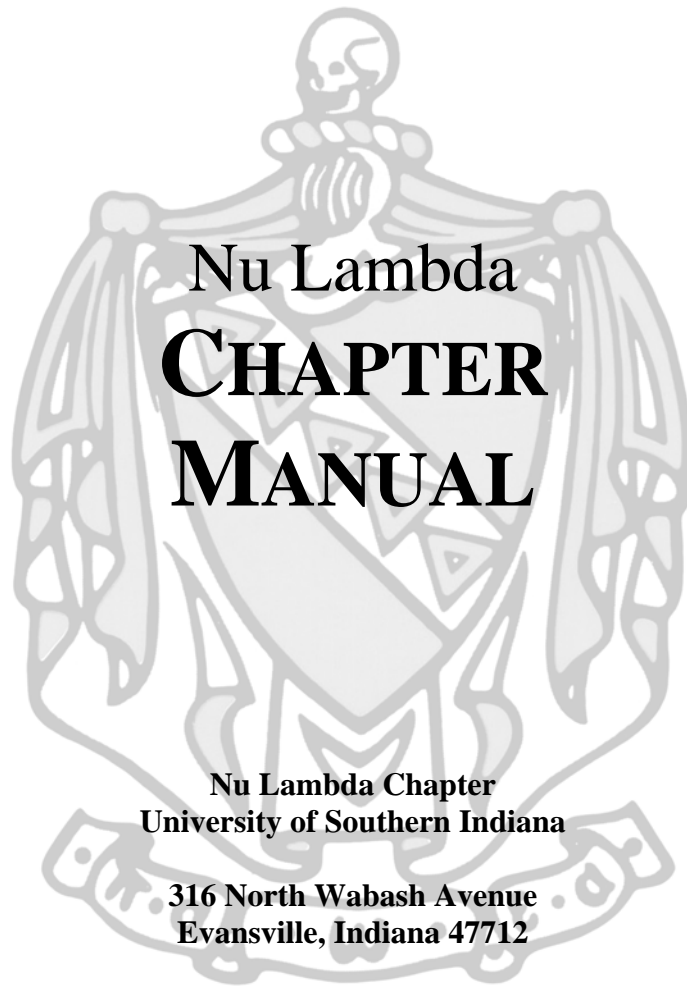


Tau Kappa Epsilon



Nu Lambda
**CHAPTER
MANUAL**

**Nu Lambda Chapter
University of Southern Indiana**

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CHAPTER I: CONSTITUTION

The Nu Lambda Chapter of Tau Kappa Epsilon Fraternity located at the University of Southern Indiana, being fully chartered as a regular collegiate Chapter of Tau Kappa Epsilon Fraternity, specifically adopts, accepts and acknowledges the International Constitution and International Bylaws and Traditions of Tau Kappa Epsilon Fraternity and, in addition, the following Bylaws are adopted under which this Chapter shall operate.

ARTICLE I: Articles of Incorporation

SEC. 1. **NAME.** The name of this Corporation shall be Nu Lambda Chapter of Tau Kappa Epsilon Fraternity, Incorporated.

SEC. 2. **CORPORATION.** This Corporation shall be a not-for-profit corporation under the laws of the State of Indiana.

SEC. 3. **POWER TO MAKE BYLAWS.** The following is taken from the Black Book, page 11, Article V, Section 5.

Both alumni associations and collegiate chapters shall have the power to make local rules, regulations and bylaws for their own government, not inconsistent with the Constitution, Bylaws, laws, traditions, usages, regulations, rulings, obligations or ritual of the Fraternity.

SEC. 3. **BYLAWS.** The Nu Lambda Chapter of Tau Kappa Epsilon Fraternity located at the University of Southern Indiana, being fully chartered as a Collegiate Chapter of Tau Kappa Epsilon Fraternity, specifically adopts, accepts and acknowledges the International Constitution and International Bylaws and Traditions of Tau Kappa Epsilon Fraternity and, in addition, the following Bylaws are adopted under which this Chapter shall operate. The Bylaws of this Corporation shall be composed of two parts: (1) the Constitution and (2) all subsequent sections included in the Nu Lambda Chapter Manual.

SEC. 4. **PURPOSE.** The exclusive purposes for which Nu Lambda Chapter of Tau Kappa Epsilon is organized and for which it shall be operated are to promote and to secure the intellectual, educational, social and recreational benefits derived from fellowship among its members and to promote such fellowship in accordance with the principles, traditions and ritual of the International Fraternity.

ARTICLE II: Membership

SEC. 1. **KINDS OF MEMBERS.** The membership of the Fraternity shall consist of collegiate, inactive, alumni, associate, honorary members and Chapter Corporations which hold title to real or personal property for use by a collegiate chapter.

SEC. 2. **COLLEGIATE MEMBER DEFINED.** A collegiate member is a male student in good standing at the institution which he is attending, who shall have been regularly initiated by a collegiate chapter, and who shall not have been granted inactive or alumni status. Alumni members may revert to collegiate status while attending graduate school, but are not required to do so.

SEC. 3. **INACTIVE MEMBER DEFINED.** An inactive member is a regularly initiated member in good standing that shall be:

First: A collegiate student at a school where no chapter of this Fraternity is established, or

Second: An unaffiliated collegiate student in attendance at a school where a chapter of this Fraternity is established and is a regular initiate of a collegiate chapter at another school; or

Third: A collegiate member whose participation in chapter activities has been precluded because of:

- A. Not being enrolled as a student as the result of an extended illness, injury or other extreme and unexpected reason.
- B. Not being enrolled as a student.
- C. Not residing in the metropolitan area where his chapter is located because of participation in an internship, co-op program, foreign exchange student program or student teaching program.

Written consent of the Chapter Advisor and the Board of Advisors is required for inactive status, and a copy of said consent shall be filed with the Offices of the Grand Chapter.

The Chief Executive Officer may require a physician's statement to verify extended illness or injury, or a statement from the college/university to verify the member is no longer a student or no longer a resident.

In the alternative, the Chief Executive Officer may require sufficient documentation from the Chapter Advisor and the Board of Advisors.

A member is not allowed to leave active status in Nu Lambda Chapter before their graduation and retain their membership

badge and certificate, unless that member qualifies for and has gone through the proper channels (as stated above) to obtain inactive status from the Board of Advisors and Tau Kappa Epsilon International Headquarters.

An inactive member shall have none of the rights or privileges of an active, honorary or alumni member.

SEC. 4. **ALUMNI MEMBER DEFINED.**

An Alumni member is one who continues to be in good standing, who has ceased to be a student in attendance in school, or continues to be in attendance in school after graduating with a Bachelor's Degree, and who has been regularly initiated into Tau Kappa Epsilon as (a) a collegiate member of a collegiate chapter, or (b) as an alumnus member of a colony which has been chartered as a chapter of Tau Kappa Epsilon, or (c) as an alumnus member of a local fraternity, affiliated or unaffiliated, which has been chartered as a chapter of Tau Kappa Epsilon.

SEC. 5. **LIFE LOYAL TEKE.** The designation of "Life Loyal Teke" shall apply to any member who has voluntarily enrolled in the Life Loyal Teke program.

SEC. 6. **HONORARY MEMBERS.**

- A. An honorary member is one of the following who, having been nominated by a collegiate chapter and confirmed by the Chief Executive Officer, is not a member of any other national social fraternity and who has been regularly initiated into Tau Kappa Epsilon: (1) male members of the faculty of the school where the chapter making the nomination is located, (2) male persons who have rendered or are rendering important service to the school, the community, the state, or nation, who are

of good moral character; or (3) male persons who have rendered important service to the chapter making the nomination or to the Fraternity.

- B. Alumni of any local fraternity, which has been installed as a chapter, may be initiated as honorary members by a collegiate chapter.
- C. The Chief Executive Officer shall designate the place of initiation, and which collegiate chapter scroll such honorary member shall sign when initiated, and the manner his signature shall be affixed thereto.
- D. Upon the approval of the Grand Prytanis, alumni of a school where a chapter is held in suspension may be initiated by a chartered alumni association, and such initiates shall sign the scroll of the collegiate chapter designated by the Grand Prytanis.
- E. Honorary members, in their own chapter, shall have all the privileges of alumni members.

SEC. 7. ASSOCIATE MEMBERS.

Associate members shall be provisional members of the Fraternity. Associate members shall have only the rights and privileges in the Constitution and Bylaws not expressly limited. Limitations pertaining to associate members are:

- A. To have no voting rights.
- B. To not pay dues. This does not include rent, insurance fees, fees due to TKE Internationals, and other fees.
- C. To be ineligible to hold an office.

- D. To not attend Formal Chapter Meetings, any ritualistic sections of Informal Chapter Meetings, any ritual reviews and other ritualistic ceremonies not held in their honor.
- E. To have no knowledge from the ritualistic ceremonies of the Fraternity not held in their honor.
- F. To be exonerated, punished, or expelled (called "Disassociated") by the Membership Quality Board, rather than the Judicial Board or any other trial by court.
- G. To have access to the Chapter house only when an Active member is present and to not have the front door combination.

SEC. 8. REQUIREMENTS FOR INITIATION.

No person shall be initiated into this Fraternity as a collegiate member except an individual who has been reviewed by the Membership Quality Board and has been duly and regularly elected to membership by two-thirds vote of the collegiate chapter. Candidates shall be initiated after semester grades have been received and candidates have met the chapter standards.

SEC. 9. DOUBLE MEMBERSHIP FORBIDDEN.

No person shall be eligible to membership in this Fraternity who is a member of any other collegiate national or international social fraternity.

SEC. 10. AFFILIATION. Nu Lambda Chapter may, by two-thirds vote, affiliate into active membership in Nu Lambda Chapter any inactive initiate of another chapter who is in attendance at the University of Southern Indiana, and such affiliate shall thereupon become an active

collegiate member of Nu Lambda Chapter. An alumnus member who is in good standing at the University of Southern Indiana may be eligible for collegiate chapter affiliation by a two-thirds vote of Nu Lambda Chapter, following an appearance before the MQB to determine status and qualifications for active membership.

SEC. 11. *GOOD STANDING DEFINED.*

A member in good standing is one who is not on probation, suspension or who is not in arrears to Nu Lambda Chapter, or to any agency or instrumentality thereof, beyond the period fixed by law. A member not in good standing shall be considered as suspended from membership until all arrears are paid, or time of payment extended.

SEC. 12. *EXPULSION, SUSPENSION, PROBATION, AND DROPPING FROM ROLLS.*

Members may be expelled, suspended, put on probation, dropped from the rolls and otherwise punished for non-payment of obligations and such offenses as may be provided by law, upon due notice and opportunity for hearing.

SEC. 13. *DEMIT.* A member, at his own request, may demit by written request to the Chief Executive Officer. With such request, said member shall surrender his badge, membership card and membership certificate. Upon approval of said demit, the Chief Executive Officer shall immediately notify the appropriate Fraternity official to strike said member's name from the chapter scroll.

A member who demits shall have no rights or privileges in Tau Kappa Epsilon.

SEC. 14. *EX-MEMBERS.* Any person wishing to reenter the chapter after having their badge and membership certificate removed must go through the recruitment

process, new member education, new member MQB, pay new member fees, and must go through initiation and receive a new scroll number.

SEC. 15. *PRIVILEGES OF COLLEGIATE MEMBERS.* The following is taken from the Black Book, page 33, Chapter XV, Section 6, letter A.

Each collegiate member shall, upon request of his chapter, be entitled to a copy of the Member Manual. In addition to the rights and privileges of membership set forth in the International Constitution and the International Bylaws and Traditions, each collegiate member who has paid the fees due from him pursuant to Section 1 of Chapter VII: Fraternity Finance, shall be entitled to an official badge and an official certificate of membership for so long as he remains a member of the Fraternity. Each collegiate member shall be entitled to a subscription to the Fraternity's magazine for seven years following the date he becomes a member of the Fraternity.

SEC. 16. *MEMBERSHIP STANDARDS.*

Members will comply with the decisions of Collegiate Chapter Officers, Collegiate Chapter Boards, Collegiate Chapter Committees, the Board of Advisors, and with the rules, resolutions, Constitution, and Bylaws of the Nu Lambda Chapter, the International Fraternity, and the University. For more Membership Standards see Chapter VI.

SEC. 17. *LITTLE SISTER*

ORGANIZATIONS. Auxiliary organizations or Little Sister groups, composed of collegiate women and affiliated with a collegiate chapter, are prohibited.

ARTICLE III: Meetings

SEC. 1. *TITLES OF OFFICERS.* The officers of Nu Lambda chapter shall be the Prytanis (President), Epiprytanis (Vice President), Hypophetes (Chaplin), Crysophylos (Treasurer), Hegemon

(Educator), Pylortes (Sergeant-at-Arms), Histor (Historian), and Grammateus (Secretary).

SEC. 2. *REGULAR CHAPTER MEETINGS.* Regular meetings of the Chapter shall be held in the Chapter House every Sunday of the regular school year at 4:00 PM. In case of emergency or necessity, the Prytanis may change the day, hour or place by placing written notice on the Chapter bulletin board 24 hours in advance for all members to see.

SEC. 3. *SPECIAL MEETINGS, HOW CALLED.* Special meetings may be called at any time by the Prytanis or shall be called by him upon written request of no less than thirty percent (30%) of the collegiate membership in good standing by posting the call on the official Chapter bulletin board at least 24 hours in advance of the time fixed for the meeting. The purpose of the meeting shall be clearly stated in any such request, and in the call to order of such meeting.

SEC. 4. *EXECUTIVE BOARD MEETINGS.* Officers of the Chapter will meet weekly in advance of the regular Chapter meeting at a designated time established by the Prytanis.

