

## Introduction

### *"In pursuit of Excellence"*

This handbook has been put together as a tool to help the Chapter Officers and Committee Chairmen to better understand what some of the "key" things are that will make a Chapter a 'Chapter of Excellence'. We think this handbook goes beyond the scope of just listing "duties / responsibilities"; instead, each of the following pages is dedicated to a specific function or activity of Chapter operations; i.e., Scholastic Committee, Rush Committee, Chapter Finances, Service Projects Committee, Public Relations Committee, dealing with the Greek Advisor, etc.

Everyone in the Chapter should become familiar with its contents; but in particular, the Officer and/or Committee Chairman noted on the top each page should become very knowledgeable with their own section. Each Committee Chair should make a copy of his respective page and give a copy to every member of his Committee.

The activities listed here should certainly be included in your planning when you put your portion of the Chapter's Calendar of Events together

It may not be necessary to do everything listed in the handbook, but certainly it provides you with a benchmark to determine whether or not your Committee or area of operation is living up to the standards and expectations of the International Fraternity.

Perhaps the easiest way to utilize this book is to put a checkmark along side each item your Chapter presently does and then select two or three additional items that you will add in the coming year. Think of the impact if every Chairman added two new activities to their program ~ your Chapter would soon become the shining star on your campus!

So, good luck in your quest for Excellence.

We welcome your comments and suggestions regarding the contents of this handbook. Please, send your input to Grand Province Advisor Charles Trabold at email address [cjtrabold@comcast.net](mailto:cjtrabold@comcast.net)

## *"In pursuit of Excellence"*

### *Keys to excellence for the Scholarship Chairman/Hypophetes*

#### **Scholastics Committee**

1. The Chapter has a written Scholarship Program, approved by the Board of Advisors. The Program includes a support plan for all members and candidates requiring assistance and a Tutor Assistance Program.
2. The Scholarship Program includes recognition of at least the Top Chapter Scholar, Most Improved Chapter Scholar and all members who have a Grade Point Average (GPA) at least equal to the All Men's Average or higher.
3. The Chapter's GPA is at least .2 higher than the All Men's Average on campus.
4. The Chapter is in compliance with school regulations concerning academics.
5. The Chapter places members not in good standing with the school for academic reasons on probation or suspension.
6. Officers and Committee Chairs are required to have at least a 2.5 GPA.
7. Chapter Recruitment Standards include a requirement of evidence of prior academic excellence.
8. Prior to initiation all candidates for membership must be in good standing with the school.
9. The Chapter enforces Scholastic probation or suspension.
10. The Chapter has a Faculty Advisor who assists with the Scholarship Program and counseling of individual members.
11. The Hypophetes regularly consults with the Faculty Advisor and the Executive Council on the academic progress of the Chapter and all members.
12. The Hypophetes develops, in conjunction with the Faculty Advisor, educational sessions for the Chapter and individual members to assist them in improving their grades.
13. The Hypophetes utilizes campus academic resources such as Academic Advising, Counseling Center, etc. to assist with the Scholarship Program.
14. The Chapter uses grade release forms to determine scholastic status of all members each semester.
15. The Hypophetes understands the method of calculating the Chapter GPA.
16. Chapter officers respect the confidentiality of academic information released by the school.
17. The Chapter maintains quiet hours and a comfortable area for studying.
18. Test files are maintained and updated at least twice each year.
19. The Chapter avoids planning events during examination periods - at least one week before and during exams week.
20. The Chapter encourages qualified members to apply for the various TKE Educational Foundation Scholarships and any that may be offered by the school, IFC, Greek Senate, etc.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Rush Chairman*

