

PRESIDENT'S MANUAL

FORWARD

In an effort to design a more useful handbook, the General Fraternity has developed this to serve as a president's resource. The organization and layout of this handbook is:

Section I	What a president should know
Section II	Reference and supporting materials

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Responsibilities of the chapter president

Characteristics of an exceptional chapter president

It is an honor to be elected president of a chapter of Beta Theta Pi Fraternity, but the position is not an honorary one. The chapter president must not only possess superior organizational, communication and managerial skills, he must assume great responsibility and provide consistent, inspired and enthusiastic leadership for chapter members.

Most importantly, the president must possess the ability to lead by example in an attempt to gain the respect and confidence of his brothers. Self-discipline as president will enable you to hold others accountable for their actions. After all, if you as a leader do not pay your bills, come prepared to a meeting, and act responsibly in a social atmosphere, why should your members?

Other traits of an exceptional leader are:

Proactive vs. Reactive—A proactive leader is always thinking three steps ahead, working to master his own environment with the goal of avoiding problems before they arise.

Flexible/adaptable—How do you handle yourself in unexpected or uncomfortable situations? An effective leader will adapt to new surroundings and situations, doing his best to adjust.

A good communicator—As a leader, you must listen...a lot! You must be willing to work to understand the needs and desires of your membership. A good leader asks many questions, considers all options and leads the chapter in the right direction.

Respectful—The president should show respect to those who elected him. Showing others respect will ultimately bring him respect.

Confident—Be proud of Beta Theta Pi and let your pride emanate to others within and outside the chapter.

Enthusiastic—Excitement is contagious. When a leader is motivated and excited about the chapter and Beta Theta Pi, the chapter will follow his lead.

Open-minded—Work to consider all options when making decisions. A strong leader will evaluate the input from all interested parties and work for the betterment of the whole.

Resourceful—As a chapter leader you must utilize the resources available to you and the chapter. The General Fraternity, your local alumni, the National Interfraternity Conference, your parents, the Greek advisor, the campus community and the community at large are resources at your disposal.

Rewarding—An exceptional leader will recognize the efforts of chapter officers and members and positively reinforce those actions. We all enjoy being recognized for our actions!

Well-Educated—Knowledge is power. Work to be the president who is well-educated on General Fraternity, campus and community policies and procedures. Further, your knowledge of issues and information within the chapter will only increase your success in leading the chapter.

Open to Change—A leader will take into account all points of view and will be willing to change a policy, program or chapter tradition that is out-dated or no longer beneficial to the chapter.

Interested in Feedback—How do your members feel about your presidency? How can you serve the members of the chapter better? These are important questions that a leader needs to constantly ask the chapter.

Evaluative—Evaluation of chapter events and programs is essential for a chapter to improve and progress. An exceptional president will constantly evaluate and change programs and policies that are not working.

Organized—Are you prepared for meetings and chapter events and confident that your officers are prepared and organized as well?

Consistent—As president, you need the confidence and respect of the chapter members. Confidence and respect cannot be earned without your leadership being consistent. Members must have confidence that their opinions and thoughts will be heard and taken into consideration.

Delegator—An exceptional leader realizes that he cannot accomplish everything on his own. He will know the talents and interests of his members and delegate tasks accordingly.

Initiative—The president should work to be the motivator, the initiator of chapter operations. He must be a key element in the planning and implementing of chapter programs, policies and events.

Communication

It is up to you to inform the administrative office, your chapter counselor, your district chief, the campus Greek advisor and all other interested parties that you are now chapter president.

Keeping an updated president's notebook/filing system

An officer notebook or 'president's files' are essential in the continuity of a chapter. As president, it is important not only that chapter officers develop and maintain a notebook, but that you have a filing system for yourself! Possible contents of a president's notebook or file cabinet include the following:

- ✓ A copy of the chapter's constitution and bylaws
- ✓ A copy of the *Code of Beta Theta Pi*
- ✓ A copy of the *Monthly Planner & Reporting Guide*
- ✓ A list of chapter and individual officer goals
- ✓ Copies of paperwork associated with the position
- ✓ The Beta Theta Pi Risk Management Policy
- ✓ The Beta Theta Pi Crisis Management Plan along with the chapter's Crisis Management Plan
- ✓ A copy of the Interfraternity Council constitution and bylaws
- ✓ A copy of the college/university policies
- ✓ Copies of chapter meeting agendas and minutes
- ✓ A copy of the chapter's budget and financial plan
- ✓ A copy of the chapter's master calendar for the school year
- ✓ A copy of the *President's Handbook of Beta Theta Pi*
- ✓ A contact list of local alumni, university/college officials, General Fraternity Officers, chapter counselors and advisors.

Beta Theta Pi Monthly Planner & Reporting Guide

The *Monthly Planner & Reporting Guide* is the president's information link to the General Fraternity. By planning ahead and completing the necessary tasks and forms, your chapter will experience an administrative efficiency that is necessary to win many General Fraternity honors, including the Sisson Award.

Upon receipt of the *Monthly Planner*, you should review the content with all officers and incorporate important dates and events into your chapter calendar. The forms to be returned to the Administrative Office are designated by a dotted line on the left-hand margin and can be detached by tearing them out of the spiral binding. Sisson Award requirements are designated by a black square in the upper right-hand corner of the page. Finally, be sure to make copies of correspondence for your personal records.

General Fraternity Awards Criteria

All awards are handed out at the annual Beta Theta Pi General Convention.

The Knox Award—The Knox Award is Beta's highest chapter award and was established in 1996 by the collegiate delegates at the 157th General Convention. This award will be given annually in recognition of chapter achievement in fourteen different areas. *No set number of awards.*

The Sisson Award—The Sisson Award is given annually to Beta chapters that meet the basic expectations of a chapter. Since 1982, more than 90 chapters have received the award. Many chapters set its goals by the Sisson Award criteria. *No set number of awards.*

Excellence in Risk Management—The Excellence in Risk Management Award recognizes all chapters whose risk management program best reflects the policies, goals and ideals of the Fraternity. *No set number of awards.*

Outstanding Pledge Education Program Award—The Pledge Education Program Award recognizes the chapter whose pledge program and brotherhood development program best reflect the policies, goals and ideals of Beta Theta Pi Fraternity. *One chapter is recognized each year.*

Recruitment Program Award—The Recruitment Program Award recognizes chapters whose

recruitment program best reflects the policies, goals and ideals of Beta Theta Pi. *No set number of recipients.*

John Holt Duncan Service Award—Community service awards are presented to those chapters which best exemplify, through their community service projects, the commitment of Beta Theta Pi to serve its fellow man. *Four awards are given each year.*

Children's Burn Awareness Participation Award—The Children's Burn Awareness Participation Award is presented to chapters which best exemplify service to the community and children. *One chapter will be recognized each year.*

Campus Involvement Award—The Campus Involvement Awards are presented annually to chapters that exhibit outstanding and sustained involvement of brothers and pledges in campus organizations and student leadership positions. *No set number of recipients.*

Alumni Relations Program Award—The outstanding Alumni Relations Program Award recognizes the chapter whose alumni relations program best reflects the goals and spirit of Beta Theta Pi. *One chapter will be recognized each year.*

Most Improved Chapter Award—The Most Improved Chapter Award recognizes the chapter that shows the most improvement during the past academic year. *One chapter will be recognized each year.*

Alumnus Advisor of the Year Award—The Alumnus Advisor of the Year Award is presented to the alumnus advisor who has best performed his responsibilities during the academic year. *One alumnus advisor will be recognized each year.*

Housemother of the Year Award—The Housemother of the Year Award is presented to the housemother who has best performed her responsibilities during the past year. *One housemother will be recognized each year.*

North Dakota Award for Chapter Publications—The Fraternity awards plaques to chapters for excellence in chapter publications. The competition is based on two separate divisions: one for newspaper or newsletter format and the other for magazine format. *Four awards are given each year.*

Whitman Choral Cup Song Competition—Throughout its earlier history, the Whitman

chapter had the reputation for singing and choral abilities. The Whitman Choral Cup Song Competition is awarded to the chapter for developing an outstanding new Beta song. The chapter who receives this award will have the honor of housing the handsome award. *One chapter will be recognized each year.*

New Song Competition—Beta Theta Pi has been a singing fraternity almost from its birth. It has emphasized the idea contained in the words, "A singing chapter is a good chapter." *One individual will be recognized each year.*

Wichita State Award—This award is given to the chapter with the best live singing performance at the annual Convention. *One chapter will be recognized each year.*

Virginia Tech Award for Chapter Scholarship—This award was developed as an entire chapter scholarship award. *Various regional awards are given, as well as for the highest chapter grade point average and for the most improved grade point average between the current calendar year and the previous calendar year. A chapter must compute its institutional all-men's average to be considered for this award.*

Officer Transition Meeting/Retreat

Tired of reinventing the wheel? Oftentimes chapters spend little time on officer transition, and consequently the new officer spends too much of his time acclimating to his new position. A smooth officer transition will not only improve the abilities of the newly elected officers, it will also decrease the amount of time each officer spends "learning" his position. There are various types of officer transition meetings/retreats:

- ˆ A two-hour meeting with the newly elected and outgoing officers (all together).
- ˆ A two-hour meeting between the newly elected and outgoing officers (one-on-one).
- ˆ A retreat format in which newly-elected and outgoing officers meet for one day while the newly-elected officers meet for a second day to brainstorm goals.
- ˆ An informal information gathering session in which younger officers gather and record information and knowledge from outgoing officers/seniors.