SEC. 5. *COMMITTEE CHAIR MEETINGS.* The Epiptytanis will meet no less than once a month with the chairs of all committees at a designated time, on a designated day, established by the Epiptytanis.

SEC. 6. *QUORUM.* A quorum for the conduct of business at any regular or special meeting of the Chapter will consist of fifty-one percent (51%) of the collegiate membership in good standing to include five officers, one of which will be the Prytanis, the Epiptytanis or the Hypophetes.

SEC. 7. *OPENING AND CLOSING.* The first meeting of each month shall be a formal ritual meeting of the Chapter and shall have a specific order of business. The informal opening and closing ritual shall be used for all other weekly meetings during the calendar month and follow the same order of business. However, formal ritual may be used for each and every meeting of the Chapter. At the first meeting of the month, the Declaration of Principles shall be read.

SEC. 8. *PARLIMENTARY PROCEDURE.* Robert's Rules of Order (newly revised), shall be the governing authority of all meetings except otherwise provided for in this Constitution or in the Bylaws adopted by the Chapter. The Epiptytanis shall be responsible for serving as parliamentarian and shall have a copy of Robert's Rules at every meeting.

SEC. 9. *ATTENDANCE AT CHAPTER MEETINGS.* Every member shall be present at every meeting unless excused by the Prytanis upon written application prior to the meeting. The application must be submitted to and approved by the Prytanis, who shall then notify the Grammateus of any excused absences.

SEC. 10. *ORDER OF BUSINESS.* The first order of business for meetings shall be as follows:

1. Opening by Prytanis, using ritual.
2. Roll Call by Grammateus.
3. Correction of minutes from last meeting.
4. Report of Collegiate Chapter Officers, Boards, and Committee Chairmen:

- A. Epiprytanis.
 - i. House Chairman.
 - ii. Rush Chairman.
 - iii. Intramurals Chairman.
 - iv. Social Chairman.
 - v. IFC Representative.
 - vi. Reports of Other Committees.
- B. Grammateus.
- C. Crysophylos.
- D. Histor.
- E. Hypophetes.
- F. Pylortes.
- G. Hegemon.
- H. Collegiate Chapter Boards:
 - i. Executive Board Chairman.
 - ii. Membership Quality Board Chairman.
 - iii. Judicial Board Chairman.
- 5. Chapter Advisor's Report.
- 6. State of the Chapter Address and Prytanis' Report.
- 7. Announcements not previously covered.
- 8. Discussion on prospective members, when appropriate.

- 9. Unfinished business (old business) as ~~previously~~ reported by the Grammateus ~~during the reading of the minutes.~~
- 10. New Business.
- 11. Closing by Prytanis, using ritual.

SEC. 11. *SPECIAL ORDER OF BUSINESS.* The following shall be special order business on the occasions specified to wit:

- A. At the first regular meeting after any Conclave, the report by the Chapter delegate regarding all legislative issues, the results of the Grand Council elections, and any other Conclave matter, shall be given following the reading of the minutes.
- B. Following official visits by any International Representative, the report of his inspection shall be given following the reading of the minutes.
- C. At meetings called by, or because of, a Chapter Court, the business of the Court shall be taken up immediately following Roll Call.
- D. Charges against members shall be heard under the proper headings, and the method, time, and procedure of trial determined immediately thereafter, and special court selected if trial is to be by that method.
- E. At the next regular meeting after a vacancy occurs in an office, the election and installation to fill said vacancy shall be taken up under the report of the Nominations Committee. This meeting shall be a formal ritual meeting.

F. At the last meeting of each semester, the Chapter shall conduct the Fraternity for Life ritual, assisted by representatives from the Board of Advisors and/or the Alumni Association, in order to induct the graduating seniors.

SEC. 12. **VOTING.** Voting on motions, on Candidates for Membership, and/or all other voting activities of the Chapter shall be open and by the usual sign, except the Prytanis may call for a division of the house or a Roll Call and must do so if requested by at least five collegiate members in good standing. Secret ballot shall be allowed only on election of officers. Absentee voting is never permitted. Voting is a privilege extended only to active members in good standing, with the exception of the Prytanis, who shall only cast a vote in the event of a tie. Abstentions are not allowed.

SEC. 13. **ELECTIONS.**

A. Regular election of officers, Chapter Advisor, and Faculty Advisor, shall be held at the first regularly scheduled meeting the second weekend in April, under new business. However, current officers shall continue to hold office until the last regularly scheduled meeting in May. New officers shall be inducted at this time.

B. During the election meeting, each candidate for office shall have five minutes to present a statement as to his qualifications and his plans to carry out the office.

C. The order of elections for officers is as follows:

1. Prytanis
2. Epiprytanis
3. Hypophetes

4. Crysophylos
5. Hegemon
6. Pylortes
7. Histor
8. Grammateus

D. Voting for each office shall be by secret ballot. Should no candidate receive a simple majority on the first vote of those present, the bottom candidate will be removed and another vote taken. This shall proceed until one candidate receives a simple majority of those present. In the event of a two or more way tie, the method for breaking the tie shall be by the Prytanis' vote or other method at the discretion of the Prytanis.

E. Special elections to fill open offices between regular elections shall proceed in the same manner as regular elections.

SEC. 14. **PRIVILEGES OF ALUMNI**

MEMBERS. Any alumnus or honorary member in good standing may attend any meeting of the chapter and may join in discussion and debate the same as any active member, but may not make or second motions or vote.

ARTICLE IV: Ritual

SEC. 1. **OFFICIAL RITUAL.** The following is taken from the Black Book, page 16, Article XI.

The Silver Book shall be the official ritual of the Fraternity and all persons shall be initiated according to this ritual.

SEC. 2. **RITUAL DECISIONS.** The Executive Board will be responsible for choosing time and place, the operation of, and any decisions pertaining to ritualistic ceremonies of the Fraternity in compliance with the spirit of the Silver Book.

ARTICLE V: Emblems and Insignia
(The following is taken from the Black Book, page 16, Article XII.)

SEC. 1. JEWELING AND MODE OF PURCHASE. Collegiate and inactive members shall wear only the official badge which shall be purchased only from an official jeweler through the Offices of the Grand Chapter. Alumni and honorary members may wear badges with extra jewellery.

SEC. 2. FORBIDDEN USE OF THE BADGE. The use of the badge on unauthorized jewelry, ornaments, or other items is forbidden. The badge may not be replicated on anything other than official jewelry, official correspondence, newsletters, or publications of the Fraternity or its chapters without permission of the Chief Executive Officer.

SEC. 3. OWNERSHIP OF MEMBERSHIP BADGE AND CERTIFICATE. Payment of the proper initiation fee shall entitle the member to the exclusive use for life of the Membership Badge, Certificate, and registered trademarks, so long as he remains a member. The Membership Badge and Certificate remain the property of Tau Kappa Epsilon Fraternity and will be surrendered to the Fraternity if a member is expelled or withdraws from Tau Kappa Epsilon.

ARTICLE VI: Chapter House Property

SEC. 1. TITLE. The title to all real and personal property for the use of collegiate chapters shall be held by not-for-profit corporations (hereinafter called “Chapter Corporations”), organized by the Board of Advisors, which Corporation shall be

subject to the obligations imposed upon it by the Constitution and Bylaws of the Fraternity.

SEC. 2. CHAPTER FINANCES. The finances of the collegiate chapter shall be supervised by the Chapter Corporation and the Board of Advisors.

SEC. 3. CHAPTER CORPORATION. No charter shall be granted unless or until the petitioning body shall have organized a Chapter Corporation, and any existing chartered chapter not having a Chapter Corporation is hereby required to form such corporation.

SEC. 4. CORPORATION DIRECTORS. The Board of Directors of the Chapter Corporation (hereinafter called the “Board of Advisors”) shall be composed of at least five (5) directors. Only members of the Board of Advisors shall be eligible to serve as directors.

ARTICLE VII: Chapter Finances

SEC. 1. INITIATION FEES. Each person initiated shall pay in full, prior to his initiation, the appropriate initiation fee as outlined in The Black Book to the Offices of the Grand Chapter and any other expenses involved. Deferred payment plans or time extension may not be granted nor shall the initiation of any member commence until all fees are paid in full.

SEC. 2. ANNUAL MEMBERSHIP AND LIABILITY INSURANCE FEES. Each member is responsible to pay the Annual Membership Fee as outlined in the Black Book and/or assessed by the International Fraternity. Liability insurance fees are paid through the Board of Advisors to the Chapter’s independent insurance provider.

SEC. 3. **DUES AND FEES.** Dues and fees are set by the Chapter at the final meeting of the year based on the requirements of the budget previously submitted to, and approved by, the Board of Advisors.

SEC. 4. **SPECIAL ASSESSMENTS.** Special assessments, defined as any fee levied to every member of the Chapter equally, may only be levied by a simple majority (51%) vote of the Chapter. Examples of special assessments include composite photos, expenses for Brotherhood events, and any item or event for which everyone has to pay equally.

SEC. 5. **PAYMENT OF BILLS AND DELINQUENCIES.** All debts to the Chapter or Board of Advisors for dues, fees, assessments or other moneys must be paid in advance by semester or by school year by the first regularly scheduled meeting of the semester. A discount will be extended to active members who elect to pay both the fall and spring installment together. The discount will be 10% off dues and rent, but does not impact the Chapter's monthly payment to the Board of Advisors.

All summer fees (dues and/ or rent) shall be paid by the last regularly scheduled meeting of the spring semester.

SEC. 6. **HOUSE RESIDENTS.** Prior to moving into the Chapter house, the member will have completed all appropriate forms, be in good standing with the Chapter and pay rent and social dues in advance for one semester or one year, in accordance with the Housing Contract.

SEC. 7. **SUSPENSION FOR NON-PAYMENT.** Any member who shall be delinquent shall be automatically placed on probation (See Chapter III, Article IV, Section 9, Letter C), may not attend any

Fraternity activities, and shall have no privileges until he shall have satisfied the indebtedness and appeared before the Judicial Board. In case the individual is an officer, the Prytanis shall appoint a collegiate member in good standing to fill the office until the officer is reinstated, impeached, or removed by the Judicial Board. Should the Executive Board be unsuccessful in securing settlement of the debt, the Chairman of the Board of Advisors shall commence action under the International Laws to remove the individual's membership and turn the indebtedness over to a collection agency.

SEC. 8. **EXPENDITURES.** No expenditure shall be made, or indebtedness incurred, by any person not expressly authorized to do so within these Bylaws. No person is authorized to spend or incur indebtedness shall exceed his authorized budget. Any expenditure over \$100.00 (not including routine house supplies) shall have three bids from three different companies before any purchase shall be authorized.

SEC. 9. **BILLS, PAYMENTS, DISPUTES.** No bill shall be paid without presentation of receipts. All disputes over accounts shall be referred to the Executive Board who, after review, may further refer them to the Board of Advisors.

SEC. 10. **CONTRACTS.** Any contracts that hold Nu Lambda chapter liable in any way will be reviewed and initialed by one Board of Advisors Alumnus member and reviewed and signed by the Crysophylos and/or the Prytanis.

SEC. 11. **DUES AND RENT REIMBURSEMENT.** Reimbursement for chapter dues and chapter house rent shall fall into two categories:

- A. Members that leave the chapter before or on the university established last day to drop classes without evaluation date shall receive a prorated refund equal to the portion of the total bill that falls after the afore mentioned university date.
- B. Members that leave the chapter after the university established last day to drop classes without evaluation date shall forfeit any portion of the total bill left unused for the remainder of the semester.

ARTICLE VIII: Amendments

SEC. 1. **HOW MADE.** Proposed amendments to these Bylaws shall be submitted in writing to the Epiprytanis who shall post the same on the bulletin board and present the same to the Chapter at the next regular meeting under new business. The proposed amendment shall lay on the table until the next regular meeting when, if duly seconded, shall be opened for discussion.

SEC. 2. **VOTING.** If the proposed amendment receives a two-thirds favorable vote, it shall be adopted.

SEC. 3. **ADOPTION.** It shall be the duty of the Epiprytanis to immediately enter all amendments into the Constitution.

SEC. 4. **DISTRIBUTION OF AMENDMENTS.** In case of an amendment to the Constitution, the Grammateus shall notify (in writing) the Chapter at two consecutive Chapter Meetings. The Epiprytanis will compile all amendments with notations as to which area of impact each falls into, and distribute the list to every member at the third regular Chapter Meeting each semester.

SEC. 5. **SUSPENSION OF AN AMENDMENT.** At times it may be necessary to suspend an amendment rather than removing it or changing the text of it. A suspension of an amendment may be called for by any member in good standing, seconded and passed with no less than a unanimous vote. The suspension shall last until it is no longer necessary or until the end of the semester in which it was proposed, which ever comes first.

ARTICLE IX: Resolutions

SEC. 1. **RESOLUTIONS DEFINED.** Specific rules, guidelines, and Chapter decisions that may change throughout the semester, or different semesters, are considered resolutions. These resolutions are too specific to be placed within the Constitution and Bylaws and vary with the membership of the Fraternity; therefore, to avoid the long process of adopting the Constitution and Bylaws each time a change is desired or a guideline is called for, a resolution may be called.

SEC. 2. **ADOPTION.** To adopt or change a resolution, it need only be seconded and passed by a simple majority of those present at a Chapter Meeting. This can take place during one meeting, assuming a quorum exists.

SEC. 3. **JURISDICTION.** A resolution holds the same binding that the contents of the Constitution and Bylaws hold, and is enforceable by the Pylortes. However, a resolution is only enforceable for the remainder of the semester it was proposed in. In order to extend a resolution, it may be proposed and passed again or an amendment made to the Constitution and Bylaws.

