Clippings (1930-1949).
- Note #19: Maher-Weadon Student Campaign (1967-68).
- Note #20: East Hill Supply Company.
- Note #21: Gus the Greek.
- Note #22: Communal Dining in the Cornell Deke House.1966-70.
- Note #23: Rush in the Nineteen-Sixties.
- Note #24: World War II.
- Note #25: Deke Aviation Losses, Military.
- Note #26: House Renovations of the Nineteen-Sixties.
- Note #27: Cornelius Vanderbilt 3rd.
- Note #28: Ingersoll 1918 Memorial Booklet.
- Note #29: Tragic Early Deaths of Cornell Dekes.
- Note #30: Celebrity Appearances at the Cornell Deke House.
- Note #31: John Laurence Sheary 1950 (1925-1995), Mysterious Deke.
- Note #32: Brothers in the Armed Services, Post-Vietnam War.
- Note #33: Brother Edward Austin Rogers 1942 (1920–2003).
- Note #34: Books By and About Cornell Dekes.
- Note #35: CBB Committee Notes and Message Log.
- Note #36: Brother Tallmadge Hepburn Brereton 1900 (1878– 1906).
- Note #37: Aviators Memorial Committee Notes and Message Log.
- Note #38: Harry Forster Chapin 1964 (1942–1981).

- Note #39: The Jack Wieser Photograph.  
07-May-2013     <http://hdl.handle.net/1813/33214>
- Note #40: George Lauriston Walsh, Jr. ΑΔΦ 1961 (1938-1993).
- Note #41: Rifle Fire in the Cornell Deke House.
- Note #42: Transcribed Documents.1870 to Present.
- Note #43: Barnoski's Fall.
- Note #44: Charles Andrew Tang.
- Note #45: Vintage Vendors, Inc.
- Note #46: ΔKE Alumni Dinner at the Algonquin Hotel, 1976.
- Note #47: Room Assignments 1966-67 to 1969-70.
- Note #48: Cornell Dekes and the Cornell Widow.
- Note #49: Contact Data for Deke History Program.

These notes are available as private correspondence upon e-mail request directed to the Association's Alumni Historian: [bill.fogle@cox.net](mailto:bill.fogle@cox.net).

## **Appendix F: Vendor List and Contact Information**

Vendors cited below bill to Delta Kappa Epsilon at Cornell University, Inc. (the undergraduate chapter) c/o Sciarabba Walker & Co., LLP, for goods and services unless otherwise noted. Account numbers and access codes are held by the Chapter's president and treasurer, and by the Chapter's accounting services firm.

### **Alumni Relations, Directory and Editorial Services**

*Editorial, Publication and Distribution for the Delta Chi Deke*

Stewart Howe Alumni Service (bill to Delta Chi Association)

3109 N. Triphammer Rd., Lansing NY 14882

Tel: (607) 533-9200

Fax: (607) 533-9218

<http://www.stewarhowe.com/>

Contact: Dorothy H. Wysocki, Advancement Services Coordinator

(607) 533-9200, ext. 224, [dorothy.wysocki@stewarhowe.com](mailto:dorothy.wysocki@stewarhowe.com)

*Alumni Address Data Base*

Stewart Howe Alumni Service (bill to Delta Chi Association)

<http://www.dke-cornell.org/>

*Alumni Address Data Base*

CornellConnect Cornell University Office of Alumni Affairs

<http://cornellconnect.cornell.edu/>

### **Archival Supplies.**

Light Impressions (bill to Delta Chi Association)

P.O. Box 787, Brea, CA 92822-0787

Tel: (800) 828-6216

Fax: (800) 828-5539

<http://www.lightimpressionsdirect.com/> [info@lightimpressionsdirect.com](mailto:info@lightimpressionsdirect.com)

### **Communications Services**

*Discussion Group Service*

GoogleGroups.com

Delta Chi Association Board of Directors

[DX-DKE-BoD@googlegroups.com](mailto:DX-DKE-BoD@googlegroups.com)

*Telephonic Conference Call Service*

FreeConference.com

<http://www.freeconference.com/>

*Website*

The Delta Chi chapter of Delta Kappa Epsilon at Cornell University

IP Address 107.21.223.101

WebMaster: Stephen Philip Spagnola 2010

<http://www.dkecornell.com/>

## **Financial Services**

### *Accounting Services.*

Sciarabba Walker & Co., LLP, Certified Public Accountants

202 East Buffalo Street, Suite 202, Ithaca NY 14850

Mail: PO Box 788, Ithaca NY 14851

Tel: (607) 272-5550

<http://www.sciarabbawalker.com/>

Contact: Ms. Susan Kirkpatrick, (607) 272 5550 x124, [sak@sciarabbawalker.com](mailto:sak@sciarabbawalker.com)

### *Banking Services (Checking and Savings Accounts)*

Tompkins Trust Company

PO Box 460, Ithaca, NY 14851

Tel: (607) 273-3210 Toll free: 1-888-273-3210

<http://www.mandtbank.com/>

### *Banking Services (Checking and Savings Accounts, Delta Chi Association)*

M&T Bank

P.O. Box 767, Buffalo NY 14240-0767

<https://www.mtb.com/>

### *Investment Services (Delta Chi Association)*

GDH Capital Corp.

