

BYLAWS
of
YOUR CHAPTER
Tau Kappa Epsilon Fraternity
YOUR SCHOOL NAME
YOUR CITY, STATE, ZIP

ARTICLE I. ORGANIZATION

SECTION 1. Organization.

A. We, the Brothers of YOUR Chapter of Tau Kappa Epsilon Fraternity, located at YOUR SCHOOL NAME, YOUR CITY, STATE, ZIP have formed this Chapter in order to promote Brotherhood, to stimulate scholarship, to develop character, to be of service to YOUR SCHOOL NAME and the community, and to join in Brotherhood with other men enrolled at YOUR SCHOOL NAME who share these values and goals.

B. The YOUR Chapter of Tau Kappa Epsilon Fraternity, being fully chartered as a regular collegiate Chapter of Tau Kappa Epsilon Fraternity, specifically adopts, accepts and acknowledges the International Constitution and Bylaws and Traditions of Tau Kappa Epsilon International Fraternity and, in addition, the following Bylaws are adopted under which this Chapter shall operate. In the event of any dispute between this document and the International Constitution and Bylaws, the International Constitution and Bylaws shall prevail.

ARTICLE II. MEMBERSHIP

SECTION 1. Classes Of Members.

The membership of the Fraternity shall consist of collegiate, associate, inactive, alumni, and honorary members.

SECTION 2. Collegiate Member Defined.

A. An collegiate member is a male student, of good moral character, in good standing with the University, Chapter and International Fraternity, and who has met at least the minimum membership requirements of the Chapter; who has not graduated with a Bachelor Degree; who shall have been regularly initiated by the Chapter and duly registered with the International Fraternity; and, who shall not have been granted inactive status by the International Fraternity.

B. A regularly initiated member of the Fraternity, duly initiated by another Chapter of TKE and duly registered with the International Fraternity, presently attending YOUR SCHOOL NAME, may become an collegiate member of the Chapter by

requesting a vote of the Chapter at a regular meeting, subject to a majority vote. This member, upon approval, will be afforded all the privileges, rights and obligations of membership in the Chapter, and he shall be responsible for all financial obligations of membership.

SECTION 3. Good Standing Defined.

A member in good standing is one who is not on probation with the University, Chapter or International Fraternity; who meets at least the minimum standards of the Chapter; and, who is not in arrears to the Chapter or the International Fraternity.

SECTION 4. Associate Member Defined.

An associate member is a male student, of good moral character, in good standing at YOUR SCHOOL NAME and who has met at least the minimum membership requirements of the Chapter; who has not graduated with a Bachelor Degree; who is pledged to the Fraternity, but has not yet been regularly initiated by the Chapter and duly registered with the International Fraternity.

SECTION 5. Inactive Member Defined.

A. An inactive member is a regularly initiated member in good standing whose participation in Chapter activities has been precluded because of an extended illness, injury or other extreme and unexpected reason. Financial hardship is not considered a valid reason to be classified as an inactive member. The process to be classified as an inactive member is outlined in the International Constitution and Bylaws of the International Fraternity (The Black Book).

B. A member, while inactive, shall not be entitled to any of the privileges, rights, or obligations of membership.

SECTION 6. Restoration Of An Inactive Member.

An inactive member who has acquired such status may be restored to collegiate membership by a majority vote of the Chapter at a regular meeting, but only if he is financially current.

SECTION 7. Alumni Member Defined.

An alumni member is one who continues to be in good standing with the Chapter and International Fraternity, who has ceased to be a student in attendance at YOUR SCHOOL NAME (having been graduated, transferred, or left school), or continues to be in attendance at YOUR SCHOOL NAME after graduating with a Bachelor Degree, and who has been regularly initiated into TKE as an collegiate member of this Chapter and duly registered with the International Fraternity.

SECTION 8. Honorary Member Defined.

An honorary member is a male non-student, approved by the Executive Vice President of the International Fraternity, who has rendered a service to the Chapter, University, the community, the state, or the nation, who is of good moral character, is not a member of any other national collegiate social fraternity (an NIC-member fraternity) and who has been regularly initiated into the Chapter and duly registered with the International Fraternity.

SECTION 9. Requirements For Initiation.

No person shall be initiated into this fraternity as a member except an individual who has been duly and regularly elected to membership by vote of the Chapter, who has met all financial obligations to the Chapter and the International Fraternity, and has been duly registered with the International Fraternity.

SECTION 10. Probation.