CHAPTER II: COLLEGIATE CHAPTER OFFICERS

ARTICLE I: Rules Pertaining to Officers

SEC. 1. **TITLES OF OFFICERS.** The Collegiate Chapter Officers (hereinafter called “Officers”) of Nu Lambda chapter shall be the Prytanis (President), Epiprytanis (Vice President), Hypophetes (Chaplin), Crysophylos (Treasurer), Hegemon (Educator), Pylortes (Sergeant-at-Arms), Histor (Historian), and Grammateus (Secretary).

SEC. 2. **ELIGIBILITY FOR ELECTION INTO OFFICE.** A member shall be eligible to be elected to office if they meet the following criteria:

- A. The member is to have a minimum prior semester or cumulative GPA of 2.7.
- B. The member is in good standing with the Chapter and the University.
- C. To be elected into Grammateus, Histor, Pylortes, and Hegemon, a member will have been active in the chapter for no less than four months prior to the regular elections. Members cannot run for office in special elections until after they have been eligible to run in one regular election.
- D. To be elected into Prytanis, Epiprytanis, Hypophetes, and Crysophylos, a member will have been active in the chapter for no less than one and a half years prior to the regular elections and will have held at least one other officer or committee chairman position.

SEC. 2. **TERM OF OFFICE.** Chapter officers are to serve from the last regularly scheduled meeting in the spring semester, for the term of one year, until the following last regularly scheduled meeting in the spring semester, exercising the duties as defined in the International Constitution and Bylaws of TKE and further defined in these Bylaws.

SEC. 3. **HIERARCHY OF OFFICERS.** In order from top to bottom, the chain of command of officers shall be as follows: (1) Prytanis, (2) Epiprytanis, (3) Hypophetes, and (4) all other officers.

SEC. 4. **LIMITATION OF POWER.** Each officer shall have the power to run their offices as he may see fit and make decisions for that office that affect the entire Chapter. This right of power is overridden by (1) the Constitution, Bylaws, traditions and rituals of the International Fraternity, (2) any resolution or Bylaw of the Board of Advisors, (3) any decision made by a Collegiate Chapter Board, (4) decisions made by a higher ranking officer, and (5) the Constitution, Bylaws, and resolutions of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions, rituals, and publications of the International Fraternity and the Chapter, and the laws of the state, local government and university. It will be part of each officer’s duty to be knowledgeable in the Chapter Bylaws, university student code and Greek policies and TKE National Bylaws, Traditions and Constitution for the purpose of ensuring that the Chapter operates within the path these items define.

SEC. 5. **IMPEACHMENT.** The Chapter may remove any of the officers at a regular meeting by a two-thirds vote of the members in good standing present.

ARTICLE II: Prytanis.

The duties of the Prytanis are:

1. To have all the duties and powers of a president; to serve as the Chief Executive Officer of the Chapter; to identify and report on the goals of the Chapter; and to carry out the wishes of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions and rituals of the International Fraternity and the Chapter, and the laws of the state, local government and university;
2. To preside over all meetings;
3. To enforce the Constitution, Bylaws, traditions, and rituals of the International Fraternity and the Chapter;
4. To meet with the Board of Advisors and Crysophylos as necessary, but as a minimum, within two weeks prior to the close of the school year, and to assist in the preparation of a budget for the following school year;
5. To appoint all committee chairmen, removing those who do not fulfill their responsibilities;
6. To serve as the voting delegate to campus inter-fraternal organizations, unless another member shall be designated;
7. To serve as the Chapter delegate to Grand Chapter meetings, Conclaves, and other such events unless a conflict arises and another officer be so designated;
8. To, in general, oversee all matters necessary to promote the stability, success, and welfare of the Fraternity and its members;
9. To serve as Chairman of the Membership Quality Board;
10. To ensure that the Annual Report to the national office is completed and filed in the proper timeframe;
11. To serve as an ex-officio member of the Board of Advisors, with full voting privileges;
12. To be chief spokesman for the Chapter, and;
13. To serve as Chairman of the Executive Board.
14. Serve as Chapters IFC representative.

ARTICLE III: Epiprytanis

The duties of the Epiprytanis are:

1. To perform all the duties of Prytanis in the absence of the Prytanis;
2. To generally assist the Prytanis;
3. To hold copies of the Constitution, Bylaws of the Chapter and International Fraternity, and to be familiar with their contents, bringing copies of them to all meetings and being prepared to answer or secure answers for any question or interpretation of them;
4. To conduct all correspondence with the Offices of the Grand Chapter, Grand Officers, and other International Representatives including Regional Directors, Regional Consultants, etc. regarding interpretation of the Constitution and Bylaws;
5. To maintain and keep copies of the Constitution, laws, bylaws and policies current by immediately inserting all approved amendments and changes;
6. To appoint all committee members, and to coordinate the activities of all committees;
7. To ensure that all committee programs are written, reviewed, and updated each year;
8. To serve as the coordinator of the Chapter calendar for each school year to include campus events, Greek events, Chapter events, the university schedule and holidays/vacations; to post this the current and upcoming month's calendar in a conspicuous location inside the Chapter house; and to create an electronic version for distribution to members, the Board of Advisors and the Faculty Advisor;
9. To coordinate and schedule Chapter goal setting retreats prior to the Fall and Spring semesters;
10. In the absence of either the Prytanis or the Crysophylos, to serve as an ex-officio member of the Board of Advisors, with full voting privileges;
11. To serve as Parliamentarian of the Chapter at all Chapter Meetings;
12. To serve as the alternate voting delegate to campus inter-fraternal organizations in the absence of the Prytanis or designated representative;
13. To serve as Chairman of the Judicial Board;
14. To serve as a member of the Executive Board, and;
15. To serve on the Risk Management Committee.

ARTICLE IV: Hypophetes

The duties of Hypophetes are:

1. To conduct all devotional exercises of the Chapter;
2. To maintain and have custody of all ritual equipment, paraphernalia, and Silver Books;
3. To administer the Oath of Office to the officers-elect;
4. To preside in the absence of both the Prytanis and Epiprytanis;
5. To develop the Chapter's Scholarship Program;
6. To collect and record the grades of each member;
7. To create and maintain a calendar of the test dates for all members;
8. To counsel any member about his academic progress and difficulties, arranging for further help, tutoring and assistance as needed;
9. To extend the hospitality of the Chapter to visitors and to see to their needs, and
10. To direct Chapter participation in all campus activities not otherwise directed by these Bylaws;
11. To serve as a member of the Judicial Board, and;
12. To serve as a member of the Executive Board.

ARTICLE V: Grammateus

The duties of the Grammateus are:

1. To keep a permanent record of all proceedings of the Chapter, preserving and passing this record to his successor in office.
2. To send copies of all meeting minutes to the Offices of the Grand Chapter, Chapter advisor, Faculty Advisor, university Greek Advisor and members of the Board of Advisors;
3. To attend to all correspondence not otherwise delegated, maintaining a file of all Chapter correspondence with the Offices of the Grand Chapter, the school and other interested parties;

4. To report any unfinished business to the Chapter at each regular meeting;
5. To prepare and forward, promptly, to the Offices of the Grand Chapter a record of each new initiate, honorary or transfer member, coordinating the payment of all appropriate fees with the Crysophylos;
6. To execute and forward to the Offices of the Grand Chapter the credentials of each Chapter delegate to meetings of the Grand Chapter and Conclaves;
7. To certify to the Offices of the Grand Chapter the nominations of the Chapter and Faculty Advisors;
8. To provide an updated copy of the Roster of Officers form to the Offices of the Grand Chapter following elections or changes in officers;
9. To provide to the Membership Quality Board the meeting attendance record of all members upon request;
10. To update and return the Annual Membership List from the Offices of the Grand Chapter by the required date;
11. To coordinate and execute a central filing system to be maintained in the office of the Chapter in the Chapter House that will contain an individual file on each member to hold all forms and documents related to that member, and
12. To coordinate and execute a central filing system to be maintained in the office of the Chapter in the Chapter House that will contain all forms and documents related to Chapter operations by school year, to include but not limited to: Annual Report, Risk Management Report, Roster, Meeting Minutes, Financial Statements, Stromboli Booth Procedures, and similar materials.
13. To announce recently passed amendments at two consecutive Chapter meetings following the date the amendment was passed;
14. To keep record of attendance at all Chapter related events, and;
15. To serve as a member of the Executive Board.

ARTICLE VI: Crysophylos

The duties of the Crysophylos are:

1. To act as treasurer, collecting all moneys due to the Chapter and paying all bills owed by the Chapter, keeping an accurate record of all transactions, and to maintain a record of all amounts owed by each individual;

2. Present a written statement at the first meeting of each month to each member owing moneys to the Chapter, and to make a report, in writing, to the Chapter at each meeting of all receipts and expenditures;
3. To coordinate with the Grammateus to promptly remit to the Offices of the Grand Chapter all initiation fees, Annual Membership Fees, Liability Insurance Fees, and other moneys owed;
4. In consultation with the Treasurer of the Board of Advisors, to make a complete financial statement and reconciliation of bank account(s), no less frequently than once each month, concerning all chapter accounts, filing one copy in the Chapter records and sending a copy to the Chapter Advisor and Chairman of the Board of Advisors;
5. To develop the Chapter budget, with assistance from the Treasurer of the Board of Advisors, for the next year and to be responsible for its proper execution after approval by the Board of Advisors and Chapter, filing one copy in the Chapter records and sending a copy to the Board of Advisors Chairman, Chapter Advisor and Faculty Advisor;
6. To perform all other functions as treasurer to ensure the financial well being of the Chapter;
7. To allow the Fundraising Committee to take responsibility for expenditures relative to set-up and stocking, and to coordinate proper accounting of receipts with same at the Stromboli Booth during the Westside Nut Club Fall Festival;
8. To serve as a member of the Fundraising Committee;
9. To provide to the Membership Quality Board the financial records of all members, upon request;
10. To serve as an ex-officio member of the Board of Advisors;
11. To prepare and execute the Membership Contract upon initiation and prepare and execute the Membership Agreement each semester for each member of the Chapter;
12. To serve as a member of the Philanthropy Committee;
13. To insure that philanthropy events comply with university guidelines as follows: A philanthropy notification/charitable philanthropic activity agreement form needs to be submitted one week prior to the event to the Greek Advisor, and;
14. To serve as a member of the Executive Board.

ARTICLE VII: Histor

The duties of Histor are:

1. To keep a permanent record of the personal history and address of each member of the Chapter, informing the Offices of the Grand Chapter of any changes of address of active and alumni members, especially to include change of address at Graduation;
2. To act as the Chapter historian, preserving all items of historical importance;
3. To promptly provide information to THE TEKE editor at the Offices of the Grand Chapter concerning individual chapter activities;
4. To serve on the Public Relations Committee;
5. To execute credentials in the absence of the Grammateus;
6. To report to the Chapter all contact with, and/or correspondence from, alumni;
7. To safely keep and transmit to his successor the scroll of the Chapter;
8. To update the Greek Awards binder, placing items in it as they are completed;
9. To coordinate an annual composite of collegiate members, and;
10. To serve as a member of the Executive Board.

ARTICLE VIII: Pylortes

The duties of the Pylortes are:

1. To act as doorkeeper and Sergeant-at-Arms at all meetings, maintaining order as directed by the Prytanis or Epiprytanis;
2. To act as custodian of the Chapter Office and ritual equipment, keeping it clean and in orderly form;
3. To be custodian of all flags or other external insignia, properly displaying them whenever customary;
4. To serve as Chairman of the Risk Management Committee with the responsibility for the Chapter's compliance with all risk management procedures and related policies at the level of the Chapter, university and TKE National;
5. To coordinate the Sober Brother program and;
6. To serve as a member of the Executive Board.

ARTICLE IX: Hegemon

The duties of Hegemon are:

1. To serve as the Chapter Educator, responsible for the education of all chapter members:
2. To serve as Chairman of the Education Committee and to select the members of the Education Committee, as approved by the Executive Committee;
3. To coordinate the ordering and maintenance of materials and supplies for Candidates for Membership;
4. To coordinate all member continuing education workshops as described in Chapter 5, Section 5.6, which will be held three times each semester.
5. To be responsible for the "Big Brother" Program;
6. To insure a TEKE Experience (T.E.) is conducted once annually for the education of the entire Chapter;
7. To serve as a member of the Membership Quality Board;
8. To serve as a member of the Risk Management Committee, and;
9. To serve as a member of the Executive Board.

CHAPTER III: COLLEGIATE CHAPTER BOARDS

ARTICLE I: Rules Pertaining to Boards

SEC. 1. **TITLES OF BOARDS.** The Collegiate Chapter Boards (hereinafter called “Boards”) of Nu Lambda Chapter shall be the Executive Board, the Judicial Board and the Membership Quality Board.

SEC. 2. **TERM OF OFFICE.** The Boards are to serve from the time of officer induction until the next officer induction, exercising the duties as defined in these Bylaws. If an at-large member is to serve as a Board member, that member shall hold term of office for one semester, and can be removed and replaced by the Prytanis at any time.

SEC. 3. **LIMITATION OF POWER.** Each Board shall have the power to make specific decisions that affect certain portions of the Chapter, or the entire Chapter, and to propose amendments to the Constitution and Bylaws where it sees fit. This right of power is overridden by (1) the Constitution, Bylaws, traditions and rituals of the International Fraternity, (2) any resolution or Bylaw of the Board of Advisors, (3) the Constitution, Bylaws, and resolutions of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions, rituals and publications of the International Fraternity and the Chapter, and the laws of the state, local government and university.

ARTICLE II: Executive Board

SEC. 1. **EXECUTIVE BOARD MEMBERS.** The Executive Board shall be chaired by the Prytanis and shall consist of the Epiprytanis, Hypophetes, Crysophylos, Hegemon, Pylortes, Histor and Grammateus.

