

TKE Board of Advisors

➤ Role of the Board

- ◆ Provide guidance, advice, support and assistance to the Chapter
- ◆ Provide continuity for the Chapter
- ◆ Serve as 'Board of Directors' for the Corporation
- ◆ Direct supervision of all Chapter property and finances

➤ Organization of the Board

- ◆ Minimum of five members
 - *Out of school at least five years*
 - *Do not have to be from the Chapter*
 - *Do not have to be Greek*
 - *Do not have to be Tekes*
 - *Do not have to be male*
- ◆ Chapter Advisor, Faculty Advisor, Chapter Alumni Association President, Chapter Prytanis and Chapter Crysophylos should be Ex Officio members of the Board
- ◆ Ideally, one Board member for each undergraduate officer, plus Rush Chair

➤ Duties of the Board

- ◆ Create / continue the Board
- ◆ Elect Board Officers: President, Vice President, Secretary, Treasurer
- ◆ Develop Board by-laws
- ◆ Ensure Chapter is incorporated and files annual report
- ◆ Meet at least five times a year (ideally, monthly)
 - *Chapter Prytanis and Crysophylos required to attend*
 - *Open to all Alumni and Undergraduates*
- ◆ Coordinate and work with the Chapter Advisor, Faculty Advisor, Chapter Alumni Association President (working with the Chapter should be a 'team' effort)

- ◆ Act as liaison between the Chapter and the Chapter Alumni, the International Fraternity, and the school on an on-going basis and to the various governmental bodies (when necessary)
- ◆ Establish policy for - and with - the Chapter
- ◆ Enforce the laws, polices, etc. of the International Fraternity, Board, Chapter, school and the various governmental bodies
- ◆ Keep written documentation of all meetings and of the business conducted
- ◆ Ensure all reports, applications, fees, etc. are submitted by the Chapter to the International Fraternity promptly
 - **Reports** -
 - *Membership list*
 - *Officer list*
 - *Annual Report*
 - *Applications for awards*
 - *Other . . .*
 - **Fees** -
 - *Annual membership fees*
 - *Liability insurance fees*
 - *Associate / new member fees*
 - *TKE A/R balances*
 - *Other . . .*
 - **Registration** -
 - *Associate / new members*
 - *Conclave*
 - *Rush conferences*
 - *Regional/District leadership conferences*
 - *TKE Leadership Academy*
 - *UIFI Academy*
 - *Other . . .*

➤ **Specific areas to address ~**

◆ Chapter finances

- Establish a Chapter Financial Policy which includes:
 - *Chapter and member responsibilities*
 - *Dues payment plan with specific dates - all International Fraternity fees should be collected in the Fall*
 - *'Dues agreement' signed by members each April*
 - *Action regarding delinquent members - require a signed IOU*
 - *Pre-approval of contracts, large expenditures, etc.*
 - *Require two signatures on all checks and contracts - specify who (Crysochylos and BOA Treasurer/Chapter Advisor)*
- Review / approve the Chapter dues schedule for next year
 - *BOA approval by March 15th*
- Review / approve the Chapter budget
 - *BOA approval by April 1st*
 - *Changes to 'approved' budget must be approved by the BOA*
- Review Chapter finances monthly
 - *Minimum: Board Treasurer, Chapter Crysochylos, Chapter Prytanis*
- Conduct annual audit of Chapter books
- IRS requirement for Form 990
- Request inclusion in the International Fraternity's group income tax exclusion

◆ Scholastics

- Establish a Chapter Scholastics Policy which includes:
 - *Requirements for the Chapter*
 - *Minimum goal is AMA on campus*
 - *Requirements for members*
 - *Minimum goal is AMA on campus*
 - *Requirements for associate members*
 - *Minimum goal is 2.5 GPA*
 - *Requirements for rushees*
 - *Minimum goal is 2.5*
- Base improvement on the semester GPA, not 'accum'

- Develop recognition / awards program for scholastic achievement
- Review GPAs and 'accums' of Chapter and members each semester