Any member of the Chapter may be placed on probation for failing meet the Member Standards established by the Chapter, for non-payment of financial obligations, violations of the Code of Conduct or other policies, rules and regulations of the Chapter and University. While on probation status, members may lose specific privileges, to be defined by the adjudicating authority. Some of the privileges that may be taken away include, but are not limited to: voting rights, the right to participate in social programs, the right to participate in athletic programs, the right to serve as a Big Brother, the right to elect new members, and the right to hold office.

SECTION 11. Expulsion, Suspension And Dropping From Rolls.

Members may be expelled, suspended, dropped from the rolls and otherwise punished for continued failure to meet the Member Standards established by the Chapter, non-payment of obligations to the Chapter and the International Fraternity, violations of the Code of Conduct or other policies, rules and regulations of the Chapter and University, and other such offenses as may be provided by law, upon due notice and opportunity for a hearing. All expulsions will be immediately reported to the Executive Vice President of the International Fraternity.

SECTION 12. Demit.

A member, at his own request, may demit by written request to the Executive Vice President of the International Fraternity. With such request, said member shall surrender his badge, membership card and membership certificate. Upon approval of said demit, the Executive Vice President shall immediately notify the Chapter to strike said member's name from the Chapter Scroll. A member who demits shall have no rights or privileges in Tau Kappa Epsilon.

ARTICLE III. OFFICERS

SECTION 2. Officers.

The Officers of the Chapter are: a president, known as the Prytanis; an internal vice president, known as the Internal Epiprytanis; an external vice president, known as the External Epiprytanis; a secretary, known as the Grammateus; a treasurer, known as the Crysophylos; a historian, known as the Histor; a ritual master, known as the Hypophetes; a sergeant-at-arms, known as the Pylortes; and an educator, known as the Hegemon. These Officers will be the Executive Board of the Chapter.

SECTION 2. Prytanis.

The duties of the Prytanis are:

- A. To have all duties and powers of a president; to serve as the Chief Executive Officer of the Chapter; to identify and report on the goals of the Chapter; and to carry out the wishes of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions and rituals of the International and the Chapter, and the laws of the state, local government, and the University.
- B. To preside over all meetings.
- C. To enforce the Constitution, Bylaws, traditions, rituals, and policies of the International Fraternity and the Chapter.
- D. To meet with the Board of Advisors and Crysophylos as often as necessary but, as a minimum, within two weeks prior to the close of the school year, and to assist in the perpetration of a budget of the following school year.
- E. To appoint all Committee Chairmen, removing any who do not fulfill their responsibilities.
- F. To serve as the voting delegate to campus interfraternal organizations, unless another member shall be so designated.
- G. To serve as the Chapter delegate to Grand Chapter meetings and Conclaves unless another delegate is so designated.
- H. To do all matters necessary to promote the good and welfare of the Fraternity and its members.
- I. To ensure that at least one Chapter Retreat and one Officers Retreat is conducted each year.

- J. To serve as a Member of the Membership Quality Board..
- K. To serve as an Ex-Officio Member of the Board of Advisors, with full voting privileges.
- L. To serve as an Ex-Officio Member of the Alumni Association, with full voting privileges.

SECTION 3. Internal Epiprytanis.

The duties of the Internal Epiprytanis are:

- A. To perform all the duties of Prytanis in the absence of the Prytanis.
- B. To generally assist the Prytanis, as requested.
- C. To maintain copies of the Constitution, Bylaws and policies of the International Fraternity and the Chapter and any approved Amendments; to be familiar with their contents, bringing copies of them to all meetings; and, being prepared to answer or secure answers for any question or Interpretation of them.
- D. To conduct all correspondence with the Offices of the Grand Chapter regarding interpretation of the Constitution and Bylaws.
- E. To serve as Parliamentarian of the Chapter at all Chapter meetings.
- F. To coordinate the activities of all committees of the Chapter via at least monthly coordination meetings.
- G. To ensure that all Committee Programs are written and reviewed and updated each year.
- H. To supervise the activities of the following Committees: Rush, Education, Athletic, Social, Membership Quality Board, Risk Management, Awards/Recognition, Red Carnation Ball, Judicial Board
- I. To serve as a Member of the Judicial Board
- J. To serve as the Chapter Risk Manager and Chairman of the Chapter Risk Management Committee.
- K. To serve as Chairman of the Chapter Membership Quality Board
- L. To serve as Chairman of the Chapter Retreat.

SECTION 4. External Epiprytanis.