SEC. 2. **DUTIES.** The duties of the Executive Board are:

- A. To discuss officer and Chapter issues and determine best course of action, be it an Executive Board resolution, a recommendation to the Chapter or a recommendation to an officer.
- B. To decide upon and recommend amendments and resolutions to the Chapter.
- C. To recommend standards to the Membership Quality Board.
- D. To choose time and place, the operation of, and make any decisions pertaining to ritualistic ceremonies of the Fraternity in compliance with the spirit of the Silver Book.
- E. To serve as the Appellate Trial Board for the Judicial Board when an appeal is called for.

SEC. 3. **MEETINGS.** The Executive Board shall meet at least once a week. A quorum for the conduct of business will consist of fifty-one percent (51%) of the officers. The order of business shall be as follows:

1. Opening by Prytanis.
2. Roll Call by Grammateus.
3. Report of Officers on the status of upcoming events and projects.
 - A. Epiprytanis.
 - B. Grammateus.
 - C. Crysophylos.
 - D. Histor.
 - E. Hypophetes.
 - F. Pylortes.
 - G. Hegemon.
 - H. Chapter Advisor's Report.
 - I. Prytanis' Report.
4. Unfinished business (old business) as reported by the Grammateus.
5. Discussion of officer and Chapter issues.
6. New Business.
7. Closing by Prytanis.

SEC. 4. ***RESOLUTIONS DEFINED***. Specific rules, guidelines, and Executive Board decisions that may change throughout the semester, or different semesters, are considered resolutions. These resolutions are too specific to be placed within the Constitution and Bylaws and vary with the membership of the Fraternity; therefore, to avoid the long process of adopting the Constitution and Bylaws each time a change is desired or a guideline is called for, a resolution may be called.

- A. Adoption. To adopt or change a resolution, it need only be seconded and passed by a simple majority of those present at an Executive Board Meeting. This can take place during one meeting, assuming a quorum exists.
- B. Jurisdiction. An Executive Board resolution holds the same binding that a Chapter resolution and the contents of the Constitution and Bylaws hold, and is enforceable by the

Pylortes. However, an Executive Board Resolution may be overruled by (1) the Constitution, Bylaws, traditions and rituals of the International Fraternity, (2) any resolution or Bylaw of the Board of Advisors, (3) the Constitution, Bylaws, and resolutions of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions and rituals of the International Fraternity and the Chapter, and the laws of the state, local government and university.

SEC. 5. APPELLATE TRIALS. In cases where a member convicted of a Class A infraction or a Class B infraction by the Judicial Board calls for an appeal, the Executive Board will execute the appellate trial. The Judicial Board shall turn over all previous trial materials within seventy-two (72) hours to the Executive Board. A vote of two-thirds majority must be made by the Executive Board for there to be a retrial. The Epiprytanis and the Hypophetes shall not be included in the vote for a retrial. If the Executive Board finds there is no cause, the decision of the Judicial Board shall be upheld. If the Executive Board finds that there is cause, an appellate trial will commence at the next regularly scheduled Executive Board meeting with the entire Executive Board acting as judges. The trial shall follow the trial procedure outlined under Chapter III, Article IV, Section 2. The findings of the previous trial may be overturned, upheld, the member be punished further. In the case of Class A infractions, the Executive Board's decision is final. In the case of Class B infractions, the Executive Board's decision may be appealed to a Chapter Court. If the Chapter (with the exception of the appealing member) votes two-thirds for a retrial, a Chapter Court shall be held with the entire Chapter (with the exception of the appealing member) acting as the judges.

ARTICLE III: Membership Quality Board

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

The MQB can aid the Chapter in many ways including but not limited to: the prevention of hazing, the retention of members, participation of "older" members, unification of the chapter by de-emphasizing the need for "classes" or "cliques," and by stressing the tie-in between today's membership standards and the principles established by our Founders. All of these objectives work together to build better members. This is accomplished by creating a set of standards by which new members are recruited and another by which members are held accountable until they graduate.

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

The Membership Quality Board is an integral part of the Membership Development Program of the Fraternity. It consists of the Chapter Prytanis, Hegemon, Rush Chairman, Chapter Advisor and/or Board of Advisors Representative, and one at-large member chosen from

the Knights of Classic Lore Level of Fraternal Achievement. The Prytanis shall appoint this at-large member at the beginning of his term, but may remove and replace him at any time.

SEC. 1. PURPOSE OF THE MEMBERSHIP QUALITY BOARD. The Membership Quality Board, if used properly, will aid the chapter in the following ways:

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

SEC. 2. MEMBERSHIP QUALITY BOARD RESPONSIBILITIES. The MQB will be responsible for interviewing prospective new members to certify they meet the Rush Standards of the chapter. This interview provides an extra screening step to the rush process to ensure we are recruiting quality members. As part of the interviewing process, the MQB discusses the obligations of membership with each candidate and identifies his ability to participate as a committed chapter member.

Another responsibility of the MQB is to monitor the progress of all Chapter members to ensure they are maintaining and adhering

to the chapter Membership Standards. It may also sanction those members who are not meeting the requirements. (Further information on membership discipline can be found in the section "Ongoing Review of Chapter Members.")

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

SEC. 3. BOARD MEMBERS. The Membership Quality Board consists of the Prytanis, Hegemon, Rush Chairman, Chapter Advisor, a representative of the Board of Advisors, one additional officer, and one collegiate member selected at-large. This at-large member should be selected from the Knights of Classic Lore.

SEC. 4. ROLE OF THE MQB. The role of the MQB is to:

1. Recommend Recruitment Standards to the chapter.
2. Recommend Membership Standards to the chapter.
3. Recommend Order of the Founders Standards to the chapter.
4. Recommend Knights of Classic Lore Standards to the chapter.
5. Interview and screen all potential members.
6. Monitor each member's compliance with the Chapter Standards and provide guidance to the individual members who fall short.

7. Certify the candidates for the Order of the Founders and Knights of Classic Lore Levels of Fraternal Achievement.
8. Recognize those members who have excelled in different areas of chapter performance, i.e., scholarship, leadership, and athletic competition (Top Chapter Teke, Top Chapter Scholar, Most Improved Chapter Scholar, etc.).
9. Meet once a week. Meeting time can vary depending on the amount of business to be discussed.
10. Collect information on chapter membership, i.e., Grade Point Average, financial records, meeting attendance, etc. (The collection of information should be done by the two at-large members.)

SEC. 5. DUTIES OF THE MEMBERSHIP QUALITY BOARD MEMBERS.

1. Serve as members of the MQB.
2. Prytanis serves as the Chairman of the Board.
3. Assist with the review of Rush and Membership Standards.
4. Collect information necessary for the Membership Involvement Chart.
5. Chapter Advisor and Board of Advisors Representative will serve as advisors to the MQB, maintaining continuity for the Board. As Advisors, they do not vote.
6. The Prytanis shall appoint the at-large member at the beginning of each semester, but may remove and replace him at any time.

SEC. 6. STANDARDS. One of the most exciting elements of the Membership Quality Board is the focus on excellence provided by the Membership and Recruitment Standards. Each local chapter is asked to develop specific written standards to ensure the highest quality men are recruited. These standards must be objective and measurable. Recruitment Standards are a listing of what it will take, or qualifications for an individual, to join the Fraternity and remain in good standing. Standards cannot exclude candidates because of race, creed, religion, ethnic background or sexual preference.

SEC. 7. RECRUITMENT STANDARDS. The Membership Quality Board must set high Recruitment Standards for potential members. Recruiting highly qualified and motivated new members will assure that the chapter continues to prosper. Each individual local chapter will establish and develop its own standards for screening potential candidates for membership. Once the MQB develops standards, the chapter must approve them with a majority vote. This will also be a good time for chapter input on the Recruitment Standards.

SEC. 8. MEMBERSHIP STANDARDS. Like the Recruitment Standards, the chapter must establish a high set of Membership Standards to reflect the kind of quality we expect from our members; to ensure all members meet their obligations and actively participate in chapter events.

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

SEC. 9. INTERVIEWING THE POTENTIAL CANDIDATE FOR MEMBERSHIP. Each candidate will participate in an interview with the Membership Quality Board. This shall be an informal exchange of information between the MQB and the rushee. After the interview, the MQB will evaluate the prospective member using the set of Recruitment Standards. All information should be documented on a Rushee Evaluation Form created by the MQB.

During membership recruitment, it is expected that all members of the Chapter meet and get to know as many potential candidates as possible. It is during the recruitment chapter meeting that the Chapter may recommend those individuals who, to the best of their knowledge, meet the Recruitment Standards and they feel will be good rushees to be interviewed by the Membership Quality Board.

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

It is important to make the rushee feel comfortable during this interview process. It may help to have one or two members who have recruited the individual attend the interview. Make this a relaxed information gathering session, not an investigation into

every thing they have done. The interview board should not be the only ones asking questions. Allow the rushee time in the conversation to ask questions about the Fraternity.

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

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

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

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

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

SEC. 10. ONGOING REVIEW OF MEMBERS. Membership Standards were developed so all members in the chapter strive toward a common set of goals. The emphasis is on continually reaching higher levels of achievement. Accomplishing this, the chapter maintains motivated and committed membership.

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

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

by the MQB are expected to attend all chapter meetings.

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

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

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

NOTE: Members who have missed a chapter meeting because they are the president of a campus committee or involved in a varsity sport, etc., should be excused from those meetings. They represent Tau Kappa

Epsilon Fraternity in those activities and should not be penalized for their

participation in such events.

ARTICLE IV: Judicial Board

The Judicial Board, which is a judiciary body, made up of the Epiptytanis, the Hypophetes, and an appointed member, shall prosecute and take action against any member of the Nu Lambda Chapter, who in any way violates the Constitution, Code of Conduct, or the Bylaws. This board will hold no discrimination against any member of the Chapter and will be impartial and just in its actions.

SEC. 1. JUDICIAL BOARD MEMBERS.

The Judicial Board consists of the Epiptytanis, Hypophetes, and one collegiate member selected at-large. The collegiate member selected at-large shall be any member, preferably selected from the Knights of Classic Lore, in good standing that is not a jeweled officer. The Prytanis will appoint this member at the beginning of each semester.

SEC. 2. TRIAL PROCEDURE.

1. A member may be accused of violating the Constitution, Code of Conduct, Membership Standards, all other sections of the Bylaws, and resolutions of the Chapter or the International Fraternity by any active member in good standing.
2. When a member of the Chapter violates the Constitution, Bylaws or resolutions of the Chapter or the International Fraternity, the Epiptytanis will summon the accused before the Judicial Board within two weeks, or as soon as possible after a vacation period.
3. A Judicial Board trial may be held without the presence of the accused member if notice has been given twenty-four (24) hours prior to the trial.

4. At the Judicial Board trial the accused will be duly charged.
5. The accused will then be allowed to answer the charges brought against him. This will be the only opportunity for him to speak freely and have witnesses in his defense. After such time he will only speak when questioned.
6. Members of the Judicial Board will proceed to question the accused to clarify any guilt or innocence.
7. The Judicial Board will then adjourn for whatever time is necessary to reach a verdict in complete privacy. A majority vote only is needed for a decision.
8. If the verdict of guilt is reached, the Judicial Board will then give the accused a penalty as seen appropriate under the circumstances.
9. The member convicted of a Class A, Class B, or Class C infraction has the right to ask for an appeal in accordance with Section 7, Article IV, Chapter III.

SEC. 3. JUDICIAL BOARD POLICY.

1. The Judicial Board will abide by the Constitution, Code of Conduct, and the

Bylaws of the Nu Lambda Chapter, the International Fraternity, and the laws of the United States.

2. The Judicial Board will be just and fair and in no way discriminate against any member for any reason.
3. The Judicial Board will not reveal the basis of its verdict unless called upon to do so by an appellate trial board or court.

SEC. 4. **PENALTIES.** There shall be three different classifications of infractions. The first and least serious infractions shall be classified as a Class A infraction. The second and more serious level of infractions is a Class B infraction. The third level of infractions is the most serious and is classified as a Class C infraction. The Judicial Board should punish members within the following guidelines whenever possible, but may choose not to, as in the case of academic infractions and other such instances. The Judicial Board must specifically designate tasks to the amount of chapter service awarded. However, it is not required that the Judicial board specifically designate a place or in what way to serve the amount of community service awarded, but it can do so if it sees fit.

Part 1. Class A Infractions. Class A infractions are infractions that are deemed to be of a *nominal threat* to the International Fraternity's, Chapter's, other members, guests of the Fraternity, and/or the offending member's well being.

- A. First Offense:
Minimum punishment is one (1) hour chapter service, one (1) hour of community service, and/or a fine of \$25.
Maximum punishment is five (5) hours of chapter service, five (5) hours of community service, and/or a fine of \$50.

- B. Second Offense:
Minimum punishment is five (5) hours of chapter service, five (5) hours of community service, and/or a fine of \$50.
Maximum punishment is fifteen (15) hours of chapter service, fifteen (15) hours of community service, and/or a fine of \$75.

- C. Third Offense:
Minimum punishment is twenty (20) hours of chapter service, twenty (20) hours of community service, and/or a fine of \$100.
Maximum punishment is raising status of Class A infraction to a Class B infraction.

- D. Fourth and Subsequent Offenses:
Mandatory punishment is raising status of Class A infraction to a Class B infraction.

Part 2. Class B Infractions. Class B infractions are infractions that are deemed to be of a *real threat* to the International Fraternity's, Chapter's, other members', guests of the Fraternity, and/or the offending member's well being. *Risk Management Policy* violations shall either be a Class B or C infraction.

- A. First Offense:
Minimum punishment is social probation for a limited time period and twenty-five (25) hours of chapter service with twenty-five (25) hours of community service and a fine of \$100. Also a formal apology is required to the entire Chapter.