250 Carleton Ave., East Islip, NY 11730

## **Food Stuffs, Comestibles and Kitchen Supplies**

Student Management Corp.

2255 Triphammer Road, Triphammer Mall, Ithaca, NY 14850

607-257-0000 Fax: 607.257.0001

<http://www.studentmgmt.com/>

Contacts: Marcia Pass [map@studentmgmt.com](mailto:map@studentmgmt.com)

Connie Krause [connie@studentmgmt.com](mailto:connie@studentmgmt.com)

### *Dairy Products*

Cornell Dairy, Department of Food Science

Cornell University, 116 Stocking Hall, Ithaca, New York 14853-7201

Tel: 607-255-7616 or 607-255-3272

[cornelldairy@cornell.edu](mailto:cornelldairy@cornell.edu)

### *Meats & Paper Products*

Maines Paper & Food Service

101 Broome Corporate Parkway, Conklin, NY 13748

Tel: 607-779-1200 800-366-3669 (toll free)

<http://www.maines.net/index.cfm>

*Produce & Condiments*

Cortland Produce

150 Johnson Road, Freeville, NY 13068

Tel: 607-708-8029 855-327-4258 (Toll free) Fax: 607-708-8032

<http://cortlandproduce.com/>

Contact: Beth Powers, [bethpowers.cp@live.com](mailto:bethpowers.cp@live.com)

*Keck's Food Service*

2796 Route 328, Millerton, PA 16936

Tel: 800-245-5325 (toll free)

<http://kecksfoodservice.com/>

Contact: Julie Spencer, [JSpencer@kecksfoodservice.com](mailto:JSpencer@kecksfoodservice.com)

*Serendipity Catering*

90 Danby Road, Ithaca NY 14850

Tel: (607) 273-2145, (607) 279-1093 Fax: (607) 273-2177

<http://www.serendipitycatering.biz/>

Contact: Ms. Stephanie Kolzbaur [serendipitycatering@htva.net](mailto:serendipitycatering@htva.net)

**Insurance, Liability and Workers' Compensation**

Willis of Nebraska, Inc.

10707 Pacific St., Ste 200

Omaha, NE 68114

(402) 498-0464 (800) 736-4327

Contact: Trude Smouse [tsmouse@willis.com](mailto:tsmouse@willis.com)

New York State Insurance Fund (NYSIF)

Binghamton Office, Bldg. 16, 2001 Perimeter Rd. East, Endicott, NY 13760-7390

Document Control Center: NYSIF, One Watervliet Ave Ext, Albany NY 12206-1649

<http://ww3.nysif.com/>

Contact: Terri Belfiore, Underwriter, (607)741-5076, [tbelfior@nysif.com](mailto:tbelfior@nysif.com)

**Legal Services**

Miller Mayer, LLP (bill to Delta Chi Association)

Bank of America Building, 7th Floor

Mail: PO Box 6435, Ithaca, New York 14851-6435

Phone: (607) 273-4200

Contact: Elena Salerno Flash [esf@millermayer.com](mailto:esf@millermayer.com)

**Lodge Utilities and Services**

*Electrical Power and Gas Service*

New York State Electric & Gas (NYSEG)

NYSEG Customer Service: PO Box 5240, Binghamton, NY 13902-5240

<http://www.nyseg.com/>

Contact: 1-800-572-1111

*Water and Sewer Service*

City of Ithaca Water & Sewer Division

510 First Street, Ithaca NY 14850

Tel: (607) 272-1717

<http://www.ci.ithaca.ny.us/departments/dpw/water/index.cfm>

Contact: Camille Little [clittle@cityofithaca.org](mailto:clittle@cityofithaca.org)

*Cable Television and Internet Service*

Time Warner Cable

519 West State Street Ithaca, NY, 1-877-892-2220

Customer service: 1-877-636-3278

<http://www.timewarnercable.com/en/gateway.html>

*Telephone (Land Lines)*

Verizon Communications Inc.