#### **Membership Recruitment / Rush Committee**

1. The Chapter has a written Membership Recruitment / Rush Plan, approved by the Board of Advisors, which covers Fall / Spring / Summer rush.
2. The written Membership Recruitment / Rush Schedule is distributed to all members.
3. The Membership Recruitment / Rush Plan includes a yearly calendar of events
4. The Rush Chair is appointed well in advance of rush.
5. A Rush Committee is appointed to support the Rush Chair.
6. The newest members are included on the Rush Committee.
7. All Chapter members are involved in the recruiting process, including planning, positive promotion and rush.
8. Rush is focused on individual recruitment as well as group activities.
9. At least one rush event is conducted each month, year-round.
10. An evaluation of the Membership Recruitment / Rush Plan is conducted after each rush period has ended.
11. The Rush Committee has a budget for membership recruitment / rush.
12. The Chapter size is at least 50 men or is in the "top 25%" of all the fraternities on campus, whichever is greater.
13. The Chapter has a membership goal that is at least equal to anticipated losses (graduates, transfers, dropouts, etc.) for the year, or 15 men, whichever is greater.
14. The number of new initiates is at least in the "top 25%" of the initiates of all the fraternities on campus.
15. The Chapter has written Recruitment Standards.
16. The Rush Chair and his Committee attend the TKE Rush Congress.
17. A Chapter Rush Clinic is held at least once each semester to train all Chapter members in membership recruitment techniques.
18. ALL rush functions are non-alcoholic.
19. Alumni are involved in the recruitment process.
20. Prompt follow-up and courteous response to alumni recruitment recommendations and legacies.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Crysophylos*

#### **Financial Management**

1. The Chapter has a written Financial Policy, approved by the Board of Advisors, which outlines the various dues, fees, rent, board, and assessments; dates/time-frames when payable; penalties/restrictions for non-payment; incentives for early payments, etc.
2. The Chapter enforces probation, suspension, or restrictions due to a member's financial delinquency.
3. The Chapter has an Assistant Crysophylos.
4. Each officer and committee chair submits his budget to the Crysophylos to be included in the Chapter budget.
5. The Chapter's budget is prepared by the Executive Board and approved by the Board of Advisors.
6. Two signatures are required on all accounts, checkbooks, etc.
7. A signed and dated receipt is given to members when they pay their dues, fees, assessments, etc.
8. The Crysophylos maintains an orderly and neat bookkeeping system approved by the Board of Advisors.
9. The Crysophylos prepares a weekly budget report for the Executive Board and submits a monthly budget report to the Chapter and the Board of Advisors.
10. The Crysophylos attends all Board of Advisors' meetings and presents his financial report on the Chapter.
11. The Board of Advisors reviews the Chapter budget at each Board meeting.
12. Between Board of Advisors' meetings, the Crysophylos discusses the financial reports with the Board Crysophylos/Treasurer.
13. The Chapter's financial records are audited at least annually.
14. The Chapter is in compliance with reports to the IRS, International Fraternity, and other appropriate agencies.
15. IRS 990 forms are filed annually if the gross annual receipts exceed \$25,000.
16. Quarterly IRS 941 and annual IRS 940 payroll tax forms are filed promptly for all Chapters with compensated employees (except Canadian Chapters).
17. The annual membership list is completed and returned by September 30 of each year to the International Fraternity.
18. Annual Membership Fees, Insurance Liability Fees, Candidate and Initiate fees are paid on time to ensure maximum discounts are received.
19. The Chapter's account with the International Fraternity is paid in full each month after receiving the updated statement.
20. All bills are paid promptly to all local vendors.
21. A Reserve Fund and/or savings account is maintained with regular deposits.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Risk Manager/Pylortes*