Maximum punishment is suspension from the Fraternity for one semester.

- B. Second Offense:

Minimum punishment is suspension from the Fraternity for one year.

Maximum punishment is raising status of Class B infraction to a Class C infraction and eviction from the Chapter house.

C. Third Offense:

Mandatory punishment is raising status of Class B infraction to a Class C infraction and eviction from the Chapter house.

Part 3. Class C Infractions. A Class C infraction is an infraction that directly harms the International Fraternity's, Chapter's, other members', and/or the member's well being. Class C infractions are specified as such through out these Bylaws, but other acts may be deemed as Class C infractions because of the severity of the infraction.

Any member who is found guilty of a Class C infraction by the Judicial Board shall be referred to a Chapter Court where the Prytanis, Board of Advisors Chairman, and Chapter Advisor serve as the judges for the purpose of retrying the case. If the member is found guilty again by the Chapter Court, the member shall either be suspended for one year or be expelled from the Fraternity with a letter to the Grand Chapter for removal of membership.

SEC. 5. DROPPING A CONVICTION.

Any member convicted of a Class A infraction will have that conviction dropped after nine (9) months, if all assigned duties and inequities are satisfied. Any member convicted of a Class B infraction will have that conviction dropped after eighteen (18) months, as long as his assigned duties and inequities are satisfied. For these purposes, a conviction that has been "dropped" means that the conviction shall no longer be counted as an offense that can be built upon toward a second, third, or fourth offense.

However, the conviction shall stay on a member's record and can be used as background material in other hearings, and, if a pattern is shown, can be used to inflate a charge to the next level of infraction.

SEC. 6. CONVICTED OFFICERS. Any officer convicted of three Class A infractions shall be removed from office. The Chapter shall hold election for that office at the next regular Chapter Meeting and he shall not be allowed to run for this or any other office for the remainder of the semester. Any officer charged of a Class B infraction will be suspended until a verdict is rendered. If the member is found guilty, then that member shall be removed from office and is unable to run for any office next election. If found innocent, that member will be reinstated to his office. If the offending officer is Prytanis, then the Epiprytanis shall assume the duties until he is found innocent or, in the case of a conviction, until a successor is elected.

SEC. 7. APPEALS. Any member convicted of a crime may appeal the decision. Be it known that it is a member's right to appeal to the Grand Chapter, but for all real purposes this shall be the extent for appeals.

Part 1. Class A Infractions Appeals Process:

Any member may appeal the decision of the Judicial Board for a Class A infraction by filing a request for appeal to the Prytanis and Epiprytanis within twenty-four (24) hours of the decision of the Judicial Board. The Epiprytanis then has seventy-two (72) hours to gather the evidence and Judicial Board trial proceedings and turn them over to the Executive Board. A vote of two-thirds majority must be made by the Executive Board for there to be a retrial. The Epiprytanis and the Hypophetes are not

counted in this vote. However, the entire Executive Board acts as the judges. A vote of fifty-one percent (51%) is all that is needed to reverse the decision of the Judicial Board. If the defendant is found guilty again, the Executive Board has the option of imposing a harsher punishment. The decision of the Executive Board is final (also see: Chapter III, Article I, Section 5).

Part 2. Class B Infraction Appeals

Process:

There are three levels of appeals for Class B infractions. The first level follows the Class A infraction process. If the member is not satisfied with the decision of the Executive Board, then that member may appeal to the second level of appeals for Class B infractions, which is the entire Chapter. If the Chapter (with the exception of the appealing member) votes two-thirds for a retrial, a Chapter Court shall be held with the entire Chapter (with the exception of the appealing member) acting as the judges. If the Chapter Court finds the member guilty, they may elect to impose a harsher punishment on him. If the member is not satisfied with the Chapter's decision, the member may elect to appeal to the Board of Advisors. Until the decision is made either by the Chapter Court or the Board of Advisors, the member must fulfill his duties imposed on him by an earlier sentence.

Part 3. Class C Infraction Appeals

Process:

There are only two levels of appeals for members who have been found guilty of a Class C infraction. The first is the Chapter Court, which is automatic. A Chapter Court shall be held with the Prytanis, Board of Advisors Chairman,

and Chapter Advisor acting as the judges. If the Chapter Court finds the member guilty, they may elect to impose a suspension of one year or expulsion from the Fraternity on him. If the member is not satisfied with the Chapter's decision, the member may elect to appeal to the Grand Chapter of Tau Kappa Epsilon. The Grand Chapter's decision is final. Until the decision is made either by the Chapter Court or the Grand Chapter, the member must fulfill his duties imposed on him by an earlier sentence.

SEC. 8. **REFERRAL TO MQB.** The Judicial Board may request that the Membership Quality Board try a case before the accused member has been charged during the trial process, or the Membership Quality Board may opt to take a case from the Judicial Board at the onset. It is at the option of the Membership Quality Board as to whether a case shall be referred to it by the Judicial Board. If a case is tried by the Membership Quality Board, rather than the Judicial Board, it cannot go back to the Judicial Board, and, in order to appeal the case, a member must make the appeal to the next highest court defined in Section 7 of this Chapter. The Judicial Board may not request cases *from* the Membership Quality Board.

SEC. 9. **DEFINITIONS.**

- A. **Member.** For this publication, a member is defined as any active member, inactive member, and honorary member. This does not include alumni members or associate members.
- B. **Suspension.** Any member placed on suspension shall be immediately counted as an inactive member for the entire suspension period. A letter shall also be

sent to the Offices of the Grand Chapter informing them of this status. This letter is to be written by the Board of Advisors in accordance with Chapter I, Article II, Section 3.

C. Probation. A member on probation may have certain rights and privileges precluded, duties to fulfill, inequities to rectify, or any combination thereof dependant on the punishment for the infraction. It is up to the Judicial Board to decide which rights and privileges are to be taken away, what duties need to be performed, or what criteria need to be satisfied in order for a member to once again be placed in good standing with the Chapter. Any member sentenced by the Judicial Board, who is not placed on suspension, is considered to be on probation. Members placed on probation lose the right to vote until they are once again placed in good standing.

1. Academic Probation. This may include, but is not limited to, Social Probation, study hours, additional house duties, tutoring, and Academic Skills assistance. The period a member can be on academic

probation is a maximum of two semesters. If any member fails to reach the minimum grade or credit hour requirement for three consecutive or inconsecutive semesters they will be called before a Chapter Court, and, at that time, must remit their badge and membership certificate. For the different levels of academic probation see Chapter VIII, Art. I, Sec. 3.

2. Social Probation. Prohibiting a member from attending all but one (1) non-mandatory social function per semester. This includes mixers, competitions (not including Greek Week), and any other event that the Epiprytanis sees fit. The social event that may be attended is up to the discretion of the member.

D. Good Standing. A member is in good standing when he is not on probation or suspension and has met all financial obligations with the Chapter, the International Fraternity, and the University.

CHAPTER IV: COLLEGIATE CHAPTER COMMITTEES

ARTICLE I: Rules Pertaining to Committees

SEC. 1. **TITLES OF COMMITTEES.** The Collegiate Chapter Committees (hereinafter called “Committees”) of Nu Lambda Chapter shall be the House Committee, Social Committee, Rush Committee, Intramurals Committee, Risk Management Committee, Public Relations Committee, Brotherhood Committee, Alumni Committee, the Website Committee and any other committees created by the Prytanis and Epiprytanis.

SEC. 2. **HOW COMMITTEE CHAIRMEN APPOINTED.** The Prytanis, with assistance from the Epiprytanis, shall appoint at the first meeting of his term of office, after consultation with the Executive Board, chairmen to the following committees: Social Committee, Rush Committee, Intramurals Committee, and any other standing committees. The Prytanis shall recommend no less than two members to the Board of Advisors at the first BOA Meeting of his term for the purpose of the election of a House Chairman. Committee Chairmen may be replaced at any time by the Prytanis, who shall report any such changes to the Chapter at the next regular meeting.

SEC. 3. **HOW OTHER COMMITTEE MEMBERS APPOINTED.** The Epiprytanis, with assistance from the Prytanis, shall appoint at the first meeting of his term of office, after consultation with the Executive Board, other members to the following committees: Social Committee, Rush Committee, Intramurals Committee, Risk Management Committee, House Committee, and any other standing committees. Committee members may be replaced at any time by the Epiprytanis, who shall report any such changes to the Chapter at the next regular meeting.

SEC. 4. **COMMITTEE CHAIRMEN.** It will be the responsibility of each committee chairman to ensure that the committee functions as is outlined in this Chapter. He shall be responsible for holding committee meetings and delegating tasks to the committee members, and he shall not act in a dictatorial role, but instead be a guiding part of the committee as a whole. No power is directly bestowed upon the committee chairman, but rather the committee in its entirety, and he is entrusted with the duty of acting on their behalf.

SEC. 5. **LIMITATION OF POWER.** Each committee shall collectively have the power to run that committee as they see fit and make decisions in that committee that affect the entire Chapter. This right of power is overridden by (1) the Constitution, Bylaws, traditions and rituals of the International Fraternity, (2) any resolution or Bylaw of the Board of Advisors, (3) any decision made by a collegiate Chapter Board, (5) decisions made by the Prytanis or Epiprytanis, and (6) the Constitution, Bylaws, and resolutions of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions, rituals and publications of the International Fraternity and the Chapter, and the laws of the state, local government and university.

SEC. 6. **EXECUTIVE STEERING COMMITTEE.** The Prytanis shall, as needed, call meetings of the officers and committee chairmen to act as an Executive Steering Committee.

ARTICLE II: House Committee

The duties of the House Committee are:

- A. To promote residency in the Chapter House through, but not limited to, the complete and proper execution of their duties, the intended effect being that the Chapter House will be an inviting, attractive and respectable housing choice in keeping with the goals and ideals of the Fraternity and all relevant Chapter, university and TKE National policies;
- B. To obtain and keep a record of signed room rental or other signed housing contracts, distributing new contracts and filing copies of signed contracts with the Grammateus and the Chairman of the Board of Advisors or his representative;
- C. To send the House Chairman to meet regularly with the Board of Advisors, assisting in assessing of all room charges by the Board of Advisors, to keep a permanent record of all damages for each occupant, and all other matters concerning the premises and property, and ensure that all contracts with repairmen and other services are reviewed and approved by the Board of Advisors prior to being signed;
- D. To send the House Chairman to meet regularly with the Board of Advisors member that oversees house operations.
- E. To assist in preparing the house budget with the Prytanis, Crysophylos, and Board of Advisors;
- F. To approve payment of all bills for the house and submit them to the Board of Advisors for payment;
- G. To supervise all cleaning and maintenance activities for house and grounds;
- H. To send the House Chairman to serve as a member of the Risk Management Committee;

ARTICLE III: Social Committee

The duties of the Social Committee are:

- A. To prepare and submit in writing to each member a social program concerning the next college term based on appropriate budget recommendations as approved by the Board of Advisors. Such programs shall be presented under new business for approval;

- B. To supervise and direct the social program, acquiring a hall or room for the event, the hiring of any bands and services, purchasing supplies, or making other expenditures as approved in the previously adopted program, with all contracts being reviewed and approved by the Board of Advisors prior to being signed by the Chairman of the Board of Advisors;
- C. To ensure that sufficient quantities of non-alcoholic beverages and sufficient quantities of food are available at all social functions;
- D. To coordinate with the Risk Management Committee in developing and enforcing a social policy for the Chapter that complies with Chapter, university and TKE National policies;
- E. To send the Social Chairman to serve as a member of the Risk Management Committee, and;
- F. To provide the proper notifications to the University Greek Advisor regarding upcoming social events, in accordance with university policy. Failure to do so will result in disciplinary action.

ARTICLE IV: Rush Committee

The duties of the Rush Committee are:

- A. To develop and implement an appropriate and effective program to attract new members to the Fraternity, submitting the program in writing to the Chapter at the end of each term for approval for the next term;
- B. To ensure that all Chapter members are trained in recruitment (rush) techniques by holding at least one rush clinic per semester;
- C. To invite interested individuals to accept membership and to report the same to the Chapter at the next meeting;
- D. To receive and evaluate invitations from the national office and similar to attend conferences and clinics related to rush techniques and ideas, and
- E. To send the Rush Chairman to serve as a member of the Membership Quality Board.

F. At the last regular meeting of each school term, the Rush Chairman shall present his plans, programs and budget requirements to the Chapter for approval. Once approved, the Rush Chairman is empowered to conduct rush activities and to arrange all matters to successfully bring men into the Fraternity as new members.

G. Rushee Selection Process.

1. The Chapter shall meet to determine at an appropriate time, either after rush functions or at the end of the week during formal rush or at a regular Chapter meeting, which rushees to refer to the Membership Quality Board for an interview.
2. After the Membership Quality Board interviews a rushee, it shall determine if the rushee is to be invited to join TKE.
3. If a rushee is approved for membership, he shall be presented with an invitation (“bid”) to join the Fraternity.

ARTICLE V: Intramurals Committee

The duties of the Intramurals Committee are:

- A. To organize and supervise the athletic participation of the Chapter in all appropriate intramural events;
- B. To coordinate applications and arrange payment of fees and deposits for intramurals;
- C. To announce and post all intramural schedules;
- D. To coordinate Chapter participation in other university activities such as Halloween Bash, Homecoming, Greek Week, and
- E. To have the Intramurals Chairman serve as the coach or the intramurals teams.