The duties of the External Epiprytanis are:

- A.** To perform all the duties of Prytanis in the absence of the Prytanis and Internal Epiprytanis.
- B.** To generally assist the Prytanis.
- C.** To be the alternate representative to the IFC/Greek Senate, in the absence of the Prytanis
- D.** To supervise the activities of the following Committees: Scholarship, Community Service, Public Relations, Alumni Relations, Homecoming, Fund Raising
- E.** To serve as Chairman of the Chapter Community Service Committee.
- F.** To serve as Chairman of the Officers' Retreat.

SECTION 5. Grammateus.

The duties of the Grammateus are:

- A.** To keep a permanent record of all proceedings of the Chapter, preserving and passing this record to his successor.
- B.** To send copies of the minutes of all meetings to the Board of Advisors Chairman, Chapter Advisor and the Faculty Advisor.
- C.** To attend to all correspondence not otherwise delegated, maintaining a file of all Chapter correspondence with the Offices of the Grand Chapter, the University and others.
- D.** To update and return the Annual Membership List from the Offices of the Grand Chapter, by the required date.
- E.** To prepare and forward to the Offices of the Grand Chapter a record of each new initiate, honorary or transfer member with all appropriate fees, by the required date.
- F.** To execute and forward to the Offices of the Grand Chapter the credentials of each Chapter delegate to Grand Chapter meetings and Conclaves.
- G.** To certify to the Offices of the Grand Chapter the nominations of the Chapter Advisor and Faculty Advisor.

H. To provide to the Chapter Membership Quality Board the meeting attendance record of all members, upon request.

I. To serve as Chairman of the Chapter Public Relations Committee.

J. To serve as a Member of the Chapter Membership Quality Board

SECTION 6. Crysophylos.

The duties of the Crysophylos are:

A. To act as Treasurer; collecting all monies due to the Chapter and paying all bills owed by the Chapter; maintaining complete and accurate records of all transactions.

B. To perform all other functions as Treasurer to ensure the financial well-being of the Chapter.

C. To report, in writing, at each Chapter meeting all receipts and expenditures for the period since the previous meeting.

D. To present a complete written financial statement to the Chapter at least once each month, concerning all Chapter accounts, filing one copy in the Chapter records and sending a copy to the Board of Advisors Chairman, the Chapter Advisor, and the Faculty Advisor.

E. To develop a Chapter budget for the next year and to be responsible for its proper execution after approval by the Chapter and Board of Advisors, filing one copy in the Chapter records and sending a copy to the Board of Advisors Chairman, the Chapter Advisor, and the Faculty Advisor.

F. To remit to the Offices of the Grand Chapter all Initiation fees, Annual Membership fees, Liability Insurance fees, and other such monies owed the International Fraternity, by the required date.

G. To provide to the Chapter Membership Quality Board the financial records of all members, upon request.

H. To serve as an Ex-Officio Member of the Board of Advisors, with full voting privileges.

SECTION 7. Histor.

The duties of the Histor are:

A. To act as the Chapter Historian, preserving all items of historical importance.

- B. To keep a permanent record of the personal history and address of each member of the Chapter, informing the Offices of the Grand Chapter and the YOUR SCHOOL NAME Alumni Office of any permanent change of address of active and alumni members, especially to include change of address at graduation.
- C. To execute credentials in the absence of the Grammateus.
- D. To provide information to The TEKE magazine at the Offices of the Grand Chapter, the YOUR SCHOOL NAME Alumni Office, and the local community news media of all Chapter alumni activities and individual alumni accomplishments.
- E. To report to the Chapter all contact with and/or correspondence from alumni.
- F. To coordinate all Chapter alumni activities, events and functions with the Alumni Association President.
- G. To serve as Chairman of the Chapter Homecoming Committee.
- H. To serve as an Ex-Officio Member of the Alumni Association, with full voting privileges.

SECTION 8. Hypophetes.

The duties of the Hypophetes are:

- A. To conduct all devotional exercises of the Chapter.
- B. To maintain and have custody of all ritual equipment, paraphernalia, and Silver Books.
- C. To administer the Oath of Office to the officers-elect.
- D. To preside in the absence of the Prytanis and both Epiprytanii.
- E. To collect and record the grades of each member.
- F. To counsel any member about his academic progress and difficulties; assisting with further help, tutoring, etc. as needed.
- G. To extend the hospitality of the Chapter to visitors and to see to their needs.
- H. To serve as Chairman of the Chapter Scholarship Committee.

SECTION 9. Pylortes.