#### **Risk Management Committee**

1. The Chapter has a written Risk Management Policy approved by the Board of Advisors.
2. The Chapter has a Chapter Risk Manager - the Chapter Pylortes - and an established Risk Management Committee.
3. The Chapter strictly adheres to the TKE and Chapter Risk Management Policies.
4. The Risk Management Committee ensures all activities of the Chapter are in compliance with the TKE and Chapter Risk Management Policies.
5. A representative of the Board of Advisors is a member of the Chapter's Risk Management Committee and attends committee meetings.
6. The Risk Management Committee conducts a Risk Management Seminar each semester for the entire Chapter.
7. The Risk Management Committee conducts a Risk Management Seminar for each New Member Education Program.
8. References to alcohol or alcohol-related items are omitted from all promotions, newsletters, tee shirts, etc.
9. References that may be considered racist, sexist, discriminatory, or offensive are omitted from all promotions, newsletters, tee shirts, etc.
10. The Risk Management Committee, through alumni newsletters, educates their alumni of the Chapter's Risk Management Policy and the need for everyone to follow it.
11. The Chapter uses Risk Management guidelines as a positive rush tool.
12. The Chapter informs parents of the Risk Management Policy and the liability insurance coverage in place.
13. The Board of Advisors ensures the Chapter House is in compliance with appropriate zoning, safety, and code requirements.
14. Regular house inspections are coordinated with appropriate community and campus housing officials.
15. A written Crisis Management Plan is developed with and approved by the Board of Advisors.
16. All incidents are reported to the International Fraternity, the insurance company, the Board Chair, the Chapter Advisor and Faculty Advisor within 24 hours after the occurrence.

## *"In pursuit of Excellence"*

*Keys to excellence for the Public Relations Chairman*

### **Neighbor Relations Committee**

1. The Chapter has a written Neighbor Relations Program, approved by the Board of Advisors. A copy of the program is distributed to all members of the Chapter and to all the neighbors.
2. The Program includes names and telephone numbers of the Prytanis, House Manager, Chapter Advisor and Board of Advisors' Chair.
3. The Chapter is in compliance with local and/or campus laws, policies, and regulations regarding safety issues, house/grounds appearance, noise levels, etc.
4. The neighbors are advised in advance of any activity occurring at the House.
5. The neighbors are invited at least once a semester to visit the Chapter House (meeting or social event). The Chapter Advisor, Faculty Advisor, Board of Advisors and the Greek Advisor should be invited to attend.
6. The Chapter members and their guests adhere to the speed and parking regulations in the neighborhood.
7. The Chapter members and their guests respect the parking spaces of their neighbors and do not park on lawns and in the driveways of the neighbors.
8. The Chapter members and their guests respect the privacy of the neighbors and do not disturb the peace; they keep the noise level down when arriving at or leaving the House.
9. The noise level at the House is kept within the requirements of the local noise ordinance and all noise is curtailed by midnight.
10. The Chapter assists their neighbors - particularly the elderly and handicapped - with chores around their houses; i.e., snow removal, putting out the garbage, raking leaves, etc.
11. The Chapter ensures the proper upkeep of their house and grounds; i.e., the house is properly maintained (painted, no broken windows or doors, general appearance is attractive, etc.) and the grounds are well maintained (lawn cut, leaves raked, sidewalks cleared of snow, debris, etc.)
12. The Chapter is a member of the neighborhood association and actively participates in the association activities.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Membership Quality Board*

#### **Campus Leadership**

1. Major campus leadership positions are held by at least 20% of the Chapter members. (Major organizations, such as: student government positions, class officers, year book staff, newspaper staff, campus radio/television staff, student activities board, judiciary board, varsity athletic teams, honors societies, Greek Senate, IFC, etc.)
2. The Chapter is an active participant in campus events; such as, Homecoming, Greek Week, workshops, seminars and other school sponsored activities.
3. The Chapter has representation on the campus activities board.
4. At least 80% of the Chapter membership is involved in extracurricular activities (other than Greek-intramural sports).
5. The Chapter is involved in intramural activities.
6. The Prytanis or the Chapter's representative attends at 90% of all Greek Senate/IFC meetings.
7. The Chapter has at least one member as an officer or committee chair of the Greek Senate/IFC.
8. The Chapter sends at least for (4) representatives to the regional IFC meetings.
9. The Chapter records each member's campus involvement and develops a recognition program for outstanding campus involvement.