Oftentimes a retreat away from the chapter house or campus may prove beneficial. As an outgoing officer, work to ensure that the programs, policies and success of your term do not diminish with the next administration. For a sample officer transition meeting/retreat, see *Appendix H*.

Officer/chapter goal setting

As with officer transition, goal setting need not be a laborious task as we all might imagine it to be. In reality, a goal setting session could be effectively accomplished in a couple of hours. Remember, your goals need to be:

- ✓ Achievable/attainable
- ✓ Believable
- ✓ Definable
- ✓ Controllable
- ✓ Explicit/specific
- ✓ Measurable

Further, your goals should contain action plans answering the following questions: who, what, when, where, how. In a nutshell, goals are guides for action. Officers with written goals will be more focused, and it will be easier to track whether or not an individual is performing well in his position. For a sample goal setting meeting/retreat, see *Appendix I*.

The executive committee meeting

The executive committee meeting is one of the most important aspects of chapter operations. The executive committee functions to hold preliminary discussions on important business, plan future activities and programs and communicate effectively to the chapter so everyone is aware of policies, plans and activities. Further, a well-run executive committee meeting will reduce the amount of time you spend in your weekly chapter meetings. Suggestions on how to run a smooth, effective and productive executive committee meeting are:

1. Hold the executive committee meeting at least one day prior to your chapter meeting.
2. Invite chapter members to the executive meeting to bring up new business.
3. Discuss as many of the details as possible

in the executive committee meeting and come to the chapter with an organized and well thought out plan of action.

4. Encourage chapter members to attend committee meetings if they wish to be involved in the development of a chapter event or program.
5. The chairman of the executive committee meeting should be the vice president.
6. The executive committee is responsible for revising and presenting action items and ideas from members and committees at chapter meetings.
7. The executive committee must have written goals and action plans. These should be posted and reviewed regularly.

Running the chapter meeting

As you know, the chapter meeting can be a time of great Beta memories or it can be remembered as a long and boring weekly task. Here are a few helpful hints for running a successful chapter meeting:

1. Prepare a typed and detailed agenda beforehand.
2. Post a set of typed minutes from the previous meeting a few days prior to the chapter meeting.
3. Begin your chapter meeting on time.
4. The president should be knowledgeable in *Robert's Rules of Order*.
5. Work with the sargeant-at-arms to keep member comments pertinent.
6. As president, learn the phrase. "If it has been said, don't say it again!"
7. Work to incorporate fun or interesting items into the chapter meeting.
8. Recognize officers and members for their accomplishments during the week.
9. Sing a song at the beginning and closing of each meeting.

Other helpful hints:

1. Be sure to have an executive committee meeting at least one day before the chapter meeting.
2. Encourage non-executive committee members to attend meetings if they have comments/concerns.

3. Have a good idea of what your officers want to discuss in their reports.
4. Once a semester/quarter replace the chapter meeting with a brotherhood event.
5. Elect a Beta of the Week or Beta of the Month.
6. Offer a time at the closing at each meeting for members to bring up general concerns/ comments.
7. Offer a time at the closing at each meeting for members to bring up fun and exciting stories from the past week.
8. Invite your chapter counselor or district chief to attend a meeting at least once a month.
9. Alumni and visiting brothers should be formally recognized.
10. The meeting place should reflect dignity and pride.
11. Appropriate attire should be worn.
12. The president may excuse members if the reason is presented in writing prior to the meeting. The president should give the reason for a member's excuse at the time of roll call.
13. A formal, long form meeting should be held each month (see pp. 42-47 in the *1964 Ritual* book edition or pp. 76-81 in the 1992 reprint).

Delegation

A good leader knows how to delegate authority. As president, you must ask for the help of others for the chapter to move ahead. The three steps of effective delegating are:

1. Request that a member/officer perform a task with a specified date of accomplishment.
2. Check on the progress of the member/officer.
3. Follow through to ensure that the task has been completed.

Oftentimes, leaders do a great job of step one; however steps two and three are not given the attention they need. Work to incorporate steps 1 through 3 when delegating authority within the chapter.

Correspondence

Communicating essential information about the chapter to the various publics is imperative.

Although the duties of correspondence do not directly fall under the duties of president, you should pay close attention to the dates that necessary correspondence must leave the chapter. Make sure that all necessary forms are being submitted to the General Fraternity, your chapter counselor/district chief and the IFC/Greek advisor.

Correspondence with the General Fraternity

Review the Monthly Planner and Reporting Guide with your executive committee to pinpoint which items need to be sent to the Administrative Office. The essential items of correspondence include:

October:

- ˆ Revised Chapter Roster
- ˆ The Monthly Budget Form
- ˆ Chapter Annual Goals Form
- ˆ Scholarship Report Form (preceding Spring's grades)
- ˆ Chapter Officials List

November:

- ˆ Winter Magazine Article Form
- ˆ Graduation/Leaving School Report

February:

- ˆ Semi-Annual Statement of Chapter Financial Position
- ˆ Summer Rush Contact
- ˆ Chapter Officials List

March:

- ˆ Revised Chapter Roster
- ˆ Scholarship Report Form (Fall semester/quarter grades)
- ˆ Graduation/Leaving School Report for May/June

April:

- ˆ Scholarship Report Form (Winter semester/quarter grades)

May:

- ˆ Fall Magazine Article Form
- ˆ Chapter Officials List

June:

- ˆ Year-End Statement of Financial Position
- ˆ Annual Report Form
- ˆ The Sisson Award and Knox Award application as well as other General Fraternity Award applications

Two final items that must be submitted include:

- ˆ The Pledge Information Card (one for each man formally pledged)

- ˆ The Initiation Report & Badge/Shingle Order Form (one for each initiation date)

Correspondence with your district chief/chapter counselor

It is a good policy to meet or touch base with your chapter counselor at least once a month. Maintain contact with the district chief at least every other month.

Correspondence with IFC/Greek advisors

Establish a meeting time with your Greek advisor at least once a month. Upon your election, set an initial meeting with the Greek advisor (or his/her equivalent) to go over expectations and necessary correspondence on campus. Be sure your IFC representative (if you are not attending IFC meetings yourself) is well-trained and knows what information you absolutely need from him. Oftentimes, important IFC/campus information is lost on its way from IFC to you. It is a good policy to attend IFC meetings with your chapter IFC delegate.

In the event of an emergency

Crisis Management General Procedure

1. President phones 911 and calmly explains the situation to emergency personnel.
2. Close the chapter house at once, and no one enters or leaves the premises. Permit only chapter members, alumni, and appropriate officials to enter.
3. The president will then notify:
 - ˆ Chapter counselor
 - ˆ District chief
 - ˆ Legal counsel
 - ˆ House corporation president
 - ˆ Greek advisor
 - ˆ Administrative Office contact at pager number 513-768-0472, enter your phone number at the tone
4. Assemble a chapter meeting, explain that there is an emergency and that no one is to speak to anyone outside of the chapter. Further, no one is to speculate on events and discuss details until the authorities, your chapter counselor or the Greek advisor has arrived.
5. If the news media should contact the chapter, only the designated spokesperson, the president, will speak. Remember, never volunteer or seek out the media. If asked—and you are the designated chapter spokesman—only comment any facts about which you have personal knowledge. Prior to the development of a formal

statement, the following standby statement should be used:

“THIS IS AN UNFORTUNATE EVENT. THE FRATERNITY IS COOPERATING FULLY WITH ALL INTERESTED PARTIES. FURTHER INFORMATION WILL BE GIVEN WHEN WE HAVE COMPLETED OUR INVESTIGATION OF ALL PERTINENT MATTERS.”

NOTHING ELSE NEEDS TO BE SAID!

If you need assistance in preparing your statement and/or counsel in how to deal with the media, call the General Fraternity Communications Department (800) 800-BETA. If you prefer to have the Communications Department field all media queries, call and make that arrangement. (For more detailed information, refer to the Fraternity's *Public Relations Manual*.)

6. The president is to appoint an accident investigation team. The team should consist of:
 - ˆ Risk manager
 - ˆ District chief
 - ˆ Chapter counselor
 - ˆ Chapter legal counsel
 - ˆ Administrative office personnel (if necessary)

The accident investigation team should follow these guidelines:

- a. Investigators are to use the prepared questions from the Chapter Incident/Loss Investigation Report.
 - b. All chapter members are required to take part in the investigation.
 - c. A detailed, typewritten narrative summary should be developed as an addendum to the Chapter Incident/Loss Investigation Report. Include all names, addresses, and phone numbers of witnesses as well as a statement from each witness.
7. The written report of the investigation should be submitted to the administrative office within 48 hours of the incident. FAX: 513-523-2381.
 8. The director of operations will then review the report and request clarification or supporting data if necessary. A final report will then be submitted to the Beta Theta Pi Administrative Office within 48 hours of this request.

9. The administrative secretary will review the situation and determine the course of action within 10 days of the submission of the final report. The administrative office will then notify the appropriate parties concerning the action taken.