PO Box 33076, St. Petersburg, FL 33733

Payments: Verizon. PO Box 15124, Albany, NY 12212-5124

<http://www22.verizon.com/>

Contact: 1-800-837-4966

607-272-4948 – House phone \$50-\$51/month (Code 291)

607-272-6052 – Kitchen phone \$47.25/month (Code 993)

607-275-3353 – Alumni phone \$69-\$70/month (Code 060)

\$50/month reimbursed by Alumni

White Pages Data <http://www.whitepages.com/>

(607) 272-4948: Delta Kappa Epsilon, 13 South Ave, Ithaca, NY 14850

(607) 272-6052: F Landsdowne, 13 South Ave, Ithaca, NY 14850-3907

(607) 275-3353: Verizon landline from Ithaca, NY

*Solid Waste Removal Service, Recycle & Special Pick-up*

R5 Operations, Facility Services

Cornell Recycle Center, 251 Solidago Road, Ithaca NY

Tel: (607) 254-1666, [recycle@cornell.edu](mailto:recycle@cornell.edu)

<http://r5.fs.cornell.edu/>

Contact via: Tim Anderson, Sr. Facilities Manager (OFSIL)

607/255-1242, [ta19@cornell.edu](mailto:ta19@cornell.edu)

*Landscape and Snow Removal Services*

Mr. Outside

PO Box 110, Trumansburg, NY 14886

(607) 387-5296

Contact: Jamie [MrOut1@aol.com](mailto:MrOut1@aol.com)

*Kitchen Stove Hood Fire Extinguishing System, Inspection and Service (Biannual)*  
G & H Fire Extinguishers  
3286 Krums Corners Rd., Ithaca, NY 14850  
(607) 273-6580  
Contact: [abcfire@stny.rr.com](mailto:abcfire@stny.rr.com)

*Cleaning Services, Common Areas & Kitchen*  
Wishful Necessities  
40 Highgate Circle, Ithaca, NY 14850  
Contact: Scott Paul Pedersen ZΨ, Cell 607-339-1382, [spp7@cornell.edu](mailto:spp7@cornell.edu) &  
[scottie-P@juno.com](mailto:scottie-P@juno.com)

*Cleaning Service*  
Southern Tier Commercial Cleaning, Inc. [Discontinued, Jan 2010 to Feb 2012]  
PO Box 414, Spencer, NY 14883  
Tel: 607-589-7828 Fax: 607-589-7841  
<http://www.stcclean.com/>  
Contact: Jeff Grover [jgrover@stcclean.com](mailto:jgrover@stcclean.com)

### **Memorial Tablets, Castings and Name Plates.**

*Bronze Castings (bill to Delta Chi Association)*  
International Bronze Plaque Manufacturers & Designers Ltd.  
810 Willis Avenue, Albertson, New York 11507  
Tel: (800) 227-8752, (516) 248-3080 Fax: (516) 248-4047  
<http://www.internationalbronze.net/>

*Door Name Plates.*  
A&B Awards and Engraving  
311 North Meadow Street (Route 13 North), Ithaca NY 14850-3224  
Tel: (607) 272-3944 Fax: (607) 272 3974  
<http://www.abawards.com/> [info@abawards.com](mailto:info@abawards.com)  
Contact: Mr. Brian O'Donnell

### **Photographic Services**

*Composite*  
Vantine Imaging, Inc. (formerly Edward Vantine Studios, Inc.)  
PO Box 220, Hamilton NY 13346  
Tel: (315) 824-3136, (888) 639-9806  
<http://www.vantine.com/>

*Social*  
Picture This  
206 Dryden Road, Ithaca NY 14850  
Tel: (607) 277-6223

*Architectural (bill to Delta Chi Association)*

Jon Reis Photography

141 The Commons Ithaca NY 14850

Tel: (607) 272-1966

<http://www.jonreis.com/>

## Appendix G: Dining Service, Facilities and Appliances

### 1. Lodge Dining Capacity.

- a. Refectory (Room 106): Four tables with chairs seating forty, total.
- b. Kitchen (Room B08): One table seating one.

### 2. Meals Served and Customs.

Breakfast, weekdays: none.

Breakfast, weekends: none.

Lunch, weekdays (Monday-Thursday), 11:00 AM to 2:00 PM.

Lunch, weekends: none.

Dinner, weekdays (Monday-Thursday), 6:00 PM.

Dinner, weekends (Sunday only), 6:00 PM.

Fare, Lunches: A soup and a main dish. Main dishes typically include buffalo chicken wraps on Tuesdays and calzones on Thursdays. Mondays and Wednesdays are usually different. Other dishes include gyros, macaroni and cheese, and pad Thai. Every lunch, a breakfast burrito or hamburger can be obtained by request.

Fare, Dinners: Italian, Mexican and Asian are typical.

Beverages, all meals: milk, fruit juices (orange & apple), iced tea and carbonated soft drinks.