## *"In pursuit of Excellence"*

*Keys to excellence for the Service Chairman*

### **Service Projects Committee**

1. The Chapter has a written Service Projects Program, approved by the Board of Advisors. The Program includes such things as, community service, campus service and the TKE philanthropy.
2. The Chapter has a Service Committee.
3. The Program includes a minimum requirement (man-hours) for each member, per semester. (It is recommended that the Chapter Standard for Service Projects be 10 hours per member, per semester.)
4. The Membership Quality Board maintains accurate records of who participates and their total hours of service, as well as the total man-hours and dollars raised in all service projects.
5. The Program includes recognition of those members who achieve at least the minimum standard expected and for those who exceed the expectations of the Program.
6. The Chapter conducts at least one major community service project per semester.
7. The Chapter conducts at least one project in support of the TKE philanthropy a year.
8. The Chapter conducts at least one major campus project per semester.
9. The Chapter participates with outside community-oriented organizations such as the Chamber of Commerce, Rotary, Elks, local volunteer organizations, hospitals, churches, etc.
10. The Chapter participates with campus-oriented organizations such as the Alumni Office, Activities Office, Campus Ministry, etc.
11. The Chapter works closely with other campus Greek and student organizations and solicits input on service programming and offers general assistance.
12. The Chapter maintains strict adherence to community standards and legal responsibilities.
13. The Chapter house and property is maintained to meet community standards
14. The Chapter maintains positive relations and communications with neighbors and the community.
15. The Chapter respects its neighbors' rights to quiet, orderly neighborhood conduct.
16. The Chapter fully participates in appropriate neighborhood committees.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Public Relations Chairman*

#### **Public Relations Committee**

1. The Chapter has a written Public Relations Program.
2. The Chapter has a written Crisis Management Plan.
3. A Public Relations Chairman is identified as the "official" spokesman for the Chapter.
4. A Public Relations Committee is appointed.
5. The Chapter's "publics" are well-defined and programs are designed to focus on each of them (i.e. the administration, the campus, the local community, the neighborhood, members parents, your alumni, etc.)
6. The PR Committee assists in the development of the Chapter's programs to provide a positive image of the Chapter.
7. The PR Committee develops and circulates press releases for all pertinent Chapter programs and events, as well as for recognition of the Chapter's new members, award winners, educational programs, etc.
8. News/press releases are sent to the local newspapers, the home town newspapers of members, the school Public Relations Department, and the International Fraternity.
9. The PR Committee plans publicity and schedules promotion of projects and events utilizing local and campus media.
10. The Chapter maintains a year-round correspondence program utilizing cards, thank you notes, etc.
11. The Chapter appoints a Chapter Webmaster who is responsible to develop and maintain the Chapter's website. He serves as a member of the Public Relations Committee

## *"In pursuit of Excellence"*

### *Keys to excellence for the Membership Quality Board*

#### **Membership Development**

1. The Membership Quality Board (MQB) is established and meets regularly.
2. The Chapter has approved Member Standards as expectations to be met by all members.
3. The MQB monitors member compliance with the Member standards and provides guidance to individual members on their progress.
4. The MQB reports those members who fail to meet Member Standards to the appropriate officer, Judicial Board, or Board of Advisors, as appropriate.
5. Standards for the Fraternal Levels of Achievement (Order of the Founders, Knights of Classic Lore, and the Fraternity for Life) have been established by the Chapter and the MQB recommends those members who have excellencefally met the standards for each level.
6. The Chapter has approved Recruitment Standards to be met by all prospective members..
7. The MQB interviews prospective candidates for membership and recommends those who meet the standards.
8. The Chapter has an approved Chapter Code of Conduct and holds all members accountable.

## ***"In pursuit of Excellence"***

*Keys to excellence for the Education Chairman/Hegemon*

### **Chapter Education Committee**

1. The Chapter Education Committee is established and has a written Chapter Education Program approved by the Board of Advisors. The Program includes a New Member Education Program and a Continuing Education Program.
2. The New Member Education Program is no longer than six weeks and is used to introduce and instruct all candidates/associates for membership on the history, organization, traditions, by-laws, policies, rules and regulations, etc.
3. The Continuing Education Program is for all members and candidates/associates for membership and consists of six (6) educational sessions per year. The sessions may include those conducted by TKE, the Chapter, the school, or any other recognized educational organization.
4. The Chapter has a written Big Brother Program. The Program includes the duties and responsibilities of the Big Brother.
5. The Chapter conducts a Big Brother training program.