Appendix A—Resources available to the president

The Beta Theta Pi Administrative Office—View the administrative office as a resource above all else. The staff exists to assist you in helping your chapter become the best chapter that can be. Any time you have a question, feel free to contact aoffice@wooglin.com or 1-800-800-BETA.

The regional director—The regional director has responsibility for training, expansion, job networking, conflict management and officer transition. The program is designed to encompass the experience and leadership of Beta alumni who work closely with the district chiefs. The regional director also assists other General Fraternity Officers in areas such as fundraising, alumni relations and new member recruitment.

The district chief—As an assistant to the General Secretary, the district chief serves as the chief representative and spokesman for the General Fraternity within your district. In this capacity, the district chief is charged with creating and servicing the alumni support network for each chapter, educating the chapters in his district on the policies of the General Fraternity and working with the administrative office to ensure that the chapters are complying with various requirements.

The chapter counselor and other chapter advisors—The chapter counselor, similar to the district chief, serves as the chief representative spokesman to the General Fraternity for your chapter. Ideally, he is in constant contact with your chapter and is able to give detailed counsel and advice regarding general chapter operations and management.

Your chapter alumni—Alumni can be a great benefit to the chapter; however, many times it will take an effort on your part to contact and get these men involved with the Fraternity again. If your alumni relations program could use some work, contact any of the other mentioned resources and ask for assistance. Many of these people will have ideas on how you can increase your alumni base.

Faculty advisor—A faculty advisor can help to close the gap between Fraternity members and faculty. This is someone who is a member of the faculty or staff of your particular institution. He/she need not be a member of Beta Theta Pi and draws strength from knowledge of your institution and Beta Theta Pi. Often, strong or weak scholastic performance can be attributed to the attitude within a chapter. A faculty advisor can help to cultivate a positive attitude toward academics and the institution.

The Interfraternity Council (IFC)—Depending on your campus, the IFC may be strong or weak. Either way, the IFC can provide the chapter with leadership opportunities, valuable resources and ideas. Betas are leaders at every level. You should make it a priority to have at least one member serving on the IFC executive committee. If IFC is not a strong entity at the moment, your members can be the ones who develop and strengthen the campus IFC.

The Greek advisor—The campuses' Greek advisor or fraternity advisor is one more person for you to turn to for advice and direction. He/she should be able to assist you in such areas as collections of dues, recruitment information, educational programming, leadership development, etc. Try to meet with this individual on a monthly basis.

The National Interfraternity Conference (NIC)—The NIC is an organization representing all national fraternity headquarters. The NIC has authored many resources dealing with recruitment, academics, brotherhood building, risk management and leadership development. For a brochure of available resources, you can contact them at 317-872-1112.

The Community—Oftentimes we do not think of the community as a resource. Various businesses within the community may assist in the financial backing of recruitment brochures, recruitment events, philanthropic events and other chapter programs and events.

The chapter management consultant (CMC)—Your chapter management consultant's primary goal is to educate. The CMC visit is an opportunity to candidly discuss areas of the chapter in which assistance is needed. Further, it is an opportunity for you as president to ask questions about General Fraternity policies, procedures and resources. Remember, the CMC wants to work with your chapter to make it the best it can be.

Your Parents—Parents are an under-utilized resource. Utilize your members' parents for their talents as much as possible. They may live a long distance from your campus, but work to involve them regardless.

By utilizing your resources, you will have a much smoother presidency, and the chapter will improve at an accelerated rate. If each one of the above mentioned resources were to give just one new idea, you would have 12 new ideas to work with.

Appendix B–The Kai Committee

Overview of the Kai Committee

Chapters call it by different names: the judicial board, brotherhood committee, standards board, house policy committee. Beta Theta Pi likes to call it the “kai committee,” just to give it more of a Beta feel. Whatever your chapter may call it, it is there for the same reason . . . to take care of internal discipline and to promote brotherhood.

The kai committee, when properly used, can take some pressure off the executive committee and help the chapter run more smoothly.

Reasons to have a kai committee are self governance, accountability, education and brotherhood development.

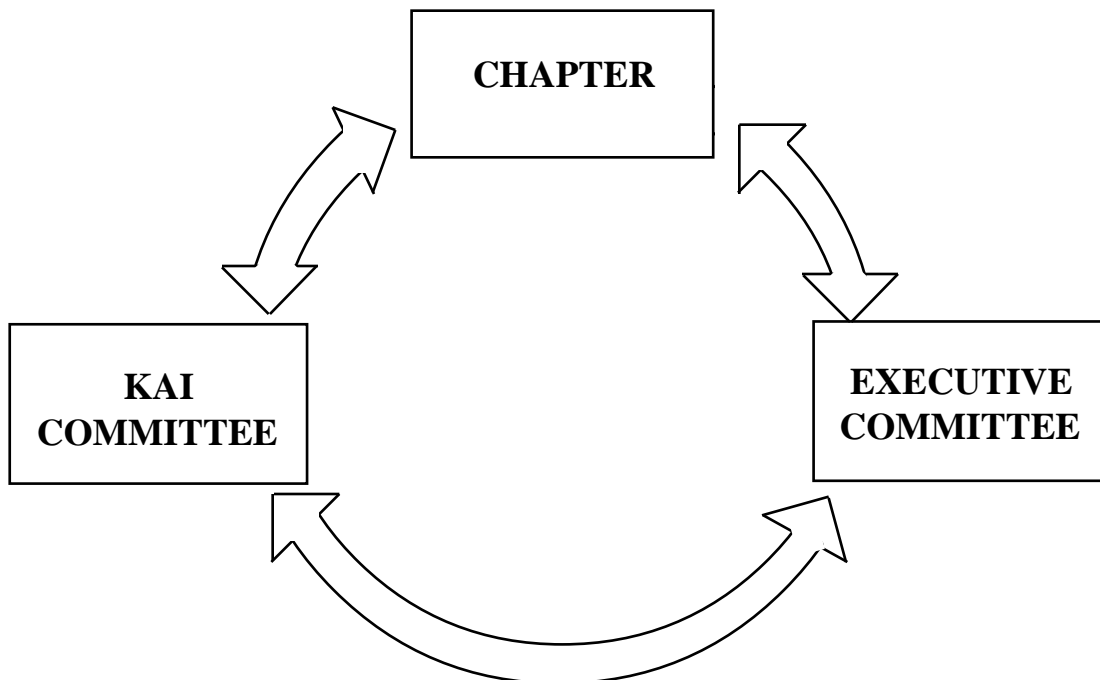
The self governance component exemplifies that the chapter identifies areas of need, and takes action upon violations of ideals and policies. If the chapter cannot handle problems internally, external forces (the university/college, the General Fraternity, local alumni) must intervene, resulting in an unpleasant situation for all. However, if the chapter handles its problems internally, exercising its right to self governance, the external forces mentioned above will not have to intervene.

Secondly, holding our brothers and new members accountable for their actions is essential when running a chapter. There is a need to quickly and appropriately confront behavior that violates Beta principles and policies. Failing to hold members accountable for their actions diminishes the value of being a member of Beta Theta Pi.

The third purpose, education, assures hearing procedures, and sanctions administered, are beneficial for the individual(s) and the chapter as a whole.

Finally, brotherhood development is essential for building a strong and close knit chapter. The kai committee may wish to plan, organize and schedule the “Eye of Wooglin,” brotherhood events, big brother/little brother (pledge father/pledge son) events, all chapter retreats and brotherhood recognition programs.

Beta Theta Pi Chapter Checks & Balances Chart



Setting up a kai committee

The kai committee should be composed of four to seven members. Ideally, the committee includes at least one member from each class: one freshman, one sophomore, one junior and one senior. The members of the committee should be elected by the chapter, and it is important that they are responsible (current with dues, above a 2.5 GPA and/or above the all-men's average, a member in good standing) and well respected. The chairman of the committee should be the vice president, who will act as a liaison to the executive committee and chapter.

When a case is brought to the attention of the committee, the accused brother(s) should be notified and requested to attend the next kai committee meeting. At the meeting, the case should be heard, committee members should deliberate and render a decision. If the brother(s) feels unfairly treated he/they may appeal the decision at the next chapter meeting (See diagram "Beta Theta Pi Chapter Checks and Balances").

Case recommendation

Kai committee case recommendations should be announced by:

- ˆ The vice president (committee chairman).
- ˆ A committee member who perceives or witnesses a potential problem.
- ˆ An initiate who has a personal complaint or chapter concern.
- ˆ A new member who has a personal complaint or chapter concern.
- ˆ A chapter officer (e.g., scholarship chairman, treasurer) who has a concern.

Steps of Action

1. The kai committee convenes to discuss both the violation and possible sanctions.
2. The committee requests the individual(s) involved to attend a committee meeting to explain his/their side of the issue.
3. Following deliberation of committee members, appropriate actions should (or should not) be taken.
4. Document minutes of meeting procedures for future reference.
5. Sanctions should be reported to the chapter counselor or district chief depending on severity of violation.

Sanction severity

Sanction severity should be determined by the degree to which the case has affected the chapter. There are three levels:

1. Affected the chapter negatively
2. Affected Greek system negatively
3. Affected the community negatively

What cases should be heard by the kai committee?