Dress code for brothers dining: No hats.

Customs: No swearing or cell phone allowed.

### 3. Staffing (full time and casual).

- a. One cook, salaried: Travis Ferrell
- b. Two dishwashers.

### 4. Appliances Located in Pantry (Room 107), 1st Floor Level.

#### Beverage Dispenser.

SERVEND (Manitowoc Beverage Systems, Sellersburg, IN) Post-mix Countertop Electric/Juice Dispenser, Model CEV-301, s/n 03KT0340741.

#### Bread Toaster.

TOASTMASTER (McGraw Electric, Boonville, MO) Bread Toaster, 4-Slice, Model D1050B, s/n 442A.

#### Dishwasher.

JACKSON MSC, INC. (Enodis, Barbourville KY), Electrically Heated Round Dishmachine, Model 10AB, s/n 43416.

Manual:

[http://www.jacksonmsc.com/?xhtml=xhtml/jac/us/en/product/model\\_10.html&xsl=product.xsl&category=0128](http://www.jacksonmsc.com/?xhtml=xhtml/jac/us/en/product/model_10.html&xsl=product.xsl&category=0128)

Ice Maker.

MANITOWOC (Sellersburg IN) Undercounter Ice Cube Machine, Model QY0214A, s/n 991062455.

Manual:

<http://www.manitowocice.com/?xhtml=xhtml/mii/us/en/product/q210.html&xsl=product.xml&category=0146>

Microwave Oven.

SHARP ELECTRONICS CORP. (Mahwah NJ), Countertop Microwave Oven, Model R-230KW Carousel (800 W), s/n 615199.

Manual:

[http://files.sharppusa.com/Downloads/ForHome/HomeAppliances/MicrowaveOvens/Manuals/mic\\_man\\_R209K\\_R220K\\_R230K.pdf](http://files.sharppusa.com/Downloads/ForHome/HomeAppliances/MicrowaveOvens/Manuals/mic_man_R209K_R220K_R230K.pdf)

Microwave Oven.

GENERAL ELECTRIC CO. (Louisville KY), Countertop Microwave Oven, .7 Cu. Ft. Capacity, Model JES737WM02 (700 w), S/N ZR398581U.

Manual:

<http://products.geappliances.com/MarketingObjectRetrieval/Dispatcher?RequestType=PDF&Name=49-40522-1.pdf>

Milk Dispenser.

NORRIS DISPENSERS, INC. (Plymouth MN), Refrigerated Milk Dispenser, Model N-15-5M Super Manhattan, s/n 14685R.

Refrigerator.

ARCTIC AIR (Broich Enterprises, Inc., Eden Prairie, MN), 22 cu. ft., One-section Reach-in Refrigerator, Model R22CWF6, s/n WA12101690.

[info@arcticairco.com](mailto:info@arcticairco.com)

Salad/Sandwich Cold Service Unit.

TURBO AIR (Carson CA) 48" Sandwich Salad Prep Cooler, Model MST-48, s/n MST-48M54T611041.

Manual: <http://www.turboairinc.com/MST-48-P104.aspx>

5. Appliances Located in Kitchen (Room B08), Basement Floor Level.

Coffee Maker.

BUNN-O-MATIC CORPORATION (Springfield IL) Low Profile Pour-over Coffee Brewer with 3 Lower Warmers, Model VP17-3, s/n VP17158617.

Manual:

<http://www.bunn.com/pdfs/commercial/manuals/10860.0000.pdf>

Convection Oven.

SOUTHBEND (Middleby Corp., Fuquay-Varina, NC). Nameplate illegible.

<http://www.southbendnc.com/index.html>

Freezer.

McCALL REFRIGERATION (Manitowoc, Parsons TN), Model MCCF25-5, s/n 1008152001076.

Freezer.

MANITOWOC Koolaire. Nameplate may be behind unit.

Fryer, Deep Fat.

FRYMASTER/DEAN (Manitowoc, Shreveport, LA) 43 lb., Tube-type Gas-fired Fryer, Model SR42GN, s/n 1110MA0513.

Spec:

[http://www.frymaster.com/docs/uploaded/fry/products/SpecSheets/SR42G-52G-62G\\_Spec\\_2-21-11.pdf](http://www.frymaster.com/docs/uploaded/fry/products/SpecSheets/SR42G-52G-62G_Spec_2-21-11.pdf)

Grill.

STAR MANUFACTURING INTERNATIONAL INC. (St. Louis MO) Gas-fired Charbroiler Grill, Model STAR-MAX 6036CBB, s/n 6L360224.