## *"In pursuit of Excellence"*

*Keys to excellence for the Education Chairman/Hegemon*

### **Attendance at Leadership / Educational Conferences**

1. The Chapter is aware of and understands the International Fraternity's educational program; i.e., Conclave, Regional Leadership Conferences, Province Conferences, Rush Congresses, Leadership Academy, etc.
2. The Chapter budget includes money for attendance at the various conferences.
3. The Chapter membership is aware of all up-coming conferences.
4. The Chapter encourages its newest members to attend the various conferences.
5. The Chapter sends at least two (2) members to Conclave.
6. The Chapter sends at least four (4) members to the Regional Leadership Conference.
7. The Chapter sends at least six (6) members to the Province Conference.
8. The Chapter sends at least the Rush Chair and three (3) members of the Rush Committee to the Rush Congress.
9. Other conferences members may attend include: IFI (sponsored by the NIC), regional Greek conferences, etc.
10. At least 50% of the Chapter members shall attend all educational programs sponsored by the Greek Advisor and/or the Greek Senate/IFC
11. Appropriate conduct is displayed at all conferences.
12. Conference attendees "do" attend the educational sessions.
13. Conference attendees endeavor to meet with Grand Officers, Province Officers and TKE Staff members who may be present at the conference.
14. Conference attendees make a report on the conference at the next Chapter meeting.
15. The Chapter pursues the possibility of hosting a Province Conference.
16. Attendance at any of these educational conferences listed above shall count as part of the six educational sessions required by the Chapter.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Membership Quality Board*

#### **Recognition Program**

1. The Chapter has a written Recognition Program to recognize their members for achievements in various categories. This Program is implemented by the Membership Quality Board.
2. In the Scholastic category: Top Scholar and Most Improved Scholar for each semester and for the year; all members who achieve a 3.0 GPA or better for the year; and, for all members who have a GPA equal to or better than the All Male Average.
3. In the Campus Leadership category: the member who, holding a key position on campus, has made a major contribution to the campus
4. In the Service Project category: all members who have contributed more time than required by the Member Standards.
5. In the Athletic category: the outstanding member in each of the intramural sports in which the Chapter participated.
6. In the Chapter category: Teke of the Year to the member who has contributed the most to the Chapter during the year, generally not a key officer. There may also be the TEKE of the Week and/or Teke of the Semester.
7. The Chapter encourages the Chapter Advisor to select a member for the Love, Charity and Esteem Award offered by the International Fraternity.
8. The Chapter submits a candidate to the International Fraternity for the Top Teke Award.
9. The Chapter recognizes one of their Chapter volunteers (Chapter Advisor, Faculty Advisor, member of the Board of Advisors) who has made a major time and effort contribution to the Chapter.
10. The Chapter nominates one of their Chapter volunteers for the Grand Prytanis Key Leader Award.
11. The Chapter periodically recognizes one or more of their alumni who has made a major time and effort contribution to the school.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Ritual Master/Hypophetes*

#### **Ritual**

1. The Chapter has a complete set of all ritual equipment.
2. The ritual equipment is given proper care, storage, security and maintenance.
3. The Chapter adheres to prescribed procedures, performance, and proper use of all ritual equipment at all ceremonies/rituals.
4. The Chapter Officers thoroughly prepare and rehearse all ritualistic ceremonies.
5. Proper dress and decorum are observed at all ceremonies and rituals of the Fraternity.
6. Formal ritual meetings are conducted at least once a month.
7. The informal ritual is used at all other meetings.
8. The Signing of the Covenant ceremony is used within 72 hours after the acceptance of the bid.
9. The pre-initiation - Secret Works -is conducted within 24 hours prior to the formal initiation.
10. The post-initiation review is conducted within 72 hours after the formal initiation.
11. Officer installation is conducted within two weeks following elections.