- ˆ Poor academic performance
- ˆ Financial delinquency
- ˆ Destruction of chapter property
- ˆ Fighting or violent behavior on or off chapter property
- ˆ Harassment of members or any other individuals
- ˆ Violations of local, state and federal laws
- ˆ Possession or use of illegal drugs on chapter property or at chapter events
- ˆ Failure to meet the obligations of an officer position
- ˆ Failure to attend mandatory or all chapter functions
- ˆ Violation of any university/college policy
- ˆ Violation of chapter constitution/by laws, risk management policies and ritual

Possible Sanctions

- ˆ Loss of vote at chapter meetings
- ˆ Loss of rank in room picks
- ˆ Loss of rank in job or dish duties
- ˆ Formal letter of apology to affected party
- ˆ Attending an appropriate workshop or educational seminar
- ˆ Paying for damages
- ˆ Loss of social privileges
- ˆ Loss of intramural participation
- ˆ Removal from office or position
- ˆ Loss of privilege to live in the chapter house
- ˆ Loss of privilege to be a big brother or pledge father
- ˆ Loss of privilege to run for a position in chapter elections
- ˆ Required to seek professional help
- ˆ Required to organize an educational program

Appendix C–The brotherhood point system

Purpose of a Brotherhood Point System

The brotherhood point system was developed with help from hundreds of Betas around North America. It is reward rather than punish brothers. It serves as a tool to motivate members to participate and become involved. Many chapters are experiencing problems with apathy by the membership and have no way of holding members accountable for their actions or lack thereof. The system can be as simple or complex as you choose.

For this system to work, a “point” recorder must be present at all functions. You may wish to appoint the sgt.-at-arms, recording secretary or corresponding secretary to this duty. You may further wish to develop a system of checks and balances for the point keeper. The president or vice president should be given a copy after each event to verify authenticity. The leadership must fully support this system if it is to be successful in the chapter.

Please remember that the brotherhood point system is not the only way this can be accomplished. The chosen system is only an example and can be adapted to meet the particular needs of your particular chapter.

Attendance or participation in the following:

Chapter meetings	3 points
Serenades	2 points
Community service projects	3 points
Brotherhood retreats	2 points
Recruitment activities	3 points
Payment of chapter dues/bills on time	3 points
Intramural sports	2 points
House cleaning/fixing	2 points
Ritual ceremonies	3 points
Holding an executive office	3 points
Meeting minimum expectations as an officer	2 points
Achieving above a 3.5 GPA for the quarter/semester	4 points
Achieving above a 3.0 GPA for the semester/quarter	3 points
Achieving the most improved GPA for semester/quarter	3 points

Brothers lose points by (optional):

Not paying their bills on time	-1 point (per week)
Not achieving a 2.5 GPA for the semester/quarter	-3 points

Please keep in mind that the value placed on the above activities may not correlate to what your chapter values. However, realize that we should stress the importance of attendance at functions such as recruitment, ritual, meetings, and community service projects.

All points should be logged from one quarter/semester to the next, keeping track of totals. Members should be rewarded following each quarter/semester as well as at the end of the year.

Possible rewards for the brothers:

1. Beta of the Semester
2. Chapter pays for one formal
3. Free T-shirts for one semester
4. Brother is free from house duties/cleanups for one semester/quarter

5. Brother is placed high on the list of room picks
6. Brother gets a gift certificate to buy a few CD's
7. Brother's name is placed on a plaque
8. Brother receives Beta merchandise
9. Discounts on dues or rent

Many chapters determine who is eligible to move into the chapter house and what rooms they are eligible for by the total number of brotherhood points a brother currently has (or the amount he had accumulated last semester).

Appendix D—Sample Constitution

Constitution of (School name) chapter, the (Greek designation) of Beta Theta Pi Fraternity

Article I—Name and Purpose

Section 1: The name of the Fraternity chapter shall be the (Greek designation) chapter of Beta Theta Pi.

Section 2: Its objects shall be the same as those set in the Constitution of Beta Theta Pi especially as applied to the (School name) campus upon which this chapter is located.

Article II—Laws

Section 1: This chapter of Beta Theta Pi shall be governed by the Constitution and Laws of Beta Theta Pi, a fraternity association organized as a non-profit corporation under the laws of the state of (state name), and such Constitution and Bylaws as this chapter shall adopt from time to time.

Article III—Membership and Finances

Section 1: Membership shall be conferred only upon male students of (School name) who have met the qualifications set out in Article II of the Constitution of Beta Theta Pi. The aforementioned must also fulfill such additional scholastic requirements as may be prescribed by this Constitution or by this chapter's Bylaws.

Section 2: Dues shall be collected from each member to fulfill the financial obligations of the chapter and shall be payable as provided by these bylaws. The amount of such dues shall be suggested to the chapter by the treasurer and shall become binding upon approval of the active members.

Section 3: The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid, has a cumulative GPA of 2.5 or above and/or above the all-men's average and is deemed in good standing by the kai committee.

Section 4: No money from dues shall be used to purchase alcoholic beverages.

Article IV—Officer, Duties and Elections

Section 1: The executive officers of this chapter shall be the president, vice president, treasurer, secretary, risk manager, recruitment chairman, pledge educator, scholarship chairman and social chairman. Other offices may be approved and duly adopted in the bylaws of this chapter.

Section 2: The duties of these officers shall be those set out in Chapter VI of the Laws of Beta Theta Pi and such additional duties as may be prescribed by the Bylaws of this chapter.

Section 3: These officers shall be elected by a majority vote of the chapter membership present according to the Bylaws of this chapter.

Article V—Meetings and Quorum

Section 1: Regular meetings of this chapter shall be held each week during the school year. The day, time and location shall be approved at a meeting called by the executive committee at the start of each term.

Section 2: Special meetings may be called by the president, executive committee and members according to the Bylaws of this chapter.

Section 3: A quorum shall consist of two-thirds of members in good standing for the transaction of all business at any regular meeting of this chapter.

Section 4: *Robert's Rules of Order* shall govern the meetings of this chapter in all cases in which they apply and where they are not inconsistent with the Constitution of Beta Theta Pi and the Constitution and Bylaws of this chapter.

Article VI–Committees

Section 1: The officers of this chapter shall constitute the executive committee of the chapter. The function of this committee shall be to transact necessary business of the chapter between meetings, and to do such other business as may be imposed on it by the Bylaws of this chapter, or as may be referred to it by the chapter. There shall be regular meetings of the executive committee as provided in the Bylaws.

Section 2: There shall be standing committees to promote the objects and interests of this chapter as are ordained by the bylaws. Their terms shall be the same and coincide with that of the officers.

Section 3: Special committees may be created by the executive committee or vote of the chapter at any chapter meeting, their terms to be fixed by the appointed authority.

Section 4: The kai committee shall be composed of five members (chaired by the vice president), one from each class within the chapter. The function of the committee shall be to promote brotherhood development and to provide self governance for chapter members. There shall be regular meetings of the Kai Committee as provided in the Bylaws of this chapter.

Section 5: The cabinet committee shall be composed of all non executive committee offices within the chapter. The function of the cabinet committee is to coordinate chapter activities. There shall be regular meetings of the cabinet committee as provided in the Bylaws of this chapter.

Article VII–Amendments to the Constitution

Section 1: This constitution may be amended at any regular meeting of the chapter by a two-thirds vote of the active members of the chapter present and voting; provided notice of the proposed amendment shall been given at the two preceding regular meetings of the chapter; and provided that the amendment is consistent with the Constitution and Laws of Beta Theta Pi.

Sample Bylaws

Please note that various methods of elections are used by chapters of Beta Theta Pi . This serves as a sample.

The Bylaws of (School name) chapter, the (Greek designation) of Beta Theta Pi Fraternity

Section One

- Article I:* These officers are to be elected by a two-thirds majority of active members present and voting at a regularly scheduled meeting:
- A. President
 - B. Vice president
 - C. Treasurer
 - D. Secretary
 - E. Risk manager
 - F. Recruitment chairman
 - G. Pledge educator
 - H. Scholarship chairman
 - I. Social chairman
- Article II:* Voting shall be done by a secret ballot.
- Article III:* At the second meeting in November, nominations for the executive committee offices will be accepted from the membership. The election will then be held at the last meeting of November.
- Article IV:* If a nominee loses his election, he is automatically eligible to be a nominee for the next office to be considered. The order of elections shall be (1) President, (2) Vice president, (3) Treasurer, (4) Secretary, (5) Risk Manager, (6) Recruitment Chairman, (7) Pledge Educator, (8) Scholarship Chairman and (9) Social Chairman.
- Article V:* In the event of an emergency, the executive committee will appoint a member to fill a vacant position until an election is held. For these emergency elections, the nominations will be held one regularly scheduled meeting in advance of the meeting at which the elections are to take place.
- Article VI:* All offices other than the nine executive committee positions, shall be appointed by the president and approved by a majority vote of the active members present and voting at a regularly scheduled meeting. These officers include:
- A. Ritual chairman
 - B. Intramurals chairman
 - C. Philanthropic chairman
 - D. Chorister
 - E. Alumni relations chairman
 - F. Public relations chairman
 - G. Sergeant-at-arms
 - H. IFC representative
 - I. House manager
 - J. Steward
 - K. Chapter archivist/historian
- Article VII:* By virtue of his position, the president will be the chapter's official delegate to the General Convention. An alternate delegate will be elected by majority vote of active members present and voting at a regularly scheduled meeting in March.