ARTICLE VI: Risk Management Committee

The duties of the Risk Management Committee are:

- A. To ensure that the Chapter follows the guidelines of the university and TKE Risk Management Policy as well as the Chapter Risk Management Policy;

- B. To develop, implement, and enforce a social policy which shall address all matters of risk management, which may include but not be limited to alcohol, drugs, hazing, etc. on Chapter property or at Chapter functions, and other risk management concerns;
- C. To cooperate with the Hegemon in ensuring that all Chapter members are educated in, and aware of, all TKE and Chapter risk management policies;
- D. To report any violations of the Risk Management Policy to the Judicial Board, the Board of Advisors, Chapter Advisor and the Offices of the Grand Chapter, and
- E. To hold at least one risk management clinic per semester for the Chapter and to seek out and actively participate in any and all university-sponsored risk management educational sessions or similar programs;
- F. The Risk Management Committee shall be chaired by the Pylortes and shall be composed of the Social Chairman and House Chairman, and shall meet monthly with the Chapter Advisor during the Fall and Spring semesters and in August before the start of the Fall semester.
- G. It will be the responsibility of the Risk Management Chairmen to insure that the chapter complies with the following university policy:

All chapter members must attend an IFC/PHA/Greek Life Office Risk Management workshop each year. The workshops will be offered in September and January, immediately following formal rush periods. If a chapter extends bids to people after the workshops, the chapter's new member educator must contact IFC/PHA to schedule another workshop. Any chapter member who does not attend will be placed on social probation (i.e. unable to attend chapter or Greek social functions) until he attends a workshop the following semester.

ARTICLE VII: Public Relations Committee

The duties of the Public Relations Committee are:

- A. To conceive, plan and guide a consistent and active program to improve the public relations of the chapter, Fraternity and school through better operations, cooperation, service, hospitality, participation, support, contact, commendation, communication and recognition;

- B. To develop and maintain good relations with local news and communications media, including the campus newspaper, yearbook, broadcasting station, school information, school public relations, alumni offices, town newspapers and broadcasters, and members' hometown news sources;
- C. To communicate, inform, and publicize where appropriate regarding chapter and member achievement and chapter programs of interest to the community and the University;
- D. To seek recognition and understanding of the elements of Fraternity life and its outstanding aspects;
- E. To develop and maintain good relations with parents of members, affiliated parents' organizations, associates and rushees;
- F. To coordinate an annual Parents Day in the Fall and Father and Son Day in the Spring;
- G. To promote and foster better Inter-fraternity and Inter-fraternity-sorority endeavors;
- H. To work with the Chapter Histor and related committees, as well as the Chapter Advisor, local Alumni Chapter, and the Board of Advisors.

ARTICLE VIII: Brotherhood Committee

The duties of the Brotherhood Committee are:

- A. To assist the Hegemon in the education of the associates and the first semester New Members;
- B. To schedule and conduct at least two brotherhoods per semester for the Chapter's collegiate members in good standing;
- C. To assist the Hegemon in the planning and execution of T.E. in the Fall and Spring;
- D. To help the Chapter members keep in mind the ideals and standards that are the essentials to brotherhood: Love, Charity, and Esteem;
- E. To be aware of and counsel any collegiate member in good standing who might be having academic or financial problems.

ARTICLE IX: Alumni Committee

The duties of the Alumni Committee are:

- A. To coordinate all alumni activities, events and functions with the Chapter's Alumni Association President or his representative;
- B. To publish an alumni newsletter for the months of September, January, and May;
- C. To Recognize successful Alumni;
- D. To act as a collegiate Chapter representative to the Alumni Association;
- E. To coordinate special alumni events such as Homecoming, Graduation, Sports Events, and etc.;
- F. To assist the Social Committee with the coordination of Alumni Awards at Red Carnation Ball, and;
- G. To maintain communications with the Alumni President.
- H. The Alumni Chairman should be an “older” member over the age of twenty-one for alumni meeting accessibility issues.

ARTICLE X: Website Committee

The duties of the Website Committee are:

- A. To update the website weekly;
- B. To keep profiles, officer information, and other member information current;
- C. To keep an online calendar with all Chapter, Greek, and University dates;
- D. To post any information of interest to the community or the University (i.e. Rush, TEKE in a Box, etc.)
- E. Fix any problems with the website or e-mail accounts as they arise.

Article XI: Fundraising Committee

Article XII: Philanthropy Committee

CHAPTER V: BOARD OF ADVISORS

ARTICLE I: *HOW CONSTITUED.* The activities of each collegiate Chapter shall be supervised by a Board of Advisors consisting of the Chapter Advisor, the Chapter Prytanis, the Crysophylos, and at least four alumni members in good standing, who shall be elected in the first instance by the charter member of said Chapter after charter installation, for terms expiring, respectively, in one, two, three, or four years from the date of said election, and until the respective successors are elected, the length of their respective terms to be determined by lot. Each person, by accepting a position, or continuing hereafter as a member of the Board of Advisors, agrees to conform his actions and that of the Board so as at all times to be in compliance with the Articles of Incorporation, Constitution, Bylaws, laws, traditions, usage's, obligations, principles, and ritual of the Fraternity and to set by example the standard of conduct for collegiate and nonmembers to emulate.

ARTICLE II: *OFFICERS.* The Board shall annually choose a Chairman, Vice-President, Secretary, and Treasurer, in which the latter two officers may be combined in one person if desired. The member shall hold office until their successors are elected and shall not loose their right to vote by reason of holding office.

ARTICLE III: *POWERS AND DUTIES.* Whenever property shall be held for the use of any chapter, the Chapter Corporation shall have the power to require repairs, insurance, the payment of taxes, special assessments, mechanics' liens, judgments and all other matters necessary for protection and preservation of such property. No encumbrance or conveyance of such real estate shall be made without its consent. It shall have power to prohibit any act or omission, which may waste, or damage the said property.

ARTICLE IV: *GENERAL SUPERVISION.* The Board of Advisors and the Chapter Corporation shall have general supervision over all phases of chapter operations and the finances of the chapter; shall approve budgets hereinbefore provided; shall prevent incurring of unnecessary or unwise expenditures or indebtedness, or penalties to the Fraternity; shall require the prompt collection by the chapter of all monies due it or due the Chapter Corporation or the International Fraternity, and assist therein, and shall require all chapter accounts to be kept and reports made on the forms and at the times required by law, or by the Chief Executive Officer. The Board of Advisors and the Directors of the Chapter Corporation must confer with the officers of the chapter concerning the execution of the aforesaid duties.

ARTICLE V: *CHAPTER ADVISOR.* The Chapter Advisor is to assist and guide the chapter officers. The areas the Chapter Advisor will want to be knowledgeable in order to aid the officers are: financial matters, campus involvement, social programming, reports and paper flow, scholarship, public relations, house management, and risk management. Other duties of the Chapter Advisor are as follows:

- A. The Chapter Advisor will conduct an officer retreat at the beginning of each semester. This retreat will focus on helping the officers work together as a coherent management team. Also, goal setting sessions and the future outlook of the chapter will be discussed.

- B. The Chapter Advisor will conduct a chapter retreat at the beginning each semester. The chapter's strengths, weaknesses, short and long term goals, and strategies to achieve these goals will be discussed. The Chapter Advisor will find useful documents in the advisor manual such as the chapter officer duty check list and the TKE Retreat Kit.
- C. The Chapter Advisor is to supervise initiations and rituals (providing the Chapter Advisor is an initiated member of TKE). This is to insure its positive effects on the members.
- D. The Chapter Advisor is to conduct interviews with the new officers to explain to them their role in the chapter, assess their preparedness for the task ahead of them, and to determine if they need help to get started.
- E. The Chapter Advisor is to attend and play an active role in Fraternity leadership conferences and Conclave.
- F. The Chapter Advisor is to attend at least three chapter meetings a month.
- G. The Chapter Advisor must understand the Black Book and the Chapter Bylaws for disciplinary matters.
- H. The Chapter Advisor is to attend as many rush events as possible during formal rush, so as to answer any questions of rushees and provide motivational talks to the chapter during rush to keep them moving in a forward direction.

The Chapter Advisor shall have the power to call meetings of the chapter; to prefer charges against any collegiate member of such chapter; and he shall be an ex officio voting member of the Board of Advisors subject to removal from such Board and from the office of Chapter Advisor by the Chief Executive Officer at his discretion for violation of the Articles of Incorporation, Constitution, Bylaws, laws, traditions, usages, obligations, principles or ritual of the Fraternity or other good cause. The Collegiate Chapter elects the Chapter Advisor with a simple majority (51%) vote for a term of one year. He cannot be removed from his position by the Board of Advisors or Alumni Association.

CHAPTER VI: MEMBERSHIP STANDARDS

Members will comply with the rules, Collegiate Chapter Officers, Collegiate Chapter Boards, Collegiate Chapter Committees, Board of Advisors, and Constitution and Bylaws of the Nu Lambda Chapter, the International Fraternity, and the University.

ARTICLE I: Definition of Member

For this publication, membership refers mostly to active and associate members. However, inactive, alumni, and honorary members can also be punished for violating the Constitution and Bylaws where it applies. Any active, inactive, or honorary members who violate the Constitution or Bylaws shall be sent before Judicial Board. Any associate members who violate the Constitution or Bylaws shall be sent before the Membership Quality Board. Any alumni members who violate the Constitution or Bylaws shall be sent before the Board of Advisors.

ARTICLE II: Attendance

SEC. 1. ATTENDANCE AT CHAPTER MEETINGS. Every active and associate member shall be present at every Informal meeting unless excused by the Prytanis upon written application one-week prior to the meeting, said application being submitted to and approved by the Prytanis. Formal meetings and ritualistic ceremonies are mandatory events and all active members must be in attendance. Members that miss more than two Informal meetings per semester, or three for the year will be sent before Judicial Board.

SEC. 2. ATTENDANCE AT FRATERNITY EVENTS. Every active and associate member in good standing should make their best efforts to attend as many of the scheduled Fraternity events as possible. No member shall be absent at more than three scheduled Fraternity events in a semester unless excused by the Prytanis upon written application prior to the event, said application being submitted to and approved by the Prytanis. Attendance at mixers is restricted to active collegiate members in good standing, associates, alumni, and approved guests. The chapter house shall be off limits to all others with one exception. The exception is for residents of the house, who may have approved guests in the confines of their rooms. Approval shall be at the discretion of the Social Chairman, providing that the resident is in good standing and that any decision conforms to Chapter Bylaws and actions by the Judicial Board.

SEC. 3. ATTENDANCE AT MANDATORY EVENTS. Mandatory events are events at which one hundred percent (100%) attendance of active and associate members is expected. Only in extreme circumstances may the Prytanis excuse a member from a mandatory event, and that member must make up the missed event if at all possible. Members that are unexcused from a mandatory event will be sent before Judicial Board.

ARTICLE III: Academic Requirements

SEC. 1. MINIMUM GRADE REQUIREMENT. Active members must maintain a minimum semester and cumulative GPA of 2.6. Any member who falls below these GPA requirements

shall automatically be placed on probation outlined in Chapter VIII, Article I, Section 1, and must meet with the Hypophetes. These members may also be called before the Judicial Board or the Membership Quality Board for sanctions or further discussion of their academic performance.

SEC. 2. *MINIMUM CREDIT HOUR REQUIREMENT.* Active and associate members must maintain a minimum of twelve (12) credit hours throughout the entire semester. Members wanting to drop below twelve hours may do so, but shall be automatically placed on academic probation, outlined in Chapter VIII, Article I, Section 1, the following semester.

SEC. 3. *GRADE EVALUATIONS.* Grade evaluations will be required to be completed by all members. These evaluations will be collected during the fifth and twelfth weeks of each semester. Members will turn their grade evaluations into the Hypophetes at his discretion.

ARTICLE IV: Other Membership Standards

SEC. 1. *FINANCIAL OBLIGATIONS.* All obligations to both the chapter and to the International Fraternity must be met. If a member does not pay their dues and/or rent by the due date there will be a 10% increase to that member's bill, unless other arrangements are made with the Crysophylos.

SEC. 2. *CONDUCT AND BEHAVIOR.* All members shall abide by the Code of Conduct of the Chapter, the student rights and responsibilities under the University code of student conduct and the standards set forth by the International Fraternity.

SEC. 3. *ONGOING EDUCATION.* All members must be in attendance at ongoing education seminars designed by the Hegemon throughout the semester. All members will be required to take the associate test with the associate class. Continuing education can also consist of outside speakers coming into the Chapter and talking about topics such as time management, how to study, resume making, AIDS, sexual abuse, interviews, local issues, computer literacy, test taking, and writing skills. The chapter will have a minimum of two workshops a semester for continuing education.

SEC. 4. *WEARING BADGE.* No member shall at any time permit his badge to be worn by a member of the opposite sex, except when engaged to be married or married.

ARTICLE V: Membership Standards Violations

An undergraduate member in good standing, an alumnus in good standing, the Chapter Advisor or any member of the Board of Advisors can make allegations based on fact or perception against any other member and will be required present information and testimony with the charge before the Judicial Board. Members shall abide by the rulings of the Judicial Board, Membership Quality Board, Executive Board, Board of Advisors, and/or a Chapter Court lest they be brought up on further charges or until such time as the ruling is overturned by a higher court.

ARTICLE VI: Levels of Achievement

SEC. 1. **ORDER OF THE FOUNDERS.** Order of the Founders is meant to recognize relatively new members who have embraced fraternity life and met the Chapter's expectations during the Associate Program. For initiation into the Order of the Founders a member must have:

- A. A cumulative GPA of 2.6.
- B. Completed a Big / Little Brother project approved by the Hegemon.
- C. Read the TEKE Guide and the Nu Lambda Chapter Manual in full.
- D. Attended eighty percent (80%) of all chapter events during Active membership in Tau Kappa Epsilon (includes chapter meetings, social events, community service, etc.).
- E. Attended the T.E. Retreat.
- F. Participated in one registered organization on campus. Representatives sent to other organizations by Tau Kappa Epsilon *may* count toward this.