## *"In pursuit of Excellence"*

*Keys to excellence for the Alumni Relations Chairman/Histor*

### **Alumni Relations Committee**

1. The Chapter has a written Alumni Relations Program which includes communications with the Chapter alumni (newsletters) and alumni events (homecoming, receptions, Red Carnation Balls, etc.)
2. The Program includes alumni recognition for service to the Chapter, Alumni Association or the school.
3. The Chapter Histor publishes a minimum of three alumni newsletters per year if there is no Alumni Association; otherwise, the Chapter news may be included in the Alumni Association's newsletters.
4. Publication dates are established well in advance and coordinated with planned school alumni events (i.e.; Homecoming, etc.) and major Chapter events (i.e.; Red Carnation Ball, etc.). Notice should be provided at least 30 days prior to the event.
5. At least 75% of the newsletter is devoted to alumni news, information or activities, with no more than 25% devoted to Chapter information.
6. Copies of the alumni newsletters are shared with the school President, the Greek Advisor, the Dean of Students, the Alumni Office and also with the International Fraternity and the Chapter Advisor, Faculty Advisor and Board of Advisors' members.
7. The Histor updates alumni addresses on an on-going basis, and submits a list of corrections to the International Fraternity and the school Alumni Office at least twice a year.
8. The Chapter conducts at least one alumni event each semester.
9. The TKE and Chapter Risk Management Policies are strictly adhered to for all alumni events.
10. The Histor maintains all historical Chapter memorabilia and sees to their proper care, storage and display.
11. The Chapter actively recruits alumni to form an Alumni Association.

## ***"In pursuit of Excellence"***

*Keys to excellence for the Alumni Association President*

### **Alumni Association**

1. The Association has written ByLaws and is recognized by the International Fraternity.
2. The Association has a Recognition Program that recognizes their alumni for service to the Chapter, Alumni Association or the school.
3. The Association publishes a minimum of three alumni newsletters per year (this should be done in conjunction with the Chapter Histor in order to obtain Chapter news).
4. At least 75% of the newsletter is devoted to alumni news, information or activities, with no more than 25% devoted to Chapter information.
5. The Association conducts at least two alumni events each year.
6. The Alumni Association submits alumni address corrections to the International Fraternity and the school Alumni Office at least twice a year.
7. The TKE and Chapter Risk Management Policies are strictly adhered to for all alumni events.
8. The Alumni Association will coordinate and conduct all fund raising efforts for the Chapter when approved by the Board of Advisors.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Chapter Advisor and Prytanis*

#### **The Chapter Advisor**

1. The Chapter has an active Chapter Advisor.
2. The Chapter Advisor understand his responsibilities as outlined in the "Chapter Advisor's Manual."
3. The Chapter Advisor is knowledgeable of the TKE Black Book and policies and ensures the Chapter complies with them.
4. The Chapter Advisor assures that all fees and reports due to the International Fraternity are submitted in a timely manner.
5. The Chapter Advisor attends at least two Chapter meetings and one Officers' meeting a month.
6. The Chapter Advisor is an active, participating member of the Board of Advisors.
7. The Chapter Advisor is an active, participating member of the Chapter's Membership Quality Board.
8. The Chapter Advisor helps plan and attends Officer and Chapter Retreats.
9. The Chapter Advisor meets at least once a semester with the Greek Advisor.
10. The Chapter Advisor is involved in the Membership Recruitment / Rush Committee, Service Projects Committee and Public Relations Committee.
11. The Chapter seeks the advice of the Chapter Advisor.
12. The Chapter Advisor feels comfortable in sharing his views and beliefs with the chapter and members.
13. The Chapter regularly thanks their Chapter Advisor for his assistance.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Faculty Advisor and Prytanis*

