

MEMBERSHIP QUALITY BOARD MANUAL

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International Fraternity**

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INTRODUCTION

The Membership Quality Board (MQB) is the body that ensures each frater continually meets the minimum standards for membership.

The MQB can aid the Fraternity in many ways including: the prevention of hazing, the retention of members, unification of the chapter by de-emphasizing the need for “classes” or “cliques,” participation of “older” fraters, and by stressing the tie-in between today’s membership standards and the principles established by our Founders. All of these objectives work together to build better members. This is accomplished by creating a set of standards by which new members are recruited and another by which fraters are held accountable until they graduate.

The Membership Quality Board is responsible for interviewing prospective members to ensure they meet the Recruitment Standards of the chapter prior to the extension of a bid. It provides a key screening step in the recruitment process. During the interview, the MQB discusses the obligations of membership with each candidate and identifies his ability to participate as a committed chapter member.

The Membership Quality Board is an integral part of the Membership Development Program of the Fraternity. It consists of the chapter Prytanis, Hegemon, Rush Chairman, Chapter Advisor and two at-large members chosen from the Knights of Classic Lore Level of Fraternal Achievement.

A chapter’s judicial process should only come into play when a frater has seriously and/or repeatedly violated the standards and laws by which the International Fraternity governs its chapters.

PURPOSE OF THE MEMBERSHIP QUALITY BOARD

The Membership Quality Board, if used properly, will aid the chapter in the following ways:

1. Improve the quality of chapter membership with the implementation of Recruitment and Membership Standards.
2. Once again, return to our roots and values which were established by our Founders in 1899.
3. Increase participation and retention of older members by establishing and tracking members' participation with the use of a Membership Involvement Chart.
4. Help and reduce an atmosphere that was once conducive to hazing.
5. Decrease our liability and risks which are killing the fraternity system.
6. Dissolve "classes of membership."

MEMBERSHIP QUALITY BOARD RESPONSIBILITIES

The MQB will be responsible for interviewing prospective new members to certify they meet the Recruitment Standards of the chapter. This interview provides an extra screening step to the rush process to ensure we are recruiting quality members. As part of the interviewing process, the Board discusses the obligations of membership with each candidate and identifies his ability to participate as a committed chapter member.

Another responsibility of the MQB is to monitor the progress of all chapter members to ensure they are maintaining and adhering to the chapter Membership Standards. It may also sanction those members who are not meeting the require-

ments. (Further information on membership discipline can be found in the section "Ongoing Review of Chapter Members.")

It is also the duty of the MQB to annually review and suggest new or revised Recruitment Standards and Membership Standards.

BOARD MEMBERS

The Membership Quality Board consists of the Prytanis, Hegemon, Rush Chairman, Chapter Advisor, a representative of the Board of Advisors, and two senior undergraduate members selected at-large. These at-large members should be selected from the Knights of Classic Lore.

ROLE OF THE MQB

The role of the MQB is to:

1. Recommend Recruitment Standards to the chapter.
2. Recommend Membership Standards to the chapter.
3. Recommend Knights of Classic Lore Standards to the chapter.
4. Interview and screen all potential members.
5. Monitor each member's compliance with the Chapter Standards and provide guidance to the individual members who fall short.
6. Certify the candidates for the Knights of Classic Lore, the second Level of Fraternal Achievement.
7. Recognize those Fraters who have excelled in different areas of chapter performance, i.e., scholarship, leadership, athletic competition (Top Chapter Teke, Top Chapter Scholar,

Most Improved Chapter Scholar, etc.).

8. Meet once a week. Meeting time can vary from 15 minutes to one hour depending on the amount of business to be discussed.
9. Collect information on chapter membership, i.e., Grade Point Average, financial records, meeting attendance, etc. (The collection of information should be done by the two at-large members.)

DUTIES OF THE PRYTANIS, HEGEMON AND RUSH CHAIRMAN

1. Serve as members of the MQB.
2. Prytanis serves as the Chairman of the Board.
3. Assist with the review of Recruitment and Membership Standards.