Article VIII: Responsibility for the performance of all active members shall lie with the kai committee. Complaints regarding the performance of members shall be addressed to the vice president, president, or any kai Ccommittee member.

Article IX. From time to time, the campus attitude or the attitude of the chapter may require that certain policies be adopted and/or revised. In case that a new policy is necessary, a proposal may be devised and voted on by active members present and voting. A policy requires a two-thirds vote to pass. Any amendments will require a three-fourths vote to amend. Any such policies are strictly protected by these bylaws and may be enforced by the kai committee.

Section Two–The executive committee

Article I: The purpose of the executive committee is to facilitate the operation of the chapter, to aid in the control of its finances, to report at stated times and intervals on the condition of the chapter, to prepare business in order that chapter meetings may be as orderly and as brief as possible, to determine policy in advance for approval at chapter meetings and to provide in all other ways possible for the businesslike administration of chapter affairs and policies.

Article II: The executive committee shall consist of nine voting members: The chapter president, vice president, treasurer, secretary, risk manager, recruitment chairman, pledge educator, scholarship chairman and social chairman. Any interested members may attend meetings but are not granted voting privileges.

Article III: The executive committee will meet once a week to conduct business. The day, time and location shall be approved at a meeting called by executive committee members at the start of each term.

Article IV: All findings and proceedings of the committee shall be reported to the chapter, and all action of the committee are subject to approval by a majority of active members present and voting at a regularly scheduled meeting.

Section Three–The kai committee

Article I: The function of the kai committee is to provide brotherhood development programs and to promote self governance within the chapter through education and to hold members accountable for actions deemed unworthy of a member.

Article II: The kai committee shall be composed of five voting members: The chapter vice president, one elected freshman delegate, one elected sophomore delegate, one elected junior delegate and one elected senior delegate.

Article III: These committee members shall be elected by a majority vote of the chapter membership present according to the Bylaws of this chapter.

Article IV: The kai committee shall meet once a week to conduct business. The day, time and location shall be approved at a meeting called by kai committee members at the start of each term.

Article V: The kai committee shall be chaired by the chapter vice president

Section Four–The cabinet committee

Article I: The function of the cabinet committee shall be to provide chapter programming.

Article II. The cabinet committee shall comprise of 11 voting members: The ritual chairman, intramurals chairman, philanthropy chairman, chorister, alumni relations chairman, public relations chairman, sergeant-at-arms, IFC representative, house manager, steward and the archivist/historian.

Article III: The cabinet committee shall meet every two weeks to conduct business. The day, time and location shall be approved at a meeting called by kai committee members at the start of each term.

Article IV: The cabinet committee shall be chaired by the chapter vice president

Section Five–Dues and Bills

- Article I:* Chapter bills shall include one or more of these items as appropriate:
- A. Chapter dues
 - B. Pledge dues
 - C. Initiation fee
 - D. Live-in chapter fee
 - E. Live-out chapter fee
 - F. Fines & assessments
 - G. General Fraternity insurance, dues, and Heritage fee
- Article II:* Bills will be rendered at the beginning of each semester and must be paid in full by the seventh week of classes. Unless excused by the chapter treasurer, any member who has not paid by the due date will be brought before the kai committee by the treasurer to decide upon necessary sanctions. In addition, any fines or interest charge imposed will be left to the discretion of the treasurer, who has the option of consulting the kai committee.
- Article III:* Chapter expenditures which involve assessments of any kind must first be discussed and approved by the majority of the active chapter present and voting at a regularly scheduled meeting.
- Article IV:* The following expenses for the official delegate to the General Convention will be paid by the chapter unless provided for by another source(s): travel, room/board, registration costs. Any other expenses will not be covered by the chapter treasury.
- Article V:* All bills shall be paid by check, drawn by the treasurer and president. Approval of the president and treasurer shall be necessary for a purchase in excess of \$100.00.

Section Six–Duties

- Article I:* All elected officers are required to read these Bylaws and to perform their respective duties and responsibilities as set forth below.
- Article II:* *Duties of the president*
- A. To call and preside over special and active chapter meetings.
 - B. To act as the chapter's official delegate to the General Convention.
 - C. To appoint or nominate for election such individuals or committees as he deems necessary to assist him in carrying out chapter functions and policies. The power of appointment and the power of dismissal are concurrent.
 - D. To preside at banquets and special dinners.
 - E. To represent the chapter at interfraternity functions, campus fraternal activities and any other occasions of similar nature.
 - F. To act as a liaison between the chapter and its advisors.
 - G. To coordinate the development of chapter goals at the beginning of the school year and/or to report on the status of the chapter in the annual report at the end of the academic year.
 - H. To organize the study and possible revision of the chapter Bylaws at least once throughout his presidency.
 - I. To serve as a member of the executive committee.
 - J. To attend all chapter alumni and house corporation meetings

Article III.

Duties of the vice president

- A. To preside at active meetings in absence of the president.
- B. To serve as chairman of the executive committee.
- C. To serve as chairman of the kai committee.
- D. To act as president in case of temporary absence.
- E. To assist the president in all duties in which he may desire assistance.
- F. To coordinate the activities of the different committees and chairmen to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest.
- G. To act as a liaison between the chapter and its advisors.
- H. To promote the involvement of brothers in IFC, student government, and other campus/local organizations.
- I. To serve as chairman of the chapter cabinet committee meetings.

Article IV:

Duties of the treasurer

- A. To prepare the chapter's annual financial budget in conjunction with the chapter financial advisor.
- B. To issue bills at the first of each billing payment and to collect payments.
- C. To pay all bills promptly so that advantage is taken of all discounts.
- D. To present the financial records of the chapter in good working order.
- E. To serve as a member of the executive committee.
- F. To submit the names of members delinquent in paying their bill to the president/kai committee.
- G. To monitor and control each officer's use of his portion of the budget in order to keep within limits.
- H. To draft a promissory note to be signed by each chapter member each semester.
- I. To ensure that the chapter has an excellent financial rating from the Assistant General Treasurer of Beta Theta Pi.

Article V:

Duties of the secretary

- A. To send annual reports/correspondence to the administrative office.
- B. To send articles to *The Beta Theta Pi* when due, along with photographs when appropriate.
- C. To serve as a member of the executive committee.
- D. To read important correspondence at chapter meetings and advise the president of such correspondence.
- E. To initiate and answer general chapter correspondence which is not specifically concerned with another chapter office.
- F. To send shingle orders, notice of admission, pledge cards and initiation forms to the Administrative Office within one week after pledging or initiation.
- G. To make sure that all necessary order blanks and chapter stationary are on hand.
- H. To carry out all duties and responsibilities concerning the yearly fraternity composite.
- I. To carry out all correspondence concerning initiates or pledges as required by the university.
- J. To be responsible for the ordering and sending of all holiday cards.

- K. To be responsible for general correspondence to parents and other guests for pledging, initiation ceremonies, and banquets.
- L. To compile and distribute the summer newsletter and address directory.
- M. To record the minutes of regular and special chapter meetings and entering them in the official minute book of the chapter.
- N. To take and record roll at all regular and special chapter meetings and entering them into the official minute book of the chapter.
- O. To be responsible for typing the minutes of regular chapter meetings and entering them into the official minute book of the chapter.
- P. To be responsible for the keeping of the official Roll Book of the chapter and ensure that each member completes his information directly after initiation.

Article IV:

Duties of the risk manager

- A. To ensure that Beta Theta Pi's risk management policy is implemented at each chapter event.
- B. To serve as a member of the executive committee.
- C. To present risk management programs to the chapter at least once a month.
- D. To submit all required risk management documentation to the administrative office.
- E. To be a member of the social committee.
- F. To develop a (Greek name) chapter crisis management plan.
- G. To organize an alcohol awareness program for the chapter each year.

Article V:

Duties of the recruitment (rush) chairman

- A. To reply and keep on file all recruitment recommendations in the form of correspondence from alumni of this or any other chapter.
- B. To maintain a list of all potential members the chapter may be interested in.
- C. To oversee all recruitment related activities and to inform all active members of acceptable recruitment practices.
- D. To ensure that all recruitment events are alcohol free.
- E. To be familiar with the institution and Interfraternity Council recruitment regulations and to present to the chapter these regulations and all other pertinent information deemed necessary for successful recruitment.
- F. To develop a recruitment calendar of events and distribute this calendar to all members of Beta Theta Pi.
- G. To serve as a member of the executive committee.

Article VI:

Duties of the pledge educator

- A. To conduct the pledge education program within all General Fraternity, campus and state guidelines.
- B. To schedule and preside over all pledge meetings.
- C. To be responsible for the education of new members in Beta lore and music.
- D. To be responsible for the overall operation of the pledge program according to current chapter practices.
- E. To act as the liaison between the pledges and the chapter.
- F. To encourage the pledges' interest and enthusiasm with regard to the pledge program and chapter activities.
- G. To be responsible for the scheduling of initiation, the pledging ceremony, ordering pledge pins and paddles and the selection of big brothers.

- H. To serve as a member of the executive committee.
- I. To work to ensure that at least 75% of men formally pledged are initiated.

