

TKE Officer Information Sheet

Election Process –

- (4/15) Nominations for Pry from the floor. Candidates are assumed to campaign during the week.
- (4/23?) Floor is reopened for nominations, and then closed. Pry candidates make speeches, then election. Candidates are nominated for other offices from the floor--in reverse successive order.
- (4/30) Floor is reopened for nominations, and then closed. Candidates make speeches, then election.
- (5/6) Jeweled Officer installation, via ritual.

[Election held according to Robert's Rules of Order, unless in conflict with fraternity tradition]

Elected Officers, in order of succession

Pry – *Chairman and CEO of the chapter.* Presides over Chapter Meetings and Officer Meetings. Acts as the official representative of the chapter. Prepares semester budget with the Cry. Appoints various committee chairs and non-jeweled officers (see *Appointed Officers*). Responsible for any and all activity in the chapter. Attends various regular meetings with Xi Board of Advisors and the University. Represents Xi as official delegate at Conclave.

Current Occupant – Matthew Cole

Epi--*Vice President of the chapter.* Acts as Pry in his absence. Acts as official Parliamentarian of the chapter. Responsible for Public Relations of the chapter (in absence of PR Chair). Also acts as *ex officio* member of every Xi committee.

Current Occupant – Ryan Brown

Hyp—*Chaplain of the chapter.* Also acts as brotherhood chair. Responsible for the proper usage and care of chapter ritual. Responsible for the scholarship and academic well being of the chapter (in absence of a Scholarship Chair) through updating and maintenance of backfiles and scheduling of study hours and other activities. Plans brotherhood events to improve the interaction between the members of the chapter.

Current Occupant – Tayo Okunade

Cry—*Treasurer of the Chapter.* Plans semester budget with the Pry. Disperses money for various Xi activities. Reports to Xi Board of Advisors, and is subject to audit by the BOA.

Current Occupant – Dinesh Hiripitiyage

Gram—*Secretary of the chapter.* Takes minutes at every chapter meeting. Maintains chapter calendar, and assists chapter in its organization of events and activities. Maintains and creates pertinent online content, as well as the chapter listserv.

Current Occupant – Mike Schultz

Hist—*Historian of the chapter.* Records the history of the chapter. Keeps and continues a scrapbook to be used for rush forums and other purposes. Deals with alumni relations through the publication of the *Xi-ITE*, as well as planning events and other activities. Maintains and improves the website.

Current Occupant – Albert Meng

Pyl—*Sergeant-at-Arms of the chapter.* Acts as a security person for chapter meeting and other applicable events. Assures the punctuality of members, and that rooms are reserved for chapter activities. Responsible for Risk Management issues in the chapter. Acts as a philanthropy chair by planning service events and assisting in major philanthropic initiatives in the chapter.

Current Occupant – John Gels

Heg—*Educator of the chapter.* Responsible for the proper education of new members in the history, traditions, and ritual of the chapter and the Fraternity. Plans a intensive pledge program to achieve this end. Also works toward the continuing education of the active chapter.

Current Occupant – Kevin Crouse

Rush Chair—*Responsible for recruitment of new members.* Heads a Rush Committee, which plans and operates various rush events designed to introduce potential members to the Fraternity.

Current Occupant – Tony Li

Social Chair—*Plans various social events for chapter* including, but not restricted to parties, formals, semi-formals, mixers, and other activities. Watches over the social health of the chapter.

Current Occupant – Radesh Menon

Thurtene Chair—*Plans the structure and the development of Xi's participation in the Thurtene Carnival.* Creates and administrates a Thurtene committee to meet that end.

Current Occupant – Albert Meng

Appointed Officers (By Pry unless otherwise noted)

House Chair-- *Maintains the cleanliness and general well-being of the physical chapter house.* Organizes house cleanings, prepares a work wheel with chores for actives and candidates to complete, and works toward the general beautification of the property. Also meets with the Xi BOA and the University on a regular basis to discuss Greek Housing issues. The University pays the position \$2000 per year— with the approval of the Pry and the Xi BOA. *Appointed by the Pry with consent of the Xi BOA and the University.*

Current Occupant - JT Russell

IM Chair—*Organizes the chapter's participation in IM Sports, through registration and planning of practices.*

Current Occupant – Brian Rajca

Public Relations Chair – *Maintains and influences the good public relations of the chapter through press releases, articles, and other various means.*

Current Occupant – Marc Carruthers

Fundraising Chair-- *Plans initiatives to fundraise for the chapter, including, but not exclusive to Alumni House events, merchandise sales, and other events.*

Current Occupant – Amrit Mylvaganam

Triangle Achievement Program Chair - *Plans and maintains the Triangle Achievement award program, also works with Rush Chair for summer rush initiatives.*

Current Occupant – Mike Schultz

Membership Quality Board Chair—*Creates a Membership Quality Board to help actives keep their commitments to the chapter, as well as interviewing prospective members to see if they meet the membership standards of TKE.*

Current Occupant – Tayo Okunade

A Note on Assistant Offices—Each officer can, at his discretion, appoint members to be assistant officers to reach his stated goals. However, the original officer is still responsible to see that stated goals are accomplished.

Unoccupied Offices – Scholarship Chair (defined under Hyp), **Philanthropy chair** (defined under Pyl)

In addition, there are various committees and initiatives being run by Xi chapter that have not been mentioned here.