The duties of the Pylortes are:

- A. To act as doorkeeper and Sergeant-at-Arms at all meetings, maintaining order as needed or directed by the Prytanis.
- B. To act as custodian of the Chapter room, keeping it clean and in orderly form for all Chapter meetings.
- C. To be custodian of all flags, banners, or other external insignia, properly displaying them whenever customary or as directed.
- D. To serve as Chairman of the Chapter Fund Raising Committee.

SECTION 10. Hegemon.

The duties of the Hegemon are:

- A. To serve as the Chapter Educator, responsible for the education for the Chapter - both Candidates for Membership and the Chapter Members.
- B. To serve as Chairman of the Chapter Education Committee and to select the members of the Education Committee, as approved by the Executive Committee.
- C. To coordinate the ordering and maintenance of materials and supplies for Candidates for Membership.
- D. To coordinate all member education sessions.
- E. To be responsible for the "Big Brother" Program.
- F. To serve as a Member of the Chapter Membership Quality Board.
- G. To serve as a Member of the Chapter Risk Management Committee.

SECTION 10. Elections.

- A. All candidates for office must be in good standing with the Chapter and the University.
- B. The Officers of the Chapter shall be elected to office by a majority vote at the second meeting in December, with nominations having taken place at the first meeting in December.

C. Two weeks prior to the election, the Prytanis shall post on the Official Chapter Bulletin Board or other prominent place a listing of each office and the two at-large positions on the Membership Quality Board. Any interest Frater may post his own name in nomination for any position.

D. Voting for each office shall be open and by the raising of hands for each office. Should no candidate receive a simple majority on the first vote, the bottom candidate will be removed and another vote taken. This shall proceed until one candidate receives a simple majority.

E. Special elections to fill unexpired officer terms shall proceed in the same manner as regular elections except that the duty to post notice on the Official Chapter Bulletin Board for two weeks shall not apply.

F. Chapter Officers shall serve a one year term, from January 1 to December 31, exercising the duties as defined in the International Constitution and Bylaws of TKE and further defined in these Chapter Bylaws. The Chapter Officers collectively shall be known as the Executive Committee..

SECTION 11. Removal From Office.

A. An Officer may be removed from office by a three-quarters vote at a special meeting called for that purpose.

B. An Officer may relinquish his office by submitting a letter of resignation to the Prytanis.

C. An Officer will automatically relinquish his office when he is graduated or otherwise leaves YOUR SCHOOL NAME.

ARTICLE IV. COMMITTEES

SECTION 1. Standing Committees.

The following are the Standing Committees of the Chapter: Rush, Scholarship, Alumni, Community Service, Education, Risk Management, Membership Quality Board, Awards/Recognition, Judicial Board, Public Relations, Fund Raising Athletic, Homecoming, Red Carnation Ball, and Social.

SECTION 2. Rush Committee.

The duties of the Rush Committee are:

- A. To develop and implement an appropriate and effective written Rush Program to attract new members to the Chapter, submitting the program in writing to the Chapter at the end of each term for approval for the next year.
- B. To ensure that all Chapter Members are trained in recruitment (rush) techniques.
- C. To invite interested individuals to accept membership and to report the same to the Chapter at the next meeting.
- D. To coordinate all rush activities with the various the Rush Committee and the other Committee Chairmen; i.e., Athletic, Social, Community Service, etc..
- E. The Chairman will be a member of the Membership Quality Board.

SECTION 3. Scholarship Committee.

The duties of the Scholarship Committee are:

- A. To develop and implement an appropriate and effective written Scholarship Program to bring the Chapter's Grade Point Average to be the highest on campus.
- B. To record the semester and accum GPAs of all members each semester, making this information available to the Membership Quality Board upon demand.
- C. To recommend action for those members not maintaining the Chapter's scholastic standards.
- D. To recommend the appropriate recognition for those members meeting and exceeding the Chapter's scholastic standards

SECTION 4. Alumni Committee.

The duties of the Alumni Committee are:

- A. To develop and implement an appropriate and effective written Alumni Program to provide communications with, and social events for, the Chapter alumni.
- B. To publish at least one newsletter each semester to all alumni members of the Chapter.
- C. To conduct at least one function each semester for, and with, the alumni members of the Chapter.
- D. To provide input to the Alumni Association's newsletter to the alumni members.
- E. To coordinate with the Alumni Association all Chapter activities involving alumni members.

SECTION 5. Service / Philanthropy Committee.

The duties of the Service/Philanthropy Committee are:

- A. To develop and implement an appropriate and effective written Community Service Program to provide an opportunity to perform service projects for the campus as well as the local community and Special Olympics.
- B. To record the total amount of monies raised (if any) and the total man-hours expended in the project; include the total number of hours by each member involved.
- B. To assist the Rush Chairman by conducting service projects in conjunction with rush.
- C. To assist the Hegemon by coordinating service projects for the pledge classes.