ROLE OF THE CHAPTER ADVISOR AND BOARD OF ADVISORS REPRESENTATIVE

1. Chapter Advisor will serve as advisor to the MQB, maintaining continuity for the Board.
2. As Advisors, they do not vote.

DUTIES OF THE AT-LARGE MEMBERS

1. Serve as members of the MQB.
2. Collect information necessary for the Membership Involvement Chart.
3. Assist the Prytanis with the management of the MQB.
4. Assist with the review of Recruitment and Membership Standards.

STANDARDS

One of the most exciting elements of the Membership Quality Board is the focus on excellence provided by the Membership and Recruitment Standards. Each local chapter is asked to develop specific written standards to ensure the highest quality men are recruited. These standards must be objective and measurable. Recruitment Standards are a listing of what it will take, or qualifications for an individual, to join the Fraternity and remain in good standing. Standards cannot exclude candidates because of race, creed, religion, ethnic background or sexual preference.

RECRUITMENT STANDARDS

The Membership Quality Board must set high Recruitment Standards for potential members. Recruiting highly qualified and motivated new members will assure that the chapter continues to prosper. Each individual local chapter will establish and develop its own standards for screening potential candidates for membership. Once the MQB develops standards, the chapter must approve them with a majority vote. This will also be a good time for chapter input on the Recruitment Standards.

Minimum Recruitment Standards must include but are not limited to:

1. Candidate being in good academic standing with the host institution or has a qualifying college entrance score.
2. Candidate being committed to meet all financial obligations to the local chapter and the International Fraternity in a timely manner.
3. Candidate demonstrating talents, skills or abilities which will benefit the Fraternity.

Each local chapter is encouraged to supple-

ment these standards by determining their own levels of expectation in some of the following areas:

- High school or past college academic results (i.e., GPA of 2.75 on a 4.0 scale, etc.).
- Involvement in extracurricular activities.
- Parental support for joining the Fraternity.
- Held previous leadership positions or involvement in other organizations.
- Has the ability to fit in and participate as a member of the chapter team.
- Has a commitment to abide by the chapter's Membership Standards, Bylaws and traditions.

MEMBERSHIP STANDARDS

Like the Recruitment Standards, the chapter must establish a high set of Membership Standards to reflect the kind of quality we expect from our Fraters; to ensure all Fraters meet their obligations and actively participate in chapter events.

Minimum Membership Standards must include, but are not limited to:

1. Maintaining a minimum GPA (i.e., 3.0 on a 4.0 scale).
2. Meeting financial obligations to the local chapter and the International Fraternity on a timely basis.
3. Mandatory attendance at major chapter activities.
4. Participating in four ongoing education sessions per year.
5. Complying with the rules and bylaws of the local chapter and the International Fraternity.

With the implementation of Membership Standards, all Fraters are expected to meet their obligations and be evaluated on an ongoing basis. In this way, chapter operations will focus on ongoing involvement by all Fraters.

INTERVIEWING THE POTENTIAL CANDIDATE FOR MEMBERSHIP

Each candidate will participate in an interview with the Membership Quality Board. This shall be an informal exchange of information between the Board and rushee. Concluding the interview, the Board will evaluate the prospective member using the set of Recruitment Standards. All information should be documented on a rushee evaluation form created by the MQB.

During membership recruitment, it is expected that all members of the chapter meet and get to know as many potential candidates as possible. Fraters evaluate and maintain a 3" X 5" index card on each candidate they meet in order to aid in the recollection of the individual during a rush chapter meeting. It is at this time that the chapter may vote on those individuals who meet the Recruitment Standards and they feel will be good members to be interviewed by the Membership Quality Board.