#### **The Faculty Advisor**

1. The Chapter has an active, involved Faculty Advisor.
2. The Faculty Advisor understands his/her responsibilities.
3. The Faculty Advisor is knowledgeable of the TKE Black Book and polices and ensures the chapter complies with them.
4. The Faculty Advisor attends at least two Chapter meetings and one Officers' meeting a month.
5. The Faculty Advisor is an active, participating member of the Board of Advisors.
6. The Faculty Advisor is an active, participating member of the Chapter's Scholastic Committee, Education Committee, and Membership Quality Board.
7. The Faculty Advisor assists the Chapter in preparation of the International Fraternity's Annual Report.
8. The Faculty Advisor maintains contact with the Greek Advisor at least once a month.
9. The Chapter seeks the advice of the Faculty Advisor.
10. The Faculty Advisor feels comfortable in sharing his views and beliefs with the chapter and members.
11. The Chapter regularly thanks their Faculty Advisor for his/her assistance.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Board of Advisors and Prytanis*

#### **The Board of Advisors**

1. The Chapter has an active, involved Board of Advisors.
2. The Board understands their responsibilities as outlined in the "Board of Advisors Manual."
3. The Board files all forms necessary with the State / Province to ensure the Corporation is current on legal requirements for incorporation / perpetuation.
4. The Board approves all contracts and major expenditures involving the Chapter.
5. The Board assures that all fees and reports due to the International Fraternity are submitted in a timely fashion.
6. The Board reviews and approves all Chapter Policies; such as, but not limited to, scholastics, finances, risk management, housing, etc.
7. The Board meets at least five (5) times a year.
8. The Board has a representative on the Chapter's Risk Management Committee, and Membership Quality Board.
9. The Board has a representative at one Chapter meeting a month.
10. Individual Board members meet regularly with their assigned Chapter counterparts.
11. The Board has a representative at Officer and Chapter Retreats.
12. The Board is involved in the Membership Recruitment / Rush Program.
13. The Board is actively involved in the resolution of financial and disciplinary situations of the Chapter.
14. The Board Chair maintains contact with the Greek Advisor at least once a semester.
15. The Greek Advisor is invited to attend at least one meeting during the year.
16. The Board helps prepare, review, and approve the Chapter budget each Spring.
17. The Board receives the monthly financial reports from the Chapter and arranges for the annual audit.
18. The Board, working with the Chapter Alumni Association, spearheads the fundraising campaign for the Chapter.
19. The Board files all required IRS forms (Form 990, 940, 941 - as appropriate) in a timely manner.
20. The Board assists the Chapter in preparation of the International Fraternity's Annual Report.
21. The Board actively supervises all property in the name of the Chapter.
22. The Board of Advisors ensures the Chapter House is in compliance with appropriate zoning, safety, and code requirements.
23. The Board is actively involved in communicating with the Chapter alumni through the Chapter's Alumni Association.
24. Board members feel comfortable in sharing their views and beliefs with the Chapter.
25. The Chapter regularly thanks their Board for their assistance and time.

## *"In pursuit of Excellence"*

### *Keys to excellence for the Prytanis and the Faculty/Chapter Advisors*

#### **Greek Advisor Relations**

1. The Chapter membership understands the role/mission statement of the school.
2. The Chapter complies with school policies.
3. The Prytanis meets at least twice a month with the Greek Advisor.
4. An all-officers' meeting is conducted each semester with the Greek Advisor.
5. The Greek Advisor is asked to address the Chapter at least once each year.
6. The Greek Advisor is invited to participate in Officer and Chapter Retreats.
7. The Chapter invites the Greek Advisor's to TKE's Province and Regional Conferences.
8. The Chapter leadership regularly solicits input from the Greek Advisor regarding the Chapter's programs and activities; such as, scholastic, educational, service projects, public relations, etc.
9. The Greek Advisor is asked to participate at Chapter rush and educational workshops.
10. The Chapter sends the Greek Advisor copies of the their newsletter, programs, and policies.
11. The Chapter promptly submits reports or fees due to the Greek Advisor.
12. The Chapter assures regular communication between the Greek Advisor and the Board of Advisors, Chapter Advisor and Faculty Advisor.
13. The Greek Advisor is invited to attend a Board of Advisors' meeting once a year.
14. The Greek Advisor is invited to attend a Chapter Alumni Association event once a year.
15. The Chapter Advisor and Faculty Advisor maintain regular contact with the Greek Advisor.
16. Chapter Officers regularly communicate with other administrators within the Student Affairs department.