SECTION 6. Education Committee.

The duties of the Chapter Education Committee are:

- A. To develop and implement an appropriate and effective written Chapter Education Program to include a Pledge Program for the Candidates for Membership, which follows the Chapter Risk Management Policy, and a Continuing Education Program for the entire Chapter.

SECTION 7. Risk Management Committee.

The duties of the Risk Management Committee are:

- A. To develop, implement and enforce an appropriate and effective written Chapter Risk Management Program to ensure the Chapter is in compliance with the laws, regulations, policies, etc. of the Fraternity, State of YOUR STATE, YOUR SCHOOL NAME, and the local authorities. (This will include the TKE Risk Management Policy.) The Chapter policy will include all areas of Chapter operations; from athletic to social, to community service, to pledging.
- B. To develop, implement, and enforce a social policy which shall address all matters of risk management; which may include but not be limited to alcohol, drugs, hazing, etc. on Chapter property or at Chapter functions, and other risk management concerns.
- C. To cooperate with the Hegemon in ensuring that all Chapter members are educated in, and aware of, the TKE and Chapter Risk Management Policies.

D. To report any violations of the Risk Management Policy to the Chapter Board, the Board of Advisors, Chapter Advisor and the Faculty Advisor.

SECTION 8. Membership Quality Board.

The duties of the Membership Quality Board are:

A. To develop and implement appropriate and effective Recruitment Standards to be used in selecting Candidates for Membership; and Member Standards for Chapter members.

B. To review these standards each year and present recommendations to the Chapter for approval.

C. To interview each Candidate for Membership.

D. To invite men to join the Chapter.

E. To evaluate Chapter members each academic term according to the established Member Standards:

1. To recommend the placing of those members who fail to meet the standard on warning, probation or suspension, or refer to the appropriate authority (Judicial Board or Board of Advisors) for action.

2. To recommend charges for revocation of membership regarding any member who has seriously or repeatedly fallen below the Member Standards. These charges shall be read at the next regular Chapter meeting and a vote should be taken to impanel a Special Court. The Special Court shall be conducted as outlined in the International Fraternity Constitution and Bylaws (The Black Book).

3. To recommend members who have met the standards on a sustained basis for appropriate recognition; i.e. Knights of the Classic Lore, etc.

F. To develop and implement an appropriate and effective written Awards/Recognition Program to be used to recognize individual members of the Chapter for their achievements.

SECTION 10. Judicial Board.

The duties of the Judicial Board are:

A. To develop and implement an appropriate and effective written Chapter Code of Conduct to provide the Members with a set of guidelines for acceptable behavior.

- B. To hear all cases involving misconduct of members and violations of Chapter Bylaws, the Chapter Risk Management Policy, and the Constitution, Bylaws, laws, traditions, usage's, obligations and ritualistic ceremonies of the Fraternity.
- B. To recommend to the Chapter appropriate sanctions upon convictions of minor violations.
- C. To recommend trial by Special Court, as outlined in Chapters XXV and XXVI of the International Bylaws and Traditions, for any serious violation of the obligations of membership.

SECTION 11. Public Relations Committee.

The duties of the Public Relations Committee are:

- A. To develop and implement an appropriate and effective written Public Relations Program to be used to publicize the activities and accomplishments of the Chapter and of the individual members.
- B. To develop "press releases" for campus and local community publications concerning activities, events, etc. of the Chapter; both prior to and immediately following the event.
- C. To develop all posters, flyers, etc. announcing activities, events, etc. of the Chapter.
- E. To develop a "distribution list" for all public relations notices; i.e., President of the University, Vice President of Student Affairs, Greek Advisor, Board of Advisors' Chairman, Chapter Alumni Association President, etc.

SECTION 12. Fund Raising Committee.

The duties of the Fund Raising Committee are:

- A. To develop and implement an appropriate and effective written Fund Raising Program to be used to raise monies to supplement the activities of the Chapter, including charitable donations.
- B. To plan and organize all the fund raising activities.
- C. To record the total amount of monies raised and the total man-hours expended to raise the money; include the hours involved for each member who participated.

SECTION 13. Athletic Committee.

The duties of the Athletic Chairman are:

- A. To develop and implement an appropriate and effective written Athletic Program
- B. To organize, recruit and supervise the athletic participation of the Chapter in all appropriate events.
- C. To report to the Chapter on all athletic activities.
- D. To assist the Rush Chairman by conducting athletic activities in conjunction with rush.

