

DUTIES OF THE CHAPTER COMMITTEES

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.

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

Alumni Committee.

The duties of the Alumni Committee are:

- A. 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.

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.
- C. To assist the Rush Chairman by conducting service projects in conjunction with rush.
- D. To assist the Hegemon by coordinating service projects for the pledge classes.

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.

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.

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.

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.
- C. To recommend to the Chapter appropriate sanctions upon convictions of minor violations.
- D. 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.

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.
- D. 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.

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.

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.

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.

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.

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.

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