Manual:

[http://download.partstown.com/is-bin/intershop.static/WFS/Reedy-PartsTown-Site/-/en\\_US/manuals/STA-6115RCBBLP\\_spm.pdf](http://download.partstown.com/is-bin/intershop.static/WFS/Reedy-PartsTown-Site/-/en_US/manuals/STA-6115RCBBLP_spm.pdf)

Milk Dispenser.

SILVER KING (Minneapolis MN) Imperial Bulk Milk Dispenser, Model SK2IMP, s/n SRB39657M.

Manual: <http://www.silverking.com/Service/TechManuals/26229.pdf>

Mixer.

HOBART CORP. (Troy OH) Mixer, Model A200, s/n 11-271-254.

Range/oven.

SOUTHBEND (Middleby Corp., Fuquay-Varina, NC). Nameplate may be behind unit.

<http://www.southbendnc.com/index.html>

See Appendix H for identification of Range Hood fire suppression system.

Refrigerator.

MANITOWOC 2-door stainless reach-in roll-in refrigerator, Model AV2S, s/n 990670038.

Manual:

[http://www.manitowocice.com/docs/uploaded/mii/Service%20Manuals/Reach-In\\_sm.pdf](http://www.manitowocice.com/docs/uploaded/mii/Service%20Manuals/Reach-In_sm.pdf)

Refrigerator.

U/I. Nameplate may be behind unit.

6. Vendors for Foodstuffs, Supplies and Laundry Services. See Appendix F.
7. Schedule of Board Charges. Refer to House Treasurer.
8. Food Safety Regulation.

Steward's Department food preparation and service facilities are not regulated by any county, city or University agency with respect to (1) sanitation and hygiene standards, (2) kitchen, pantry and food storage space inspections, and (3) food safety training. This has been confirmed by communications from the Tompkins County Health Department, Cornell University Dining Services and the Office of Fraternity, Sorority and Independent Living (OFSIL).

Note that Cornell University Dining staff is trained and certified using the National Environmental Health Association's (NEHA) Food safety materials which are based on the FDA Food Code as are the National Restaurant Association (NRA) ServSafe® materials. Some Cornell fraternities require, in their contracts with cooks or chefs, that the cook hold a current Food Safety certification. Cooks and stewards in the Cornell fraternity system are invited to take a course at Managers Level or Handlers Level with Cornell Dining Services for a fee of \$60.

Training Materials available

Videorecording: *ServSafe steps to food safety*

ILR Library (Ives Hall) TX911.3.S3 S472 2004 CD-ROM Shelved at ILR circulation desk.

Book: *Food safety* by Laura K Egendorf (San Diego CA: Greenhaven Press, ©2000).

ILR Library (Ives Hall) TX531 .F5677x 2000

Book: *Food safety* by Julie Miller Jones (St. Paul MN: Eagan Press, ©1992)

Mann Library TX531 .J77 1992

Available on Inter-library loan:

Lawrence, M., Maddox, B., Anderson, L. E., Davis, G. W., & Creative Educational Video, Inc. (2000). *Would your restaurant kitchen pass inspection?.* Lubbock, Tex: CEV Multimedia.

Parmley, M. A., Learning Seed Company., & United States. (1986). *Food safety.* Lake Zurich, Ill: Learning Seed.

The following resource can also be accessed electronically via the Cornell Libraries website <http://www.library.cornell.edu/> : Schmidt, R. H., & Rodrick, G. E. (2003). *Food safety handbook.* Hoboken, N.J: Wiley-Interscience.

The USDA also has a number of online resources:

[http://www.fsis.usda.gov/regulations/Compliance\\_Guides\\_Index/index.asp](http://www.fsis.usda.gov/regulations/Compliance_Guides_Index/index.asp)

## Appendix H: Lodge Systems, Appliances and Furnishing

### Furnace Room Equipment

The following equipment was installed in 2007. See Cornell University Planning, Design and Construction Drawings, Project 86800, Facility 4719, June 22, 2007. Only principle equipment items are listed here.