♦ Standards / Recognition

- Develop Chapter Standards which includes minimum standards in the following areas:
 - *Scholastics*
 - *Chapter size / rush results*
 - *Leadership (campus)*
 - *Community / campus service*
 - *Finances*
- Develop Member Standards which includes minimums in the following areas:
 - *Scholastics*
 - *Leadership (campus / Chapter)*
 - *Community / campus service*
 - *Finances*
 - *Attendance at Chapter meetings*
 - *Participation in rush*
 - *Attendance at Education Program sessions*
- Develop Associate Member Standards which includes minimums in the following areas:
 - *Scholastics*
 - *Leadership (campus / Chapter)*
 - *Community / campus service*
 - *Finances*
 - *Attendance at associate member meetings*
 - *Attendance at Education Program sessions*
- Develop Recognition / Awards Program which includes:
 - *Recognize all who achieve minimum standards or better in **each** individual category*
 - *Recognize all who achieve minimum standards or better in **all** categories*
 - *Assign points in each category; have increasing standards with higher points awarded*
 - *Include 'penalties' for non-achievers*
- Ties in with the Membership Quality Board

◆ Risk management

- Establish a Chapter Risk Management Policy which includes:
 - **Social events**
 - *Start times / end times*
 - *Maximum number of attendees ("4X" rule)*
 - *Limits on alcohol allowed to bring*
 - *Identifying over-21ers*
 - *Policing the 'event'*
 - *NO bar events*
 - *NO alcohol-related / sponsored events*
 - *Use of non-TKE facilities*
 - *Use of non-alcoholic events*
 - **Rush events**
 - *NO alcohol!*
 - *On-going*
 - **Pledging**
 - *NO hazing!*
 - *NO alcohol-related activities*
 - *Projects with Chapter members; within the Chapter*
 - **Sexual harassment issues**
 - **Diversity issues**
- Conduct Risk Management reviews for:
 - Chapter members
 - *Require annual review with all members*
 - *mandatory attendance; first week of school*
 - *Require signed statement of attendance*
 - *BOA member to attend*
 - Associate members
 - *Require review with each associate member class*
 - *mandatory attendance; first week of 'pledging'*
 - *Require signed statement of attendance*
 - *BOA member to attend*
 - Alumni members
 - *Special mailing to advise: why, what, how*
 - *Include articles in future alumni newsletters*

◆ Rush

- Develop a year-round Chapter Rush Plan which includes:
 - *Fall rush plan*
 - *Spring rush plan*
 - *Summer rush plan*
 - *Rush scholarship*
 - *Community Service projects*
 - *Topical / educational programs*

- Rush is every day!

- Rush is everyone's job!

◆ Education Programming

- Develop a Chapter Education Program
 - *Minimum of six sessions to be conducted annually*
 - *One should be review of Risk Management Policy*
 - *Require member attendance at a minimum of four sessions*
 - *Permit attendance at TKE, school, other approved sessions*

- Develop a Chapter Associate Member Program
 - **NO hazing!**
 - **NO alcohol-related activities!**
 - *Maximum of six weeks long*
 - *Educational, productive, worthwhile*

◆ Public Relations

- Develop a Chapter Public Relations policy
 - *Publicize before and after an event, activity, award, etc.*
 - *Distribute to local press, campus newspaper, President and administrators on campus, key people in your local community, the International Fraternity, Greek council/IFC, other fraternities and sororities on campus, your alumni*
 - *If a member receives any recognition, award, etc., in addition to the list above, also distribute to the member's home town paper*
 - *Require a review of all flyers, posters, etc. prior to distribution in order to be able to delete any material that may be deemed offensive*

◆ Alumni relations

- Develop an Chapter Alumni Relations policy
 - *Minimum of three newsletters per year to all alumni*
 - *Minimum of one social event for all alumni and their lady*

Comments -

Man tends to support that which he creates.

If it's not in writing, it is soon forgotten.

01/30/02
Revision 2