Article VII:

Duties of the scholarship chairman

- A. To know the academic standing of all active brothers and pledges and to inform those on academic probation concerning the circumstances of their situation.
- B. To serve as a member of the executive committee.
- C. To keep the chapter informed of all important academic dates and university undergraduate academic rules and regulations.
- D. To organize and conduct study tables with the pledge educator.
- E. To keep confidential the academic standing of all brothers and pledges.
- F. To inform brothers of quiet hours.
- G. To schedule speakers on time management, interviewing skills, resume writing, writing skills, etc.
- H. To make members aware of various campus counseling services, academic services, tutoring services, writing labs, etc.
- I. Work to ensure that 90% of chapter members are in good scholastic standing within the chapter.

Article VIII:

Duties of the social chairman

- A. To schedule and organize all chapter social activities.
- B. To serve as a member of the executive committee.
- C. To plan and organize decorations, procurement of bands and all other details pertaining to chapter social functions.
- D. To stay within budget limits and to be aware of the balance remaining.
- E. To appoint such committees as may be deemed necessary to assist in fulfilling these duties.
- F. To register all chapter social functions with the appropriate university office.
- G. To enforce all General Fraternity risk management policies and campus regulations during chapter social functions.
- H. To maintain discipline at all chapter social functions as well as all executive committee members.
- I. To inform all active members and pledges of chapter social events, including the posting of the social calendar.
- J. To organize at least one alcohol free social event during the academic year.
- K. To elect chapter sober roamers or designated drivers for each social event.

Article IX:

Duties of the ritual chairman

- A. To procure all ritual equipment.
- B. To be responsible for ensuring that all songs and parts are known for rituals.
- C. To ensure that all rituals are performed with dignity and in correlation with all General Fraternity, IFC and state policies.
- D. To schedule ritual rehearsals prior to all performances of the *Ritual*.
- E. To schedule an "Eye of Wooglin" once a month.
- F. To ensure that ritual regalia is properly stored, secured and cared for.
- G. To educate newly initiated members on the objects, emblems and insignia following the formal initiation ceremony.

- H. To ensure that adherence to prescribed procedures, performances and proper use of all ritual regalia and equipment at all ceremonies as prescribed in Chapter VIII of the Laws of Beta Theta Pi.

Article X: Duties of the intramurals chairman

- A. To oversee all sanctioned chapter athletic events.
- B. To attend all Interfraternity Council athletic directors meetings.
- C. To submit all team rosters to the intramurals office.
- D. To handle all orders for fraternity sportswear.
- E. To inform members of deadline dates regarding intramural rosters.

Article XI: Duties of the philanthropic projects chairman

- A. To be responsible for the organization of semester philanthropic events.
- B. To oversee the coordination of any other campus, all Greek or chapter philanthropic events.
- C. To be responsible for the ordering of Children's Burn Awareness materials and the scheduling of classroom visits.
- D. To apply for the John Holt Duncan Service Award/Children's Burn Awareness Chapter Participation Award.

Article XII: Duties of the chorister

- A. To know all songs sung by the chapter.
- B. To organize at least one serenade per semester.
- C. To lead chapter singing at special occasions and traditional events (parent's weekend, initiation, homecoming).
- D. To teach selected songs to the chapter.

Article XIII: Duties of the alumni relations chairman

- A. To plan and implement at least two alumni events per year.
- B. To keep an updated mailing list of all local Beta alumni.
- C. To contact all alumni to inform them of the chapter's status and of any events that will be held in their honor.
- D. To publish at least two alumni newsletters each year.
- E. To award Fraternal Fifties.
- F. To attend all chapter alumni and house corporation meetings

Article XIV: Duties of the public relations chairman

- A. To develop a written public relations plan for the chapter.
- B. To maintain a list of local media sources (television, newspaper, radio).
- C. To organize an annual parent's event for the chapter.
- D. To invite faculty/administrators to chapter functions.
- E. To maintain proper correspondence etiquette with sororities, administration, alumni, chapter friends.

Article XV: Duties of the Sergeant-at-Arms

- A. To call the chapter meeting of Beta Theta Pi to order.
- B. To maintain order while the chapter meeting is in progress.

Article XVI: Duties of the IFC representative.

- A. To attend all IFC legislative meetings.
- B. To inform the chapter of pertinent IFC events/programs/elections/office vacancies.

Article XVII: Duties of the house manager

- A. To oversee the completion of weekly house duties.
- B. To be responsible for the overall cleanliness of the chapter house.
- C. To schedule an annual fire/insurance inspection of chapter property.
- D. To work closely with the risk manager.
- E. To keep an up-to-date list of needed chapter repairs along with estimates of cost.
- F. To organize at least one all-chapter clean up each semester.
- G. To order all cleaning supplies as needed.

Article XVIII: Duties of the steward

- A. To be responsible for the overall cleanliness of the kitchen.
- B. To be responsible for the completion of daily kitchen duties.
- C. To be a liaison between the cook and the chapter.
- D. To plan the weekly chapter menu.

Article XIX: Chapter archivist/historian

- A. To keep an up-to-date scrapbook.
- B. To keep all chapter historic files in working order.
- C. To take pictures at chapter events.
- D. To educate the chapter on relevant chapter history.

Section Seven–Ritual and customs

Article I: Chapter meetings

- A. The time and place of regular meetings shall be established by a majority vote at the first meeting of the academic year. The chapter meetings will be held weekly. The president may change the time of a specific meeting or cancel such meetings as he deems necessary.
- B. The president may schedule an “Eye of Wooglin” when he deems necessary, which may include active members, General Fraternity officers and alumni of the chapter.
- C. Special meetings of the chapter may be called as the president deems necessary. Special meetings may also be called upon the written petition of three members of the executive committee or five members of the chapter. Notice will be posted and the secretary shall make every effort to be certain that all members are aware of the meeting. One-half of the entire chapter shall constitute a quorum for the conduct of business at a special meeting.
- D. Two-thirds of the chapter members shall constitute a quorum for the conduct of business at regularly scheduled meetings.
- E. Meetings shall begin promptly at the announced time and shall be conducted in an orderly manner. Each member shall be recognized by the president before addressing the chapter. This procedure is to be strictly enforced.
- F. The parliamentary authority shall be Robert’s Rules of Order, Newly Revised in all cases in which it is applicable and not inconsistent with these Bylaws, other chapter laws, rules of the university or laws of the General Fraternity.
- G. Attendance will be taken at chapter meetings by the secretary. Excuses from absent members shall be presented (in writing) to the president or secretary prior to the beginning of the chapter meeting.
- H. Motions made at a chapter meeting may not be voted on until a subsequent meeting. However, if two-thirds of the active members present and voting

deem it necessary, this provision may be set aside and the motion considered immediately.

- I. Absentee votes are permitted at a chapter meeting only if approved by the president and documented by the secretary prior to the discussion and subsequent vote concerning any motion or nomination. A member is restricted to no more than two proxy votes.
- J. Motions pertaining to amendments to these Bylaws will require approval by a three-fourths vote of the active members present and voting at a regularly scheduled chapter meeting.

Article II:

Pledging requirements

- A. There shall be two pledge periods per year; one in the fall and one in the spring. The pledge period shall last approximately eight weeks and may not be extended except by approval of the General Secretary under extenuating circumstances such as illness or a death in the family.
- B. To become a candidate for pledging, a prospective member must gain the approval of 85% of the initiates present and voting.
- C. Any pledge who fails to achieve the required GPA of 2.5 in two consecutive semesters shall be depledged. If, after one semester, he satisfies the grade point requirement, he will be considered immediately by the chapter for membership.
- D. A pledge shall be depledged and considered to be unworthy by the chapter at one of three pledge review sessions that shall be held throughout the pledge program and during regularly scheduled meetings. The conditions for depledging are:
 - 1. After three weeks of pledging, if 10% of the initiates present and voting vote to hold discussion and 90% vote to depledge.
 - 2. After six weeks of pledging, if 10% vote to hold discussion and 50% vote to depledge.
 - 3. After eight weeks of pledging, if a motion is made and seconded to hold discussion and 30% vote to depledge.
- E. A motion and reconsideration shall be entertained for any man depledged by the above method only if a majority of the active members present and voting vote to do so. This will apply to all three review sessions.

Article III:

Initiation

- A. Before initiation into the chapter, a pledge must do the following:
 - 1. All fraternity bills submitted, including the initiation fee, must be paid to the satisfaction of the treasurer.
 - 2. He must meet the standards outlined by the General Fraternity.
- B. The initiation ceremony will be conducted in accordance with the standard ritual guide as approved by the General Fraternity.

Appendix E—Overview of *Robert's Rules of Order*

This is a condensed version of *Robert's Rules of Order*. It is intended to provide basic background in parliamentary procedure in order to conduct business efficiently and orderly.

Addressing the chair

All meetings should be conducted from the “chair” (usually president). Members addressing the chair should refer to the presiding officer as “Brother President”.

Obtaining the floor

Before a member may make a motion or speak in debate, he must obtain the “floor”. To claim the floor, a member raises his hand and waits to be “recognized” by the chair. The chair will recognize the member by announcing his name or title. This member then has the floor and can stand and speak until he yields the floor by resuming his seat. While a motion is open to debate, there are three important cases where the floor should be assigned to a person who may not have been the first to rise and address the chair. These cases are:

1. If the member who made the motion claims the floor and has not already spoken on the question, he is entitled to be recognized in preference to other members.
2. No one is entitled to the floor a second time as long as any other member who has not yet spoken to the pending motion requests the floor.
3. The chair should attempt to alternate opposite opinions on a question if he is aware of members requesting the floor who have opposing views.