1. Four (4) HydroTherm (Westfield MA) Gas-fired Hydronic Boilers, Model R-300B, 300,000 BTUH input, s/n (1) R-2007-1495, (2) R-2007-1496, (3) R-2007-1497 and (4) R-2007-1498. R-Series Catalog (Datasheet) & R-Series IO&M Manual: <http://www.hydrotherm.com/>
2. A. O. Smith (Milwaukee WI) Model BTR-275 Master-Fit® 100 Gallon - 275,000 BTU Input Commercial Gas Water Heater.  
Specification Sheet: [http://www.hotwater.com/lit/spec/com\\_gas/aoscg10300.pdf](http://www.hotwater.com/lit/spec/com_gas/aoscg10300.pdf)
3. TEKMAR (Vernon BC, Canada) Model 264 Boiler Control System, Four Stage Boiler & Domestic Hot Water / Setpoint  
Installation & Operation Manual  
[http://tekmarcontrols.com/images/literature/264\\_d\\_06.pdf](http://tekmarcontrols.com/images/literature/264_d_06.pdf)  
Installation & Operation Manual Addendum  
[http://tekmarcontrols.com/images/literature/264\\_b\\_01.pdf](http://tekmarcontrols.com/images/literature/264_b_01.pdf)
4. AMTROL (West Warwick RI) Model SX-90V EXTROL® Expansion Tank, 62 Gallon.  
Specification Sheet  
[http://www.amtrol.com/media/documents/extrol/Pages28Submittal\\_Data\\_04\\_11.pdf](http://www.amtrol.com/media/documents/extrol/Pages28Submittal_Data_04_11.pdf)
5. TRANE (Clarksville TN) Model 100-S Propeller Unit Heater.  
Installation & Operation Manual  
<http://www.trane.com/download/equipmentpdfs/Uhprc001en.pdf>

### Fire Safety Equipment

The Lodge's dry-pipe fire sprinkler system was installed by Grinnell, Inc., during the fall of 1967. Distribution extends to all interior spaces in the building.

Fire detection devices consist of (1) "local" audible alarming smoke detectors and (2) "system" devices that trigger local audible alarms and signal the EH&S alarm monitoring station in Barton Hall. The following detectors are installed in the lodge.

#### Basement Spaces

Furnace room: "system" heat detector

Hallway: "system" smoke detectors and manual fire alarm pull stations

#### First Floor Common Rooms

Hallways: "system" smoke detectors and manual fire alarm pull stations

## Second Floor Rooms

Hallways: “system” smoke detectors and manual fire alarm pull stations

## Third Floor Rooms:

Bedrooms: “local” audible alarming smoke detectors

Bedroom closets: “system” heat detectors

Hallways: “system” smoke detectors and manual fire alarm pull stations

Installed in kitchen range hood: ANSUL (Marinette, WI) Model R-102 Wet Chemical Fire Suppression System, s/n S242463.

Specifications, Data Sheet and Owner’s Manual: <https://www.ansul.com/>

## Entertainment Equipment

Scientific Atlanta (Lawrenceville, GA) Explorer 4250HDC Set-top.

Sherwood (Incheon, Korea) RD-7405HDR 7.1ch Surround Sound HD Radio Receiver.

Sony (Tokyo, Japan) STR-DH100 2-Channel Stereo Receiver.

Suzuki DG-502P Digital Grand Player.

## Laundry Equipment

TBD

## Building Security Systems

TBD

See the following  $\Delta X$  of  $\Delta KE$  Special Studies for other House furnishings and equipment.

***$\Delta X$  of  $\Delta KE$  Special Study #07: Artifacts, Furnishings and Memorials***

20-Dec-2011 <http://hdl.handle.net/1813/3313>

***$\Delta X$  of  $\Delta KE$  Special Study #16: DKE Lodge Refectory Chimes***

10-May-2008 <http://hdl.handle.net/1813/10775>

**Appendix I: Internal Revenue Service Tax Classification Letters**

**Delta Kappa Epsilon Fraternity at Cornell University, Inc.**

**Internal Revenue Service**

**Department of the Treasury**

Washington, DC 20224

▷ Mr. H. William Fogle  
15 Green Valley Road  
Wallingford, PA 19086

Person to Contact:  
Ronald Williams  
Telephone Number:  
(202) 566-6197

Refer Reply to:  
OP:E:O:S

Date:

Re: Delta Kappa Epsilon, Inc.  
Delta Chi Chapter

MAY 5 1987

Dear Mr. Fogle:

This is in response to your letter of April 13, 1987 regarding information on the above-referenced fraternity.

Our records show that your fraternity was determined to be exempt from Federal income tax under section 501(C)(7) of the Internal Revenue Code, pursuant to the group ruling letter issued to your parent organization, Delta Kappa Epsilon Council, in January 1943. Your correct legal name and employer identification number (EIN) as reflected on our records is:

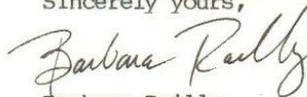
Delta Kappa Epsilon, Inc.  
Delta Chi Chapter  
EIN: 15-0287600

We have no record of the other three names mentioned in your letter.

You should continue to file your annual Form 990 information returns using the name and EIN indicated above.

We hope that this information will be helpful to you. If you have any questions regarding this matter, please refer them to the person whose name appears in the heading of this letter.