SEC. 2. **KNIGHTS OF CLASSIC LORE.** The chapter must set high standards to reflect the high quality of man we acknowledge as a Knight of Classic Lore. For initiation into the Knights of Classic Lore a member must have:

- A. Maintained good standing within the chapter for a full year prior to initiation into Knights of Classic Lore.
- B. Attained at least a Junior standing by University credits prior to initiation into Knights of Classic Lore.
- C. Held a position on campus or in the community during Active membership in Tau Kappa Epsilon. Representatives sent to other organizations by Tau Kappa Epsilon *shall not* count toward this.
- D. Held an officer or committee chairman position within the chapter.
- E. Achieved a cumulative GPA of a 2.75.
- F. Performed a minimum of ten (10) hours of community service to a not-for profit organization during Active membership in Tau Kappa Epsilon. Time donated to Tau Kappa Epsilon, IFC, or Pan Hellenic or any sanctioned events hosted by those entities *shall not* count toward this. These hours must be documented.
- G. Attended eighty percent (80%) of all chapter events during Active membership in Tau Kappa Epsilon (includes chapter meetings, social events, community service, etc.).

- H. Maintained a zero dollar balance with the chapter.
- I. Attended three-fourths (3/4) of the ongoing education sessions per year as a member.
- J. Attended a Tau Kappa Epsilon or NIC leadership conference or national seminar during Active membership in Tau Kappa Epsilon.
- K. Completed and received his Order of the Founders Level of Fraternal Achievement.

SEC. 3. **FRATERNITY FOR LIFE.** A member must graduate from the University of Southern Indiana and be in good standing for initiation into the Fraternity for Life.

ARTICLE VII: Recruitment and Sweetheart Standards

SEC. 1. **RECRUITMENT STANDARDS.** Nu Lambda Chapter believes that by recruiting members who meet high standards, it will make for a more successful Chapter and will also benefit the Fraternity as a whole. Recruitment standards for Nu Lambda Chapter are as follows:

- A. Candidate must be in good standing with the University and is eligible to rush.
- B. Candidate must be committed to meet all financial obligations to the local chapter and the International Fraternity in a timely manner.
- C. Candidate demonstrates talents, skills, or abilities, which will benefit the Fraternity.
- D. Candidate should have a high school cumulative GPA of 2.8, or a past college cumulative GPA of 2.3 or above. To be initiated, the candidate shall have achieved a current semester GPA of 2.6.
- E. Candidate has the ability to fit in and participate as a member of the Chapter.
- F. Candidate should have been involved in extracurricular activities in high school or college.
- G. There should be support to join the Fraternity by the candidate's parents.
- H. Candidate may have held previous leadership positions or involvement in other organizations.
- I. Candidate has a commitment to abide by the chapter's Membership Standards, Bylaws and traditions.
- J. As a general rule, potential members should be viewed as those who will share the goals and ideals of the Chapter. There are no hard and fast rules regarding character, however three important areas include background (no criminal record), attention to personal grooming and interpersonal communication skills (ability to talk to others, rush).

- K. At the discretion of the individual chapter, no candidate shall be initiated who is of bad reputation, immoral habits, addicted to the use of intoxicants, or who has violated any state, provincial or federal criminal law (as taken from the Black Book, page 31, Chapter XV, Section 3).

SEC. 2. **CHAPTER SWEETHEART.** The requirements for a female to be eligible to be the Chapter Sweetheart are as follows:

- A. She must belong to a social sorority on campus, be in good standing with her organization, and be active in her chapter.
- B. She must have at least a 2.8 cumulative GPA.
- C. She must be of either a sophomore or junior standing by credit hours.
- D. She must be respectful of the Chapter members and the Chapter property.
- E. She must have given notable assistance to the Chapter in assorted TKE events (for instance, the Fall Festival Booth).
- F. She must be maintaining no less than 9 credit hours per semester.

The Chapter shall by a simple majority vote (51%) elect a Chapter Sweetheart at the beginning of October. The female selected shall remain the Chapter Sweetheart for a one-year term, but may have the title taken away at any time through a simple majority vote (51%) of the Chapter members in good standing.

CHAPTER VII: CODE OF CONDUCT

Tau Kappa Epsilon, Nu Lambda Chapter believes in the ideas of Brotherhood, Education, Leadership, Honesty, and Trust and seeks these ideas through our actions. Each Member must realize that all actions taken by any one member affect the entire Fraternity. The goals within our Chapter is to present ourselves with integrity and honor before our campus and community. It shall be, and will be, the duty of each member to uphold this Code of Honor to the best of his ability for the sake of the brotherhood and integrity, honor and reputation of Tau Kappa Epsilon.

ARTICLE I: General Behavior

SEC.1. INTERNAL BEHAVIOR.

- A. All members will maintain loyalty and respect towards the Chapter and its members.
- B. Each member shall follow the Constitution and Bylaws in accordance with the Nu Lambda Chapter and the Grand Chapter.
- C. Any issue that has been voted on must be accepted and supported by all members, no matter which way he voted.
- D. Any information discussed during a meeting or pertaining to the inner workings of the Chapter should not be discussed outside the members of the Fraternity, and never in a public setting.
- E. Any member who discloses any secrets or ideas of the Fraternity shall be charged with a Class C infraction.
- F. No member shall maliciously damage Tau Kappa Epsilon property, the property of another member, or property for which another member is responsible. In addition, the member must personally pay restitution, and make a formal apology to the Chapter and/or member as deemed necessary.
- G. Any act of theft against another member will result in a charge of a Class C infraction. Theft is defined as the wrongful taking and carrying away the personal goods or property of another.
- H. The unwarranted assault of another member will result in a charge of a Class B or Class C infraction, depending on the circumstances. Assault is defined as any physical act, which causes the victim any undue stress, discomfort, and/or harm to his physical being.
- I. All members are to be held personally responsible for any actions of his guest(s). If that guest should damage any property, then the host member shall be held responsible for restitution for that damaged property.
- J. All members shall treat other member's significant others in a courteous manner, which reflects respect for that member. In addition to this, no member shall date an ex-significant other of another member for a one-month period after break-up. If a friendship existed before such time of break-up with the ex-significant other of another member it can still continue as long as it does not escalate before the one-month period is over. Attempts to interfere with any member's relationship with his significant other will not be tolerated.

- K. All members are instilled with the responsibility to ensure that another member or guest does not drive while under the influence of alcohol (outside of the legal limit) or any other substance, by any means necessary.
- L. Any and all problems that have the possibility of creating an internal disturbance within the Fraternity will be discussed openly in Chapter meetings. If the problem is personal in nature, then the discussion will be held in private council (Executive Officers) only. The decision of the council is final.

SEC. 2. EXTERNAL BEHAVIOR.

- A. Members shall always treat fellow members with the utmost dignity and respect regardless of their race, religion, ideas, and/or virtues; this especially applies in public settings in order to maintain an image of unity. Fighting in a public place is prohibited.
- B. All members will maintain respectable behavior and will be responsible for their actions regardless of their state of mind. This is very important while wearing TKE letters, pins, badges, or insignias. No member shall willingly engage in behavior which discredits the Fraternity in a public forum. Any member who willingly endangers the health and safety of another member shall be charged with a Class C infraction.
- C. Every Tau Kappa Epsilon representative shall act in a courteous and respectful manner, which follows the principles of Tau Kappa Epsilon.

ARTICLE II: Alcohol and Drugs

SEC. 1. FRATERNITY EVENTS.

Consuming alcohol at any Fraternity sanctioned event is prohibited, with exception to those that have been approved by the Risk Management Committee and the Executive Board.

SEC. 2. RECRUITMENT EVENTS. All recruitment activities will be DRY functions.

SEC. 3. DRUG POLICY. The possession, sale, and/or use of any illegal drugs by a member shall result in a charge of a Class C infraction and police involvement.

ARTICLE III: Hazing

No member shall conduct any activity that could be considered hazing. Hazing is defined as any action taken or situation created, intentionally, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Any violation of this principle will result in a charge of a Class C infraction.

ARTICLE IV: Sexual Abuse

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men, including but not limited to date rape, gang rape or verbal harassment. Violating this will result in a charge of a Class C infraction.

ARTICLE V: Members Convicted of a Felony

Any member that is found guilty and convicted of a felony in a court of law in the United States or Canada shall be brought up on the charge of a Class C infraction, in

compliance with the Black Book, page 42, Chapter XXVI, Section 10.

ARTICLE VI: Chapter Meetings and Events

SEC. 1. *MEETING DECORUM.* Chapter meetings are where all the business of the Fraternity shall be conducted. Therefore, Chapter meetings are to be treated and run with dignity, tact, diplomacy, and respect. No member shall engage in a disruptive act during the meeting. At a Formal Chapter Meeting, appropriate dress of either a suit or

dress slacks, dress shirt, dress shoes, and tie shall be allowed. No hats, t-shirts, or other inappropriate or distracting clothing will be allowed, and any member wishing to enter the meeting wearing these items shall be prevented from attending.

SEC. 2. *ATTENDANCE.* Attendance and punctuality at Chapter meetings, recruitment events, and other functions is crucial to our survival and is required. If a member is unable to attend a meeting, recruitment events, or other function he should provide written notice to the Prytanis of his absence.

CHAPTER VIII: ACADEMIC POLICY

Academics are the most important aspect of sustaining this Fraternity. Without academic standards, there would be no Tau Kappa Epsilon. Through high academic standards we can help insure that Tau Kappa Epsilon becomes and remains the most outstanding, excellent Fraternity on our campus.

ARTICLE I: Academic Program

SEC. 1. *ACADEMIC STANDARDS.*

Active and Associate Members are expected to maintain a semester *or* cumulative GPA of 2.6, and be enrolled in no less than twelve (12) credit hours at all times. Any active member failing to meet these expectations will be placed on an academic probation defined within this academic policy. Per IFC requirements, no candidate shall be accepted into the Associate Member Program if he is below a high school cumulative GPA of 2.8 or a college cumulative GPA of 2.5.

SEC. 2. *ACADEMIC PROBATION.* This may include, but is not limited to, Social Probation, study hours, additional house duties, tutoring, and Academic Skills assistance. The period a member can be on academic probation is a maximum of two semesters. If any member fails to reach the minimum grade or credit hour requirement for three consecutive or inconsecutive semesters, they will be called before a chapter court, and, at that time, must remit their badge and membership certificate.

SEC. 3. *LEVELS OF ACADEMIC*

PROBATION. The two levels of academic probation on which a member will be placed are as follows:

A. **Level A.** A member will be placed on “Level A” academic probation for the full term of the next enrolled semester if:

1. His semester *and* cumulative GPA drops below a 2.6, or;
2. He drops below twelve (12) credit hours at any time during the current fall or spring semester.

“Level A” academic probation shall include, but is not limited to, going to all study tables with the Hypophetes, and turning in a grade sheet once per month to the Hypophetes. The member will be placed in good standing after that semester if:

3. His semester GPA equals or is above a 2.6 *or* his cumulative GPA rises to or is above a 2.6 after that semester, and;
4. He maintained twelve (12) or more credit hours for that full semester.

If the member’s semester or cumulative GPA *did not* rise to or above a 2.6 after that semester, or he *did not* maintain twelve (12) or more credit hours for that full semester, he shall be placed on “Level B” academic probation.

B. **Level B.** A member will be placed on “Level B” academic probation for the full term of the next enrolled semester if:

1. His semester *or* cumulative GPA is below a 2.6 for the second consecutive semester, and/or;

2. He drops below twelve (12) credit hours at any time for the second consecutive semester.

“Level B” academic probation includes going to all study tables with the Hypophetes, turning in a grade sheet once per month to the Hypophetes, and obtaining and working with a tutor either from Academic Skills or some other suitable personally obtained tutor, to be approved by the Hypophetes, no less than 5 hours per week. The member will be placed in good standing after that semester if:

3. His semester GPA equals or is above a 2.6 *or* his cumulative GPA rises to or is above a 2.6 after that semester, and;
4. He maintained twelve (12) or more credit hours for that full semester.

If the member’s semester *or* cumulative GPA *did not* rise to or above a 2.6 after that semester, or he *did not* maintain twelve (12) or more credit hours for that full semester, he shall be charged with a Class C Infraction.

SEC. 4. SYLLABI AND CLASS SCHEDULES. Each member of the Fraternity must submit his class schedule and syllabi by the second week of the semester to the Hypophetes. When a member drops or adds a class from/to his schedule, he must notify the office of the Hypophetes. Any member not adhering to these guidelines will be brought in front of the Judicial Board.

SEC. 5. RESOURCES. Any member having difficulty in any course should check with the office of the Hypophetes. He will

have a file containing all members' majors and will set up member-to-member tutoring or assist you in getting a college tutor or attending the Academic Skills office.

SEC. 6. ASSOCIATE MEMBERS. Associates should have at least a 2.8 cumulative high school GPA or a 2.3 cumulative college GPA in order to begin the associate program. Each new associate will be assessed a minimum of five (5) study hours per week. This will help associates manage their study hours as well as other Fraternity activities. Before initiation they are expected to have met the active membership academic standards, which is a cumulative and semester GPA of 2.6. Once initiated, normal academic procedure applies. Any associate not meeting the active membership academic standards at the time of initiation shall not be initiated into the Fraternity.

SEC. 7. STUDY HOURS LOG. Study hours are to be logged on log sheets available from the Hypophetes. Write in time spent studying in the provided spaces along with subjects studied and total hours. If attending a college tutor, the Academic Skills office, or member-to-member tutoring sessions, have the tutor sign off on the hours spent studying. Studying should be done in a designated study room, University Library, residence hall rooms, or any other room available to avoid distraction. Completed forms must be turned in to the office of the Hypophetes at the weekly Chapter meeting. Any member not completing the minimum study hours must discuss the reason with the Hypophetes, and all or part of the total hours must be made up the following week at the discretion of the Hypophetes.