SECTION 14. Homecoming Committee.

The duties of the Homecoming Committee are:

- A. To develop and implement an appropriate and effective written Homecoming Program, following the Chapter Risk Management Policy.
- B. To recommend to the Chapter the theme for the Chapter's float and to plan and organize the Chapter effort.
- C. To plan and organize the tailgate party.
- D. To coordinate with the Histor in the mailing of notices to the alumni members.

SECTION 16. Social Committee.

The duties of the Social Committee are:

- A. To develop and implement an appropriate and effective written Social Program outlining the social events and functions of the Chapter, following the Chapter Risk Management Policy.
- B. To develop and implement an appropriate and effective written RCB Program, following the Chapter Risk Management Policy.
- C. To supervise and direct the social program, hiring halls, bands, services, purchasing supplies, or making other expenditures as approved in the previously adopted program, with all contracts being reviewed and approved by the Board of Advisors.
- D. To ensure that sufficient quantities of non-alcoholic beverages and sufficient quantities of food are available at all social functions.

- E. To coordinate with the Risk Management Committee in developing and enforcing a social policy for the Chapter.
- F. To serve as a member of the Risk Management Committee.
- G. To coordinate with the Rush Chairman in conducting social events in conjunction with rush.
- H. To plan and organize the Red Carnation Ball.

SECTION 17. Other Committees.

Other committees may be established at the discretion of the Prytanis or upon a majority vote at a regular meeting.

SECTION 18. How Appointed.

All Committees and Committee Chairmen, unless otherwise specified, shall be appointed by the Prytanis at the first meeting following his installation, to serve, at his discretion, until the end of his term. Each Committee shall consist of no less than three members, appointed by the Chairman. (No member of the Chapter may serve on more than three Committees.)

SECTION 19. Committee Meetings.

- A. Each Committee should meet no less than twice a month in order to develop and implement their Committee Plan for the year.
- B. The 'supervising' Epiprytanis should meet collectively no less than twice a month with his Committee Chairmen.
- C. There shall be a joint meeting of both Epiprytanii and their respective Committee Chairmen, coordinated by the Internal Epiprytanis.

ARTICLE V. MEETINGS

SECTION 1. Regular Meetings.

Regular meetings of the Chapter shall be held once a week during the academic year (except during "breaks", etc.) at a place on a day and at a time agreed to at the first meeting of the year provided that in the case of an emergency or necessity, the day, hour or place may be changed by the Prytanis on sufficient notice placed on the official Chapter Bulletin Board for all members to see.

SECTION 2. Special Meetings, How Called.

Special meetings may be called at anytime by the Prytanis or shall be called by him upon written request of not less than ten percent (10%) of the collegiate members by posting the call on the official Chapter Bulletin Board at least 24 hours in advance of the time fixed for the meeting. The purpose of the meeting shall be clearly stated in any such request, and in the call to order of such meeting.

SECTION 3. Quorum.

Fifty percent plus one of the collegiate members in good standing shall constitute a quorum for the conduct of business at any regular or special meeting of the Chapter.

SECTION 4. Opening And Closing Of Meetings.

The first meeting of each month shall be a formal ritual meeting of the Chapter and shall have a specific order of business. The informal opening and closing ritual shall be used for all other weekly meetings during the calendar month and follow the same order of business. However, formal ritual may be used for each and every meeting of the Chapter. Nothing herein shall in any way discourage formal ritual for all meetings of the Chapter.

SECTION 5. Order Of Business.

The order of business for meetings shall be as follows:

1. **OPENING**, by the Prytanis, using ritual. (Only initiated members may attend when the formal ritual is use.)
2. **ROLL CALL**, by the Grammateus.
3. **READING OF MINUTES OF LAST MEETING**, by the Grammateus:
 - A. Reading of names of unexcused absences
 - B. Reading of names of excused absences
4. **REPORT OF OFFICERS AND COMMITTEE CHAIRMEN:**
 - A. **INTERNAL EPIPRYTANIS** - Report on status of Bylaws, the Chapter Risk Management Committee, the Membership Quality Board, and general committee issues.
 - B. **EXTERNAL EPIPRYTANIS** - Report on status of IFC/Greek Senate issues, the Chapter Community Service Committee, and general committee issues.

- C. **GRAMMATEUS** - Remind members of any unfinished business and pending legislation; read any correspondence received by the Chapter since the last meeting; report on the status of the Chapter Public Relations Committee.