Making a motion

1. First, a member makes a motion. Though he makes a motion, he uses the word “move” to make the motion (for example: “I move to allocate”).
2. Another member seconds the motion by saying, “I second it” or simply, “Second”. It should be noted that a second by a member merely implies that the motion should come before the meeting and not that he necessarily favors the motion. A member may second a motion because he would like to see the assembly go on record as rejecting the proposal, if he believes a vote on the motion would have such a result.
3. The chair then states the “question” on the motion. Neither the making nor the seconding of a motion places it before the council; only the chair can do that by this step (stating the question). When the chair has stated the question, the motion is pending and is then open to debate (providing it is a debatable motion). If the council decides to do what a motion proposes, it adopts a motion or it is carried. If it decides against the motion, it is rejected or lost.

Amending a motion

The motion to amend is a motion to modify the wording (within certain limits) of a pending motion before it is acted upon. An amendment must be germane; that is, it must be closely related to or have some bearing on the subject of the motion to be amended.

A motion to amend is handled the same way as a main motion and requires a second to be considered. An amendment is adopted by a majority vote even in cases where the motion to be amended requires a two-thirds vote for adoption.

Approval of the minutes

At the beginning of regularly scheduled meetings, copies of minutes of the previous meeting will be distributed for study by chapter members. The chair then asks, “Are there any corrections to the minutes?” and pauses. Then the presiding officer says, “If there are no corrections” (or “no further corrections”) the minutes stand approved (or “approved as corrected”)

Point of order

When a member thinks that the rules of the meeting are being violated, he may ask for a “point of order”, thereby, calling upon the chair to make a ruling and enforce the regular rules.

A point of order:

- ˘ can be applied to any breach of the meeting's rules
- is in order when another has the floor
- ˘ does not require a second
- ˘ is not debatable unless the chair, being in doubt, submits the point to a vote of the meeting, in which case the rules governing its debatability are the same as for an appeal

Previous question

The previous question is the motion used to bring the meeting to an immediate vote on one or more pending questions. The motion for the previous question:

- ˘ takes precedence over all debatable or amendable motions to which it is applied
- ˘ can be applied to any immediately pending debatable or amendable motion
- ˘ is out of order when another has the floor
- ˘ must be seconded
- ˘ is not debatable
- ˘ is not amendable
- ˘ requires a two-thirds vote

Postpone indefinitely

A motion to postpone indefinitely is a motion that the assembly declines to take a position on the main question. Its adoption kills the main motion, at least for the duration of the session, and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. The motion to postpone indefinitely:

- ˘ is out of order when another has the floor
- ˘ must be seconded
- ˘ is debatable
- ˘ is not amended
- ˘ requires a majority vote

Adjourn

To adjourn means to close the meeting. The motion to adjourn is a motion to close the meeting immediately, made under conditions where some other provision for another meeting exists and where no time for adjourning the present meeting has already been set. The motion to adjourn:

- ˘ is not applied to any motion and no motion can be applied to it
- ˘ is out of order when another has the floor
- ˘ does not need to be seconded
- ˘ is not amendable
- ˘ requires a majority vote

Appendix F—Sample agenda for a chapter meeting (short form)

Sample agenda

- I. *Meeting is called to order* - sergeant-at-arms: “The (School name) chapter, the (Greek name) of Beta Theta Pi, is now in session! Have a care and govern yourselves accordingly.”
- II. *Singing of Gemma Nostra, followed by the President’s “Behold” invocation (see pp. 42-47 in the 1964 Ritual Book edition or pp. 76-81 in the 1992 reprint)*
- III: The recording secretary takes roll (in roll number or alpha order)
- IV: The reading of the minutes (from the previous meeting)
- V: Reports of officers
 - A. President
 - B. Vice president
 - C. Treasurer
 - D. Secretary
 - E. Risk manager
 - F. Recruitment chairman
 - G. Pledge educator
 - H. Scholarship chairman
 - I. Social chairman
 - J. Ritual chairman
 - K. Intramurals chairman
 - L. Philanthropic chairman
 - M. Chorister
 - N. Alumni relations chairman
 - O. Public relations chairman
 - P. Sargeant-at-arms
 - Q. IFC representative
 - R. House manager
 - S. Steward
 - T. Chapter archivist
- VI: Reports of committees
 - A. Kai committee
 - B. Recruitment committee
 - C. Risk management committee
 - D. Other ad hoc committees
- VII: Unfinished business
- VIII: New business
- VIII: Closing song—The Beta Doxology
- IX: The “Eye of Wooglin”

—At the first meeting of each month the chapter should schedule a “Long Form” meeting (see pp. 42-47 in the *1964 Ritual Book* edition or pp. 76-81 in the 1992 reprint)

Sample minutes

We recommend that the chapter secretary record the minutes into a bound book during the actual chapter meeting. This will provide consistency and will keep all information in one place for future members to review.

(Greek designation) chapter of Beta Theta Pi, minutes from the meeting held May 21, 1996

The chapter meeting was called to order at 6:45 p.m.

Absent from meeting were brothers: Corwin, Kopp, Bruns, Horner & Demmer

Officer reports:

President:

- ˆ Congratulations on a job well done! _____ chapter won three all-Greek awards
- ˆ Next week, meeting will be formal and an “Eye of Wooglin” has been scheduled following meeting

Vice president:

- ˆ There will be a cabinet meeting on Sunday, May 27 at 9:00 p.m.
- ˆ Kai committee will be meeting on Sunday, May 27 at 8:00 p.m.

Treasurer:

- ˆ Final payments are due on Monday, May 28
- ˆ The chapter accounts receivable is at \$0
- ˆ The chapter accounts payable is at \$0

Secretary:

- ˆ All forms have been sent into the General Fraternity as of yesterday
- ˆ Please complete the summer address sheet and give to the secretary by Mon., May 28

Risk manager:

- ˆ The fire inspector came to the chapter house last week and three minor citations were given. They will be fixed this week
- ˆ Risk management education session to be held, Monday, May 28 before meeting (fire prevention, 20 minutes)

Recruitment chairman:

- ˆ Recruitment event on Thursday at 6:45 p.m. (final event of the semester—bowling)
- ˆ Summer event calendar will be distributed on Wednesday (look in your mailbox)
- ˆ Recruitment dates for the fall are as follows:
 - September 5-7 (fraternity forum)
 - September 8-19 (open bidding)
- ˆ Everyone needs to be back to school on September 1 for recruitment education (Noon-5:00 p.m.)

Pledge educator:

- ˆ Will be working on pledge education manual over the summer

Scholarship chairman:

- ˆ Quiet hours will be enforced for finals and dead week (quiet hours 24 hours a day, except 5-6 p.m.)
- ˆ Good luck on finals
- ˆ Grade report from winter shows that we had a chapter cumulative GPA of 2.79

Social chairman:

- ˆ Sorority exchange after IM softball Tuesday, May 29th

Ritual chairman:

- ˆ Will be taking inventory of ritual equipment to assess needs for next year, will have the report prepared next Monday.

Intramurals:

- ˆ IM softball game Tuesday, May 29, 9:00 PM
- ˆ Good job last week guys we won 13 to 4!

Philanthropic chairman:

- ˆ Working on the John Holt Duncan Service Award for the General Fraternity awards
- ˆ We put in a total of 2500 man hours and raised \$1,890.00 this year!

Chorister:

- ˆ Song practice tonight following meeting

Alumni relations chairman:

- ˆ Alumni have been notified of pertinent recruitment dates for the summer and fall
- ˆ Alumni spring banquet was a success

Public relations chairman:

- ˆ Thank yous were sent to the sororities for participating in our annual philanthropy
- ˆ “Good luck on finals” cards were sent to the sororities last Thursday
- ˆ Sent a thank you to Dean Billings for coming to dinner last week

Sergeant-at-arms:

- ˆ Meeting has been running well, thanks guys!

IFC representative:

- ˆ IFC Elections are this week (Wednesday at 5:30, Edwards Hall). We have two members running for positions
- ˆ Greek week was a success, good job guys
- ˆ All Greek picnic, will be on Tuesday, May 29, 11 a.m. to 1 p.m.

House manager:

- ˆ All chapter work weekend was well attended. Brothers Fussell, Hametner and Gaddis will have to make up the missed time this weekend - contact house manager for project assignments

Steward:

- ˆ Kitchen has looked good

Chapter archivist:

- ˆ Got his camera back from the shop and will be at chapter events to take pictures.
- ˆ Photo album has been compiled and is in his room for viewing,

Committee reports:

Kai committee:

- ˆ Final brotherhood event of the year will be held on Friday, May 25th prior to the baseball game.

Risk management committee:

- ˆ Will be meeting with the social committee before the brotherhood event on Friday

Unfinished business:

- ˆ Sam’s amendment to the Bylaws was passed by a vote of 67 to 3 (4 abstentions)

New business:

None

Meeting was adjourned at 8:02 PM

Faithfully submitted in _____ *kai* _____,

Chapter Secretary

Appendix G—Motivating your membership for success

As leaders work to further the mission of Beta Theta Pi, they are faced with the challenge of involving each individual member in a meaningful way. Apathy is commonly defined as a lack of emotion feeling, or interest. The following four steps provide an alternative to the assumption that members are not involved because they do not care. By examining these steps, you should be able to stop apathy before it starts.