Sincerely yours,



Barbara Reilly,  
Chief, Employee Plans  
and Exempt Organizations  
Support and Services Branch

**Delta Chi Association, Inc.**

DEC 29 2000

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **DEC 22 2000**  
  
THE DELTA CHI ASSOCIATION  
C/O ELENA SALERNO FLASH  
TRUE, WALSH & MILLER, LLP  
202 E. STATE ST., STE. 700  
ITHACA, NY 14850

Employer Identification Number:  
06-1444571  
DLN:  
17053270016040  
Contact Person:  
ELLIOT H CHO ID# 31372  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Foundation Status Classification:  
509(a)(2)  
Advance Ruling Period Begins:  
September 23, 2000  
Advance Ruling Period Ends:  
June 30, 2005  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

## Appendix J: City of Ithaca Certificates and Permits

### Building Department Certificate of Compliance (2012)



Cornell University  
2336 South Balch  
Ithaca, NY 14850

CITY OF ITHACA  
108 East Green Street Ithaca, New York 14850-5690

BUILDING DEPARTMENT  
Telephone: 607/274-6508 Fax: 607/274-6521  
July 13, 2012

RE: Certificate of Compliance for 13 South Avenue

Dear Sir or Madam:

Attached is a Certificate of Compliance, which is based on the conditions as observed on inspection of the premises on June 28, 2012, and is being issued effective that date, for your property at 13 South Avenue. This certificate is issued at this time with the following conditions attached:

1. This building is equipped with fire protection equipment (i.e.: single station smoke detectors and/or fire detection or alarm systems) which is required under existing City and State building codes. As property owner it is your responsibility to ensure that this equipment is maintained and periodically tested according to manufacturer's specifications and NFPA requirements.

2. This building is equipped with a sprinkler system which is required under Article 4, Section 55, Paragraph 4 and Section 57 of the Multiple Residence Law. As property owner it is your responsibility to ensure that this equipment is maintained and periodically tested according to manufacturer's specifications and NFPA requirements.

The issuance of this Certificate of Compliance does not imply compliance with the Fire Code of New York State, nor with Chapter 181 of the Code of the City of Ithaca. This building is therefore not approved for gatherings of more than forty- nine (49) persons unless the building can meet the requirements of the codes listed in this paragraph. The Ithaca Fire Department is the authority having jurisdiction of places of public assembly and the codes cited in this paragraph. If the owner wishes to use this building for public assembly functions of more than forty-nine (49) persons, the Ithaca Fire Department must first certify this building for such use. THIS IS AN ANNUAL REQUIREMENT.

\*NOTE #1: Maximum capacity under the Housing Code of the City of Ithaca is as follows:

Sixty-six (66) persons (maximum)

MAXIMUM OCCUPANCY IS LIMITED TO 66 PERSONS. OWNER MAY DISTRIBUTE WITHIN THAT LIMITATION INDIVIDUALS/PERSONS AS LISTED ABOVE.

In compliance with the City of Ithaca Housing and Zoning regulations, it is the responsibility of the property owner to contact the Building Department to schedule a new housing inspection prior to the expiration of the current Certificate of Compliance.

Sincerely,

Phyllis Radke  
Building Commissioner

PR:mh  
Attachment

"An Equal Opportunity Employer with a commitment to workforce diversification."



**Ithaca Fire Department Operating Permit for Assembly Occupancy**

Print Date: 03/21/2012



**City of Ithaca Fire Department**

310 West Green Street  
Ithaca, NY 14850  
Phone: 607-272-1234  
Fax: 607-272-2793  
Email: firemarshal@cityofithaca.org

**Operating Permit for Assembly Occupancy**

Permit Number: P-175-2012-0044-OP-AO  
Expiration Date: 03/31/2013

Delta Kappa Epsilon  
13 South Ave  
Ithaca, NY 14850

**Description:**

A valid operating permit is required by the City of Ithaca Municipal Code §181-9 for specific occupancies which include: Assembly Occupancies. Operating Permits are revocable for cause. This Operating Permit is non-transferable and expires on the date indicated above.

  
\_\_\_\_\_  
Authorizing Signature

  
\_\_\_\_\_  
Date

**Ithaca Fire Department Maximum Occupancy Notice**

Ithaca Fire Department  
Code Enforcement Division  
310 W. Green St.  
Ithaca, NY 14850

Office of the Fire Marshal  
Phone 607-272-1234  
Fax 607-272-2793

**MAXIMUM OCCUPANCY FOR THIS BUILDING**

ROOM - SPACE - FLOOR - BUILDING

**IS 250 PERSONS**

PERMITTED WITHIN THIS ASSEMBLY SPACE. NYSUFPBC, SEC. 1164.2



DBA Delta Kappa Epsilon  
LOCATION 13 South Ave

**THIS SIGN MUST BE CONSPICUOUSLY POSTED AT ALL TIMES.**

**IT IS THE RESPONSIBILITY OF THE MANAGER OR PERSON IN CHARGE TO ASSURE THAT THE OCCUPANT LOAD DOES NOT EXCEED THIS NUMBER.**