- D. **CRYSOPHYLOS** - Report on status of Chapter finances; collection members' fees, dues, assessments, etc.; accounts receivable; accounts payable; status of initiation fees, Annual Membership fees, Liability Insurance fees, etc. Present a written statement at the first meeting of each month to each member owing monies to the Chapter.

- E. **HISTOR** - Report on communications and visits with/by alumni; status of Chapter's alumni newsletter; status of communication with the Editor of THE TEKE Magazine; status of the Alumni Association; report on the status of the Homecoming Committee.

- F. **HYPOPHETES** - Report on status of the Chapter Scholarship Committee; status of member and Chapter scholastics.

- G. **PYLORTES** - Report on status of Chapter Fund Raising Committee and other special activities as may from time to time be assigned by the Prytanis.

- H. **HEGEMON** - Report on the Chapter Education Committee; the Chapter Education Program; the status of the New Member Education Program; and, the Ongoing Education Program.

- I. **RUSH CHAIRMAN** - Report on Rush Committee and the rush/recruitment efforts of the Chapter. Remind members of coming rush events and note any changes in previously approved plans.

- J. **ATHLETIC CHAIRMAN** - Report on Chapter intramural activities.

- K. **JUDICIAL BOARD CHAIRMAN** - Report on date of next meeting; general status of members; and, the Chapter Code of Conduct.

- L. **SOCIAL CHAIRMAN** - Report on social activities of the Chapter and the campus; update social calendar; report on status of the Red Carnation Ball.

- M. **REPORT OF OTHER COMMITTEES** -

5. **STATE OF THE CHAPTER**, by the Prytanis. Include a report on the status of the Board of Advisors.

6. **UNFINISHED BUSINESS** as reported by the Grammateus earlier.

7. **NEW BUSINESS.** All new business shall be submitted in writing to the Grammateus at least 24 hours prior to the meeting.
8. **DISCUSSION ON PROSPECTIVE NEW MEMBERS** (as appropriate).
9. **PASSING OF THE GAVEL** for remarks for the good of the Fraternity.
10. **CLOSING** by the Prytanis, using ritual.

SECTION 6. Special Order Of Business.

The following shall be the special order of business on the occasions specified to wit:

- A. At the first regular meeting after any Conclave, the report by the Chapter delegate regarding all legislative issues, the results of the Grand Council elections, and any other Conclave matter, shall be given following the reading of the minutes.
- B. At the first regular meeting following an official visit by a Grand Officer, Regional Director of Chapter Services, District Officer, Chapter Management Consultant, or any other International Representative, the report of his inspection/visit shall be given following the reading of the minutes.
- C. At meetings called by, or because of, a Court of Inquiry, the business of the Court or its recommendations shall be taken up immediately following the reading of the minutes.
- D. Charges against members shall be heard at a special meeting called for that purpose, and the method, time, and procedure of trial determined immediately thereafter, and a special court selected if trial is to be by that method.
- E. At the last regular meeting in the month of April, the nomination of the Chapter Advisor and Faculty Advisor, for the coming year, under new business.
- F. At the next regular meeting after a vacancy occurs in an office of the Chapter, the election and installation to fill said vacancy shall be taken up under the report of the Nominations Committee. This meeting shall be a formal ritual meeting.
- G. At the last meeting of the year, the Chapter shall conduct the Fraternity for Life ritual, assisted by representatives from the Board of Advisors and/or the Alumni Association, in order to induct the graduating seniors.

SECTION 7. Voting.

Voting on motions, on Candidates for Membership, on election to office and /or all other voting activities of the Chapter shall be open and by the usual sign, except the Prytanis may call for a division of the house or a roll call and must do so if requested by at least five Fraters. Secret ballots shall be allowed only on Top TEKE Chapter Member or other such awards. Absentee voting and proxy voting is not permitted.

SECTION 8. Attendance At Chapter Meetings.

Every member shall be present at every meeting unless excused by the Prytanis upon written application one week prior to the meeting, said application being submitted to the Grammateus and approved by the Prytanis.

SECTION 9. Penalty For Unexcused Absence.

If a member is absent from two successive regular meetings without excuse, he shall have his right to vote removed until he shall be reinstated by a simple majority vote of quorum at a regular meeting. The Prytanis and Hypophetes shall interview any such person as soon as possible after his suspension from voting and counsel him. Suspension of voting rights shall not affect financial obligations to the Fraternity or Chapter.

SECTION 10. Privileges Of Alumni Members.

Any alumnus or honorary member may attend any meeting of the Chapter and may join in discussion and debate the same as any active member, but may not make or second motions, or vote.