1. Set goals as an organization.

Goals can be a motivating force for an organization if they are decided upon as a group. Clear goals will provide your chapter with something to work toward, and they can unify the membership.

As chapter president, you must realize that you are serving the needs of your members. You must solicit input from everyone before decisions are made. A group goal setting session will improve communication and help people to feel more invested in the chapter's activities. It is difficult for one person to single-handedly motivate another, however, by fostering a team approach to leadership, you will provide your members with the feeling that they are valuable to Beta Theta Pi. The expression "people support what they help create" is important to remember as you strive to work with the chapter.

2. Organize members' involvement and tap into their strengths.

Once your chapter's goals are in place, encourage members to take specific actions to meet those goals. Personally asking members to become involved will cause them to feel more valued. The key to their acceptance of your offer is an appreciation of their talents and interests as individuals. Members will become more likely to participate if the opportunity fits with their experience and/or skills.

3. Create better meetings to increase attendance.

Meetings that involve the entire membership can do a great deal to promote unity; however, a poorly-run meeting can have the opposite effect. Weekly meetings should reinforce the importance of being a member of Beta Theta Pi and make everyone feel valued.

Running an effective meeting is not always easy, especially when individuals come with very different opinions and perspectives. Leaders must find a way to allow all opinions to be heard while still focusing on the issue at hand in a reasonable period of time. The presiding officer must solicit comments from members representing different opinions, allowing everyone in attendance to feel that their thoughts are being heard. Members will continue to attend meetings if their input is listened to and valued.

Lack of information is often a reason for people not wanting to attend meetings. Progress toward established goals should be reported at each meeting as well as current issues and upcoming events. If members feel out of touch with Beta Theta Pi, they will feel uncomfortable being involved. A printed agenda for the meeting can help facilitate a smoother discussion and provide valuable information to take from the meeting in writing.

Informed members will want to come to meetings. Leaders often simply say that members are apathetic instead of seeing apathy as a symptom of a larger issue. In this case, the issue is a lack of information, not a lack of concern for Beta Theta Pi.

Finally, meetings should always end on a positive note. Even when challenges arise and opinions clash, it is important to find a way to bring good closure so people will want to attend in the future. This is an opportunity to unify the group through a gavel pass exercise, or perhaps the "Eye of Wooglin," reinforcing the purpose of Beta Theta Pi.

4. Design a plan for recognition.

Recognizing members who have participated in a meaningful way is crucial for motivating them to remain involved. Sometimes the best way to recognize contributions is saying 'thank you' in person. Once again, apathy in this case is a symptom of feeling unappreciated.

Personally thanking a brother for his contributions gives an opportunity for dialogue. The brother will feel good that someone acknowledged the accomplishment and provided the chance to talk about it in more detail. Leaders should regularly offer personal praise; it takes only a small amount of time to make members feel like valuable contributors to the organization.

Significant accomplishments should also be recognized in front of the entire group. Not only does this make the individual feel good, but it also provides an example for other members of Beta to get involved. A presentation at a chapter awards banquet or some other chapter event is a great chance to give a plaque or other gift.

Once you, as a leader, truly get to know the members of your chapter, you will better know what motivates them. The most important thing to remember is that the little bit of time it takes to say thank you, in private or public, can be key to keeping people inspired and involved.

–Adapted from “Motivating Your Membership for Success.” *Campus Commentary*: November 1995.

Appendix H—Sample officer transition meeting/retreat

- I. Request that all outgoing and incoming officers be present for the transition meeting/retreat
 - II. Request that outgoing officers review their officer notebooks with incoming officers
 - A. Clean out appropriate files
 - B. Enclosed in the notebook should be the following:
 1. The *General Fraternity Officer Manual* (where applicable, if not phone the administrative office at 1-800-800-BETA)
 2. Copy of the chapter Constitution & Bylaws
 3. Copy of officer responsibilities as stated in the Constitution & Bylaws
 4. All current forms relative to the office
 5. Record of activities over the past year
 6. Calendar of the past year
 7. Recommendations for the coming year
 8. Resources relevant to the office
 9. Other pertinent information
 - C. Request that outgoing officers review their term with the incoming officer. Questions to address:
 1. What problems or stumbling blocks did the officer encounter?
 2. How were these problems or stumbling blocks dealt with?
 3. What aspect(s) of the term went really well?
 4. What are some recommendations for the incoming officer?
 5. Other?
 - D. Allow a question and answer period for the incoming officers.
 - E. Allow time for the incoming officer to write down or think about the following:
 1. What is the purpose of my office?
 2. What are my responsibilities?
 3. What ideas and goals do I have for improving this office?
 4. What new/old programs do I plan to utilize during my term?
 5. What do I want to accomplish in the short term (5 goals)? How am I going to accomplish those goals?
 6. What do I want to accomplish in the long term (5 goals)? How am I going to accomplish those goals?
 - F. Discuss with outgoing officers where they want the chapter to be.
- Excerpts from *The NIC Retreat Workbook*

Appendix I–Sample goal setting meeting/retreat

A goal is:

1. A desired future condition
2. Tends to be long range
3. Broad in focus
4. Expressed in either quantitative or qualitative terms

Why are goals important?

1. Goals are guides for action, and it is through group goals that the efforts of group members are planned and coordinated.
2. Conflicts among chapter members are resolved on the basis of what assists the chapter in achieving its goals.
3. Setting goals gives you an opportunity to review and evaluate what's been done, and discuss problems.
4. Goals provide a measuring stick against which progress can be measured.
5. Goals provide targets toward which efforts can be directed.
6. Goals are the motivating force in the behavior of group members. Without motivation the group takes no action to achieve its goals.

“The good goal test”:

1. Are your goals stated in specific terms?
2. Are your goals realistic, attainable, and meaningful to Beta Theta Pi?
3. Are the goals challenging enough?
4. Are your goals task-oriented?
5. Are your goals measurable so you know when you've accomplished them?
6. Was there group participation in setting the goals?

Remember, if the goals are accepted, understood and desired by the organization, they can direct, channel, motivate, coordinate, energize and guide the behavior of group members.

Example retreat

I. Explanation of individual (officer) and chapter goals

- A. Individual goals
 1. Established personally
 2. Can be private
 3. Should flow from chapter goals
- B. Chapter goals
 1. Established collectively
 2. Must be shared by all members
 3. Often form the basis for individual goals

II. Importance of goal setting and monitoring

- A. Goals are very useful in getting a chapter where they want to be.
- B. Unless we review our goals on a periodic basis, there is little use for having them.

III. The steps in goal setting

- A. Brainstorming
 1. Allows ideas to start flowing

2. Members begin to discuss what they would like the chapter to accomplish.
 3. Let every member take part in setting the goals (important for morale and cohesion).
 4. People support what they help create.
 5. Unrealistic goals can be weeded out later; we need to establish incremental and measurable goals.
- B. Prioritizing
1. Put goals in order of importance.
 2. Remember, it is important to include all members ideas and input so each member feels ownership in the process.
 3. Remember to set a few goals to which the chapter will commit; too many goals can become unachievable.
- C. Examples of ways to prioritize
1. Have a discussion in which each person is allowed a couple minutes to share their opinion with the chapter.
 2. Have each person rank the list and work to come to a consensus after every one has participated in the above step.
 3. Break the large group into smaller, more workable groups, and have each one come up with a prioritizing plan for a different segment of chapter operations.
- D. Developing a quality action plan
1. Identify the steps needed to accomplish the goal.
 2. Put the steps needed to accomplish the goal in order that they need to be accomplished.
 3. Decide who will be responsible for which phase of the action plan.
 4. Set a deadline for each step to be accomplished.
 5. Monitor the goals to check their progress
 6. Conduct an evaluation of the goals at the end of the officer's term. From that evaluation, make recommendations for the next officers.

—Excerpts from “Goal Setting and Organizational Mission” a presentation by Ellen Serventnick & Janie King

Appendix J—Removal of members and officers

Removal of members

The removal of an initiated chapter member of Beta Theta Pi is explained in the *Trial By Chapter*, found in the *Monthly Planner & Reporting Guide*. If you have further questions please phone the administrative office at 1-800-800-BETA.

Removal of chapter officers

The removal of chapter officers should be dealt with in your chapter Constitution & Bylaws. If this is not the case, the administrative office offers this as an example for you to utilize and incorporate into your chapter constitution and bylaws:

A. Any elected chapter officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

B. A written request stating the reasons for dismissal and signed by at least three (3) chapter members must be submitted at a regularly scheduled meeting.

C. By the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer who should come to that meeting prepared to speak.

D. A two-thirds (2/3) affirmative vote of the total voting membership is required to remove the officer from office.

E. In the event that the president is impeached, the vice president shall assume the office of president.

F. Any elected chapter officer whose grade point average falls below a 2.5 or is not enrolled in the required amount of credits/points/units to be registered as a full time student shall be subject to removal from office. His removal shall take place immediately. The president will have the power to appoint a temporary replacement until a special election can occur.