During the interview, the members of the MQB should ask the rushee a series of informal questions (see sample initiate questions) ranging from his past high school/college Grade Point Average, ACT Score and extracurricular involvement in high school, to his financial obligations and parental support of his involvement with the Fraternity. The object of the interview process is to obtain information from the rushee that the Membership Quality Board does not already have. Immediately following the interview process, members of the Membership Quality Board should fill out the Rushee Evaluation Form which it devised. (A sample form is included in Appendix D.)

It is important to make the rushee feel comfortable during this interview process. It may help to have one or two Fraters who have rushed the individual attend the interview. Make this a relaxed information gathering session, not the Inquisition. The interview board should not be the only ones asking questions. Allow the rushee time in the conversation to ask questions about the Fraternity.

The location for this interview could take place in the dining room of the fraternity house, the community room of a residence hall floor, or even in a Frater's apartment. Prior to and during the interview, the rushee should be informed that this is only one part of the membership recruitment process. He should also be told that many Fraters of the chapter have indicated a significant interest in him as a potential member.

After the interview process is completed, the MQB should announce to the chapter those rush-ees who can be extended a bid. The issuance of the bid to the rushee may be done by the MQB, Rush Chairman, Prytanis, or whoever usually issues the bid at your local chapter. Once the rushee has accepted the bid to join, he is a Candidate for Membership until he is initiated--preferably within 72 hours, but at least within 14 days.

Those rushees who are not issued a bid should either be called or written a letter thanking them for showing interest in Tau Kappa Epsilon Fraternity. The chapter may elect to inform an individual it really liked why he was not selected, i.e., poor grades, and ask him to keep us in mind for the next rush period when his grades improve.

In the event there are too many rushees for the MQB to handle, the Board may create additional interview boards. The sub-boards are chaired by one member from the MQB, in addition to two senior chapter members, preferably members of the Knights of Classic Lore.

The Membership Quality Board is the key to quality control for the chapter. Their role in interviewing potential members is paramount to long-term stability. By selecting and recruiting top quality men, your chapter will soon be on the road to success.

ONGOING REVIEW OF MEMBERS

Membership Standards were developed so all Fraters in the chapter strive toward a common set of goals. The emphasis is on continually reaching higher levels of achievement. Accomplishing this, the chapter maintains motivated and committed membership.

The weekly meetings of the MQB should be used to receive reports from committee chairmen, the Crysophylos (advises the MQB on fraters who have paid in a timely manner), Grammateus (provides list of who attended chapter meetings and other mandatory events), etc. on the chapter members. The at-large members then take that information and fill in the Membership Involvement Chart. This chart can be posted for all to see.

At least twice during the academic term, the MQB should review the Membership Involvement Chart for all members. Has this Frater excelled in any particular areas of chapter operation? Has this Frater fallen short in any of his fraternal obligations? Those who fail to meet the Chapter Standards may be placed on warning or probation by the Membership Quality Board. While on probation, Fraters may lose specific privileges such as the right to participate in social programs, the right to participate in intramural games, or the right to hold a chapter office, but will still be expected to meet their financial obligations to the chapter and the International Fraternity. Fraters on probation imposed by the MQB still retain their housing privileges and are expected to attend all chapter meetings.

The Membership Quality Board may also de-

fer judgment to the Judicial Board and/or the Board of Advisors. The Judicial Board or Board of Advisors will then determine if charges are to be filed and take the necessary action. Charges should be filed against those Fraters who have seriously or repeatedly fallen below the Membership Standards. The procedure for this type of action is clearly outlined in the International Constitution and Bylaws (the Black Book) under “Trials.” In order that everyone’s rights are preserved, please review the appropriate sections in the Black Book. (See Appendix A.)

Those Fraters who have remained in good standing should be periodically notified of their accomplishment through chapter awards. Such awards include, but are not limited to: TEKE of the Week, Most Improved Scholar, Highest GPA, community service participation, highest membership involvement points awarded, and intramural participation.

Those Fraters in good standing who are in the second half of their junior year and have shown exemplary chapter dedication, qualifying grades, community service participation, and meet the standards of the Knights of Classic Lore, may be inducted into that second Level of Fraternal Achievement. The Membership Quality Board certifies these candidates are eligible for induction. Some chapters may require approval by a chapter vote.

