

DUTIES OF THE CHAPTER OFFICERS

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 be the chief spokesman for the Chapter.
- E. To appoint all Committee Chairmen, removing any who do not fulfill their responsibilities.
- F. To serve as the voting delegate to campus inter-fraternal organizations, unless another member shall be so designated.
- G. To serve as the Chapter delegate to Grand Chapter meetings and Conclaves unless another delegate shall be 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 ensure the Chapter budget is prepared by the Crysophylos.
- K. To complete the Annual Report and submit it to the Offices of the Grand Chapter.
- L. To serve as a Member of the Membership Quality Board.
- M. To serve as an Ex-Officio Member of the Board of Advisors, with full voting privileges.
- N. To serve as an Ex-Officio Member of the Alumni Association, with full voting privileges.

INTERNAL EPIPRYTANIS.

The duties of the Internal Epiprytanis are:

- A. To perform all the duties of Prytanis in the absence of the Prytanis and to succeed
- B. him in the event the office of Prytanis should become vacant.
- C. To generally assist the Prytanis, as requested.
- D. 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.
- E. To conduct all correspondence with the Offices of the Grand Chapter regarding interpretation of the Constitution and Bylaws.

- F. To serve as Parliamentarian of the Chapter at all Chapter meetings.
- G. To coordinate the activities of all committees of the Chapter via at least monthly coordination meetings.
- H. To ensure that all Committee Programs are written and reviewed and updated each year.
- I. To supervise the activities of the following Committees: Rush, Education, Athletic, Social, Membership Quality Board, Risk Management, Awards/Recognition, Red Carnation Ball, Judicial Board
- J. To serve as a Member of the Judicial Board
- K. To serve as the Chapter Risk Manager and Chairman of the Chapter Risk Management Committee.
- L. To serve as Chairman of the Chapter Membership Quality Board
- M. To serve as Chairman of the Chapter Retreat.

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.

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 provide an updated copy of the Roster of Officers form to the Offices of the Grand Chapter following elections or changes in Officers.
- E. To update and return the Annual Membership List from the Offices of the Grand Chapter, by the required date.
- F. 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.

- G. To execute and forward to the Offices of the Grand Chapter the credentials of the Chapter delegate to Grand Chapter meetings and Conclaves.
- H. To certify to the Offices of the Grand Chapter the nominations of the Chapter Advisor and Faculty Advisor.
- I. To provide to the Chapter Membership Quality Board the meeting attendance record of all members, upon request.
- J. To serve as Chairman of the Chapter Public Relations Committee.
- K. To serve as a Member of the Chapter Membership Quality Board.

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.

HISTOR.

The duties of the Histor are:

- A. To act as the Chapter Historian, preserving all items of historical importance.
- B. To maintain the Chapter Scroll in a secure and safe place.
- C. 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 your school's Alumni Office of any permanent change of address of active and alumni members, especially to include change of address at graduation.
- D. 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.
- A. To report to the Chapter all contact with and/or correspondence from alumni.
- E. To coordinate all Chapter alumni activities, events and functions with the Alumni Association President.
- F. To serve as Chairman of the Chapter Homecoming Committee.
- G. To serve as an Ex-Officio Member of the Alumni Association, with full voting privileges.

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.

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 Risk Management Committee.

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.

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