SECTION 11. Executive Board Meetings.

The Executive Board shall meet at least once a month on at a time and place so designated by the Prytanis.

SECTION 12. Procedure.

All meetings shall be conducted in accordance with parliamentary procedure.

ARTICLE VI. FINANCES

SECTION 1. Fiscal Year.

The fiscal year of the Chapter shall run from June 1 to May 31.

SECTION 2. Initiation Fees.

Each person initiated shall pay in full, prior to his initiation, the appropriate initiation fee as outlined in The Black Book to the Offices of the Grand Chapter and any other expenses involved. No extension of time may be granted nor shall the initiation of any member commence until all fees are paid in full.

No one shall be considered a member of the Fraternity until the initiation fees are paid in full and he is duly registered with the International Fraternity.

SECTION 3. Annual Membership And Liability Insurance Fees.

Each member is responsible to pay the Annual Membership Fee and Liability Insurance Fee as outlined in The Black Book and/or assessed by the International.

SECTION 4. Dues And Fees.

Dues and fees are set by the Chapter at the final meeting of the year based on the requirements of the budget previously submitted to, and approved by, the Chapter and the Board of Advisors.

SECTION 5. Special Assessments.

Special assessments may only be levied by a two-thirds vote of the Chapter and only once in any school year, and then only with the approval of the Board of Advisors.

SECTION 6. Rebate For Prompt Payment.

Individuals paying their full year's dues, fees, assessments, etc. for a school year by September 1st shall receive a 10% reduction in these dues, fees, assessments, etc.

SECTION 7. Rendering Bills.

The Crysophylos shall, at least 30 days prior to the start of the school term (i.e., August 15th and December 15th) provide each member with a bill for his dues, fees, assessments, etc. In addition, he shall also, prior to the first meeting of every month, give each member delinquent to the Chapter, a statement for the monies owed by them.

SECTION 8. Payment Of Bills And Delinquencies.

All debts to the Chapter or Board of Advisors for dues, fees, assessments or other monies must be paid by the 10th of every month. All accounts not paid by the 10th shall be deemed delinquent and incur a 5% penalty. Any individual delinquent by more than 30 days, (i.e., to the 10th of the following month) shall be reported to the Board of Advisors. The Executive Committee shall have the power to negotiate a payment plan with any delinquent member, provided such plan is put in writing, contains the amount of indebtedness and a satisfactory method and time for repayment, and signed

by the member, the Prytanis and Crysophylos. All such notes shall be filed with the Board of Advisors.

SECTION 9. Suspension For Non-Payment.

Any member who shall, under Section 7 above, be delinquent shall be automatically suspended from all Fraternity activities and shall have no privileges until he shall have satisfied the indebtedness. In case the suspended individual be an officer, the Prytanis shall appoint a Frater to fill the office until the suspended officer is either reinstated or removed. Should the Executive Committee be unsuccessful in securing settlement of the debt, the Chairman of the Board of Advisors shall commence action under the International Laws to remove the individual's membership and turn the indebtedness over to a collection agency.

SECTION 10. Expenditures.

No expenditure shall be made, indebtedness incurred, by any person not expressly authorized to do so within these Bylaws. No person authorized to spend or incur indebtedness shall exceed his authorized budget.

SECTION 11. Bills, Payments, Disputes.

- A. All bills in excess of \$1.00 shall be paid by check.
- B. No bill shall be paid without presentation of receipts. Small payments of less than \$1.00 shall be paid out of a petty cash account totaling \$25.00 maintained by the Crysophylos.
- C. All checks require at least two signatures (both of whom must be officers); at least one signatory on each check must be the Prytanis or Crysophylos.
- D. All disputes over accounts shall be referred to the Executive Committee who, after review, may further refer them to the Board of Advisors.

ARTICLE VII. AMENDMENTS TO BYLAWS

SECTION 1. How Made.

Proposed amendments to these Bylaws shall be submitted in writing to the Grammateus who shall present the same to the Chapter at the next regular meeting under New Business for discussion after which the proposed amendment shall lay on the table until the next regular meeting when if duly seconded and receiving a two-thirds favorable vote, it shall be declared adopted.

ARTICLE VIII. RATIFICATION

SECTION 1. Ratification.

These Bylaws shall be ratified by a two-thirds vote at a regular meeting, having been read at the previous meeting with copies distributed to all members of the Chapter, and will be effective immediately, superseding all prior Bylaws of the Chapter.

BYLAWS - 06/10/96
Revision 1