NOTE: Members who have missed a chapter meeting because they are the president of a campus committee or involved in a varsity sport, etc., should be excused from those meetings. They represent Tau Kappa Epsilon Fraternity in those activities and should not be penalized for their participation in such events.

KNIGHTS OF CLASSIC LORE

Similar to the Recruitment and Membership Standards, so too there should be standards for induction into the Knights of Classic Lore Level of Fraternal Achievement. The chapter must set high standards to reflect the high quality of man we acknowledge as a Knight of Classic Lore. Some suggestions are listed below:

- Maintained good standing within the chapter.
- Junior or Senior by university credit.
- Held positions on campus/community.
- Held an officer/committee position within the chapter.
- Achieved a cumulative GPA above the All Male Average.
- Obtained a minimum of _____ Membership Involvement Points.
- Performed at least 10 hours of community service.
- Attended 95% of all chapter events (includes chapter meetings, social, community service, etc.).
- Maintained a zero dollar balance with the chapter.
- Attended five out of six ongoing education sessions per year as a member.
- Maintained Chapter Standards throughout his past three years.
- Completed and received his Order of the Founders Level of Fraternal Achievement.

Each local chapter will establish and develop its own standards for the Knights of Classic Lore. Once the MQB develops standards, the chapter

must approve them by a majority vote.

APPENDIX A Judicial Board

Trial of Members (from Black Book, page 40, 1991)

DIVISION NINE: TRIALS

CHAPTER XXV: Trial of Members

SECTION 1. *Triable Offenses.* The Fraternity and all chapters thereof shall have power to try and punish their members for any of the following offenses, to-wit:

- A. Failure of any member to conform to the Constitution, Bylaws, laws, traditions, usages, obligations and ritualistic ceremonies of the Fraternity.
- B. Any violation of the obligations of membership by members.
- C. Refusal or persistent failure to pay dues or assessments, or any other indebtedness to the chapter, or any indebtedness to the Fraternity.
- D. Any violation of local chapter bylaws or house rules.
- E. Joining another fraternity prohibited by SECTION 8 of ARTICLE VI of the Constitution.

SEC. 2. *Methods of Trial.* The trial of accused members shall be in one of the following methods:

- A. By a special court, as provided in Chapter XXVI.
- B. By a Court of Inquiry, appointed by the Grand Prytanis.

SEC. 3. *Charges, By Whom Preferred.* Charges may be preferred by any Grand Officer, by the Executive Vice President or his representative, by the Chapter Advisor, Board of Advisors, Volunteer, or any alumni or undergraduate member of the same chapter.

SEC. 4. *Member Who Admits Guilt.* If a member accused of one of the foregoing offenses admits his guilt and voluntarily surrenders his badge, membership certificate, and membership card, his name may be stricken from the chapter scroll and dropped from the international rolls, without trial or he may be punished as provided in Chapter XXVI, Section 10.

APPENDIX B

Membership Involvement Points

The Membership Involvement Chart is designed for a healthy competition between all members of the Fraternity. Members are awarded points for accomplishing certain milestones during their college career.

The MQB is responsible for keeping the Chart up to date. A majority of the work should be done by the at-large members of the MBQ. Most of the information is easily attainable from other officers/committee chairs in the chapter.

(Example: Who attended chapter meetings - Grammateus
Grades are available from Hypophetes, etc.)

Points should only be awarded--never taken away. This system will create competition to score more points.

Each semester initiated - 25 points

(Awarded at the end of each semester; new members start at 0 at fall semester with 25 points beginning at spring semester.)