ISSUED BY \_\_\_\_\_ ISSUE DATE 06/05/02 PERMIT # 97-07495

Fire Marshal - City of Ithaca

**PERMIT EXPIRES ONE YEAR FROM ISSUE DATE**

**THIS PERMIT IS VALID PROVIDED THAT THE PREMISES IS COMPLIANT WITH SUBCHAPTER C OF THE NEW YORK STATE UNIFORM FIRE PREVENTION AND BUILDING CODE, AND SECTION 181 OF THE CODE OF THE CITY OF ITHACA.**

REFERENCE NUMBER 01-538

revised 11/00

## Appendix K: Insurance Certificates

### New York State Insurance Fund Worker's Compensation



#### New York State Insurance Fund

*Workers' Compensation & Disability Benefits Specialists Since 1914*

2001 PERIMETER ROAD EAST, BUILDING 16, ENDICOTT, NEW YORK 13760-7390  
Phone: (607) 741-5055

#### CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

\*\*\*\*\* 150287600  
DELTA KAPPA EPSILON  
C/O SCIARABBA WALKER & CO  
P O BOX 788  
ITHACA NY 14851

<b>POLICYHOLDER</b> DELTA KAPPA EPSILON C/O SCIARABBA WALKER & CO P O BOX 788 ITHACA NY 14851	<b>CERTIFICATE HOLDER</b> DELTA KAPPA EPSILON FRATERNITY AT CORNELL UNIVERSITY INC 13 SOUTH AVENUE ITHACA NY 14850
---	--

POLICY NUMBER	CERTIFICATE NUMBER	PERIOD COVERED BY THIS CERTIFICATE	DATE
E 763 284-7	481871	09/07/2012 TO 09/07/2013	3/29/2013

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 763 284-7 UNTIL 09/07/2013, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW.

IF SAID POLICY IS CANCELLED, OR CHANGED PRIOR TO 09/07/2013 IN SUCH MANNER AS TO AFFECT THIS CERTIFICATE, 10 DAYS WRITTEN NOTICE OF SUCH CANCELLATION WILL BE GIVEN TO THE CERTIFICATE HOLDER ABOVE. NOTICE BY REGULAR MAIL SO ADDRESSED SHALL BE SUFFICIENT COMPLIANCE WITH THIS PROVISION. THE NEW YORK STATE INSURANCE FUND DOES NOT ASSUME ANY LIABILITY IN THE EVENT OF FAILURE TO GIVE SUCH NOTICE.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

This certificate can be validated on our web site at <https://www.nysif.com/cert/certval.asp> or by calling (888) 875-5790  
VALIDATION NUMBER: 559930987

**Willis of Minnesota General Liability Insurance**

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 09/20/2012
PRODUCER (800)736-4327 FAX (800)328-0522 Willis of Minnesota, Inc. 10707 Pacific Street, Ste 200 Omaha, NE 68114		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Delta Kappa Epsilon Fraternity PO Box 8360 Ann Arbor, MI 48107		INSURERS AFFORDING COVERAGE INSURER A: Landmark American Insurance Co NAIC # 33138 INSURER B: INSURER C: INSURER D: INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	LHA108221	10/01/2012	10/01/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 1,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	LHA108221	10/01/2012	10/01/2013	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 General aggregate for the general liability coverage applies per location. The policy includes a \$50,000 per occurrence and aggregate SIR excess of a \$2,500 per occurrence maintenance SIR. The certificate holder is an insured under these policies.

<b>CERTIFICATE HOLDER</b>  ALL RECOGNIZED UNDERGRADUATE CHAPTERS, COLONIES AND HOUSE CORPORATIONS OF DELTA KAPPA EPSILON FRATERNITY EXCEPT THE DELTA PHI, ALPHA PHI, BETA TAU, PHI ALPHA, ALPHA TAU CHAPTERS	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE Edward (Ned) Kirklin/BECKY 
--	---

**Author/Creator**

Fogle, Homer William, Jr. 1948-

**Title**

Chapter and Alumni Operations Handbook, 2013 / H. William Fogle, Jr.

**Published**

Ithaca NY: Delta Chi Association, Jun 2013

**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 pertaining to 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. Appendices address (1) Fraternity symbols, (2) Chapter symbols, (3) History Program bibliographies, (4) vendor contact data, (5) inventories of Dining Service facilities and appliances, (6) inventories of lodge systems and equipment, and (7) facsimile images of tax classification letters and insurance certificates.

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