Scholarship/Education

3.75 - 4.00 -- 40 points

2.75 - 2.99 -- 20 points

3.50 - 3.74 -- 35 points

2.50 - 2.75 -- 15 points

3.25 - 3.49 -- 30 points

2.25 - 2.49 -- 10 points

3.00 - 3.24 -- 25 points

2.00 - 2.24 -- 5 points

- Attend ongoing education sessions -- 5 points each session

* Attain Order of the Founders -- 10 points

- Top Scholar -- 20 points

- Most Improved in Grades -- 10 points

- Speaking (Presenting Ongoing Education Session) -- 10 points each session

* Order of Omega -- 20 points

* Tau Beta Pi -- 20 points

* Other Honoraries -- 20 points

- Top Teke -- 20 points

APPENDIX C

Sample Interview Questions

1. Why do you want to join TKE?
2. What do you expect to get out of the fraternity experience?
3. This chapter is involved with _____ activities; which one(s) interest you most?
4. What do you know about Tau Kappa Epsilon Fraternity?
5. If you could describe the perfect fraternity, what would it be?
6. What are you looking for in a fraternity?
7. Name the four most important qualities of a good fraternity.
8. What is your opinion of our new approach to membership compared to other fraternities?
9. What do your parents think of you joining the Fraternity?
10. Are your parents affiliated with a fraternity or sorority?
11. Is your brother, father, or grandfather a Teke?
12. Why did you choose to attend this college/university?
13. How did you do academically in high school/college?
14. What is your class rank?
15. What area of study are you leaning toward?
16. What was your ACT/SAT score?
17. What do you think your best three qualities are?
18. What talents can you offer the Fraternity?
19. What accomplishments are you most proud of and why?
20. What are your career objectives and why?
21. How do you balance social, athletic and academic commitments?

22. What do you expect and hope for out of your college experience?

APPENDIX D

RUSHEE EVALUATION FORM

Name: _____ Telephone Number: _____

Address: _____

Class Year: _____ Major: _____

(Circle the appropriate score shown in parentheses)

Points

1. ACADEMICS: 30 possible points

a. GPA in High School

(10) 4.0-3.5 (8) 3.4-3.0 (6) 2.9-2.6 (4) 2.5-2.2 (2) 2.1-2.0 _____

b. SAT or ACT Score

SAT (5) Above 1050 (4) 1050-950 (3) 949-850 (2) 849-700 (1) Below 700
ACT Above 28 27-25 24-22 21-19 18 _____

c. High School Class Rank

(5) Top 10% (4) Top 20% (3) Top 30% (2) Top 40% (1) Top 50% _____

d. College GPA (if available)

(10) 4.0-3.5 (8) 3.4-3.0 (6) 2.9-2.6 (4) 2.5-2.2 (2) 2.1-2.0 _____

e. Does the candidate have potential for academic success?

(5) exceptional (4) significant (3) above average (2) average (1) marginal _____

2. FINANCIAL: 20 possible points

a. Acknowledges requirement and can pay membership fees for initiation?

(10) yes (0) no _____

b. Acknowledges all other costs of being a member: room and board, social, etc.?

(5) yes (0) no _____

c. Has his parents' support in joining a fraternity? _____

(5) yes (0) no

3. LEADERSHIP/INVOLVEMENT: 2 points each

Points

a. High school involvement: 2 points each

(1) Sports (2) Music (3) Academic Teams (4) Student Council (5) Clubs _____

b. Other Involvement: 2 points each

(1) 4-H (2) Scouting (3) City Park & Recreation Teams (4) Church Activities
(5) Other _____

4. WILL THE CHAPTER BENEFIT BY THIS MEMBER?

14 possible points; 2 points each

a. Will the rushee fit in with other chapter members? _____

b. Does the rushee have the ability to work as part of a team? _____

c. Does the rushee have talents or skills that could directly benefit the chapter? _____

d. Will the rushee put forth his best effort as a member? _____

e. Is the rushee a legacy? _____

f. Does the rushee appear interested in TKE Fraternity? _____

TOTAL POINTS: _____

Should the Candidate be extended a bid? YES/NO _____

Comments: _____

Prytanis

Chapter Advisor

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