ARTICLE II: Scholarship Program

SEC. 1. **SCHOLARSHIP GOALS.** The scholarship goals are as follows:

- A. Establish Chapter cumulative GPA goal at the beginning of the semester.
- B. Encourage goal setting to surpass the Chapter's original goal.
- C. Maintain Chapter cumulative GPA in the top 2 on the IFC list (each semester).

SEC. 2. **GENERAL CHAPTER PRACTICES PROMOTING SCHOLARSHIP.** The Chapter will do the following to promote scholarship:

- A. All members are encouraged to follow study hours, which suit their academic

needs. House rules include established quiet hours.

- B. The Hypophetes is responsible for setting Chapter Academic Goals and reminding the Chapter of these goals at least once a week. He is also in charge of keeping academic discipline throughout the Fraternity.

ARTICLE III: Policy Changes. All policies in this Academic Policy are subject to the interpretation, discretion, and approved changes of the Hypophetes at any time during the semester, and shall last for the remainder of the semester. The Membership Quality Board shall approve all changes in advance.

CHAPTER IX: RISK MANAGEMENT POLICY

The risk management policy for the Nu Lambda chapter of Tau Kappa Epsilon has combined the policies of FIPG (Fraternal Insurance Purchasing Group) and the policies of Tau Kappa Epsilon International such that they are in the parameters of both. These are the guidelines to follow and adhere by in the case of emergency and on a day-to-day basis. By having these policies, they not only benefit the members of Nu Lambda chapter, but also the guests of the Fraternity. The purpose of these policies is to protect us from unneeded liabilities and to inform the members on what risk management entails.

ARTICLE I: Hazing Policy

SEC. 1. **HAZING ACTIVITIES.** Hazing activities are any action taken or situation created, intentionally, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

SEC. 2. **EXAMPLES OF HAZING.**

- A. Forced road trips off campus, kidnaps of pledged (associated) or initiated members against their will. It is meant to abolish situations in which pledged or initiated members are left stranded in the middle of nowhere without any money, and any other similar activity.
- B. Any form of forced physical activities and exercise.
- C. Scavenger hunts, whether or not such hunts promote theft, vandalism, etc.
- D. Paddling, paddle swats or any other striking, feuding or hitting.
- E. Requiring pledged or initiated members to wear unusual, embarrassing or uncomfortable clothing
- F. Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors.
- G. Humiliation in front of non-members by reference of pledge ship.
- H. Verbal abuse such as calling a pledge (associate) member “scum”, “maggot”, “slime”, etc.
- I. Preventing a pledge member from practicing personal hygiene
- J. Subjecting pledge member to rough house practice
- K. Personal errands run by pledge members for initiated members
- L. Books, name lists, paddles, etc. on which signatures must be obtained.
- M. Pledge member final exam or other written tests over material not relative to the Chapter, International Fraternity, or University.

What you may consider to be a perfectly harmless way of making your pledge members learn their lessons in education, may, in the view of others, be an act of violence that can be criminal. The biggest danger in hazing is that it gets out of hand.

SEC. 3. **WHERE HAZING BEGINS.** Answer these questions about each activity in your pledge/new member education program. If there is one question that has a negative answer, then you know this activity should be eliminated.

- A. Is this activity an educational experience?
- B. Does this activity promote and conform to the ideal and values of the Fraternity?
- C. Will this activity increase the new members respect for the Fraternity and the members of the chapter?
- D. Is it an activity that pledged and initiated members participate in together?
- E. Would you be willing to allow parents, a judge, or the university president to witness this activity?
- F. Does this activity have value in and of itself?
- G. Would you be able to defend it in a court of law?
- H. Does the activity meet both the spirit and the letter of the standards prohibiting hazing?

ARTICLE II: Sexual Abuse and Harassment Policy

Legal liability is a reality in sexual abuse incidents. It is possible that a victim of sexual abuse or rape may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may be sued if an incident of sexual abuse occurs at a chapter function.

SEC. 1. *SEXUAL ABUSE.*

- A. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men, including but not limited to date rape, gang rape or verbal harassment.
- B. A chapter will not sponsor or participate in any activity, including competitive games and philanthropic endeavors, which are abusive or demeaning to human beings.
- C. A chapter will educate its members on the issue of sexual abuse.

SEC. 2. *SEXUAL HARASSMENT.* Sexual harassment is the unwelcome, unreciprocated acts in the position of sexual attention, usually in the context of a relationship of unequal power.

SEC. 3. *RAPE.* Rape is an act of sexual penetration with a person against his/her will.

SEC. 4. *VERBAL ABUSE.* Verbal abuse may include:

- A. Whistling
- B. Humor and jokes about sex or male or female specific traits
- C. Suggestive or insulting sounds
- D. Sexual innuendoes about you or someone else's personal appearance
- E. Sexual innuendoes about you or someone else's sexual activities.
- F. Demands for sexual favors accompanied by implied or overt threats.

SEC. 5. *PHYSICAL ABUSE.* Physical abuse may include:

- A. Obscene gestures
- B. Staring suggestively

- C. Any inappropriate touching, pinching or patting
- D. Brushing against someone else's body in inappropriate places
- E. Coerced sexual intercourse
- F. Assault

ARTICLE III: Alcohol and Social Events Policy

SEC. 1. *ALCOHOL AT PARTIES.* The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity, must be in compliance with all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYO (Bring Your Own) or Third Party Vendor guidelines. The limitations for what may be brought into BYO functions are not to exceed one of the following: 6 Beers, 4 Wine Coolers, 4 Glasses of Wine, or 4 mixed drinks.

SEC. 2. *INTOXICATED GUESTS.* Anyone wishing to enter a Fraternity function that appears to be intoxicated will not gain entrance by the member on "door duty."

SEC. 3. *PURCHASING ALCOHOL.* No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.

SEC. 4. *COMMON SOURCES.* The purchase of or use of a bulk quantity or common source of an alcoholic beverage, e.g. kegs, party balls, hooch, or fluid dispensing coolers, is prohibited.

SEC. 5. *OPEN PARTIES.* Open parties, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, where alcohol is present, shall be forbidden.

SEC. 6. *MINORS.* No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any guest under the legal drinking age.

SEC. 7. *RUSH ACTIVITIES.* All rush activities associated with the chapter will be DRY functions.

SEC. 8. *ASSOCIATE ACTIVITIES.* No alcohol shall be present at any sanctioned associate member activity or ritual of the chapter.

SEC. 9. *DISTRIBUTING ALCOHOL.* The consumption or distribution of alcohol in or from bedrooms in the chapter house during any Fraternity function is prohibited.

SEC. 10. *RE-ENTERING A FUNCTION.* No member or guest will be allowed to re-enter a function after leaving.

SEC. 11. *DRINKING GAMES.* Drinking games at Fraternity sanctioned events are expressly forbidden.

SEC. 12. FOOD AND DRINK. The Fraternity must provide food and non-alcoholic drinks for any social function. Use opaque plastic cups so a person is free to drink what he/she prefers. In choosing food, avoid salty items like chips and popcorn. Solid foods that are high in protein help reduce the effects of alcohol.

ARTICLE IV: Drug Policy

The possession, sale, or use of any illegal drugs, or controlled substances without a prescription by a member of Tau Kappa Epsilon shall result in the charge of a Class C infraction and possible police involvement. The possession, sale, or use of any illegal drugs or controlled substances by a guest of the Fraternity or a guest of a member while on Chapter premises or during a Fraternity event is strictly forbidden. The guest shall be escorted from the Chapter house or Fraternity function and there shall be police involvement.

ARTICLE V: Having a Party within TKE and FIPG Guidelines

1. HOST A CLOSED PARTY

- A. Members, Associates and dates.
- B. Limit guests to three per member.

2. FOCUS DECORATIONS AND ACTIVITIES ON THE THEME OF THE PARTY, NOT THE ALCOHOL.

3. SERVE FOOD

- A. Appropriate to theme
- B. Avoid salty foods or snacks; serve foods high in protein

4. APPOINT PARTY MONITORS

- A. Oversee the party to make sure all attending are well behaved
- B. Agree not to consume alcohol that evening
- C. Act as sober hosts who agree to make sure parties start and end on time, and that the bar opens and closes on time.

5. APPOINT DESIGNATED DRIVERS.

- A. Will check all car and other motor vehicle keys at door as party begins.
- B. Act as sober hosts who agree to provide transportation home to any guest determined to be impaired, and to make arrangements to return keys the next day.

6. DO NOT USE CHAPTER FUNDS TO PURCHASE ALCOHOL.

- A. Make event a “bring your own” and limit amount allowed. For example, for a four-hour party, limit each person of legal drinking age to a six-pack of beer or six ounces of straight alcohol.
- B. Do not allow members to pass the hat to purchase alcohol.

7. DO NOT SELL ALCOHOL.

- A. Charging for admission or a cup and then providing alcohol is no different than selling by the drink.
- B. The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests.
- C. Do not allow collegiate or alumni members to establish bar tabs for the event.

8. CONDUCT “BRING YOUR OWN” EVENTS, using the national inter-fraternity conference guide, *Making Bring Your Own Beverage Events Happen*.

9. CHECK ID’S AT THE DOOR, AND IDENTIFY THOSE OVER THE LEGAL DRINKING AGE in some unique way, such as bracelets.

10. SERVE NON-ALCOHOLIC BEVERAGES and display them attractively.

- A. Use same cups for alcoholic and nonalcoholic drinks so everyone feels comfortable.
- B. Be imaginative; Serve a non-alcoholic drink that goes with the party theme.

11. SET STARTING TIME AND ENDING TIME for the party and stick with them, limit the party to four hours.

12. DO NOT PERMIT DRINKING GAMES AT FRATERNITY FUNCTIONS.

13. MONITOR FOR THE INTOXICATED.

- A. Stay with the person; have person sleep on his/her side to prevent choking.
- B. If he/she has any breathing problems, check for clear air passage, administer mouth-to-mouth resuscitation and call for emergency medical help immediately.
- C. Avoid problems, limit guests to no more than a six-pack of beer or the equivalent.

14. BE A RESPONSIBLE HOST.

- A. If you invite a guest, you are responsible for controlling his or her behavior.
- B. Hosting a party is a big responsibility; all members and especially the officers are accountable if a problem occurs.

15. DO NOT ALLOW BOTTLES. Bottles provide an opportunity for broken glass and injury to your guests. Restrict consumption of any beverages to cans and plastic cups.

ARTICLE VI: Fire, Health, and Safety Policies

SEC. 1. FIRE AND HEALTH CODES. The Fraternity house should meet all local fire and health codes and standards.

SEC. 2. EMERGENCY NUMBERS. Emergency numbers for fire, police, and ambulance shall be posted by every common phone. Evacuation routes shall be posted on the back or the door of each sleeping room.

SEC. 3. INSURANCE. The Fraternity house should comply with engineering recommendations as reported by the insurance company.

SEC. 4. ***FIREARMS AND EXPLOSIVES.*** The possession and/or use of firearms, projectile weapons, or explosive devices of any kind within the confines of the chapter house or on chapter property are expressly forbidden.

SEC. 5. ***WHAT TO DO IN CASE OF AN EMERGENCY.***

1. Call 911. The President or the ranking officer at the scene should do this. Remain calm and explain the situation briefly, allowing the 911 operators to ask questions as needed. Assign a member telephone duty with the intent of keeping the line open for calls from emergency officials, Chapter Board members, or the Chapter Advisor; terminate other calls quickly and prevent outgoing calls unless made by an Chapter or emergency official.
2. While waiting for authorities to arrive.
 - A. Assign doorkeepers
 - B. Close Chapter House
 - C. Assemble all member/guest in a common area inside the Chapter House and calmly inform them of the emergency
 - D. Determine if any witness exist; obtain names and telephone numbers
3. As soon as possible, call the following individuals in this order.
 - A. President, Collegiate Chapter
 - B. President, Board of Advisors
 - C. Chapter Advisor
 - D. TKE National Headquarters
 - E. Greek Advisor, USI
4. Assemble all remaining members and guests in a single area of the Fraternity house so that the facts of the incident can be established and so they stay out of the way of emergency officials.
5. In the event of a death in the Fraternity house, the only person authorized to call the parents of the deceased is the Greek Advisor.
6. Do not discuss the situation until a member of the Board, the Chapter Advisor, or a University official arrives.
7. Make no statement to the media until the situation is under control and after the Board President, the Chapter Advisor, and a University official have approved. Such a statement can only be delivered to the media by the Chapter spokesman, which will be the collegiate Chapter President. If the media asks another member for a statement, the proper response is "No Comment."

ARTICLE VII: Risk Management in the Chapter House

SEC.1. **THE ROOF.** No member is to go onto the roof of the Fraternity house for any other purpose than approved repairs and inspections. Violating this will result in a charge of a Class C infraction.

SEC. 2. **THE SLIDE.** No member is to go down the fire slide except in the case of an emergency or a sanctioned risk management fire drill. Violating this will result in a charge of a Class C infraction.

SEC. 3. **ALCOHOL DOWNSTAIRS.** Alcohol shall not be consumed by members or guests of the Fraternity on the first floor of the Chapter house at any time.

SEC. 4. **EXTERIOR DOORS.** Exterior doors should never be left propped open and unsupervised for an extended amount of time.

SEC. 5. **GUESTS IN THE CHAPTER HOUSE.** Guests of members and/or the Fraternity should never be left alone in the Fraternity house while none of the active members are there, unless the Pylortes gives permission in advance for them to do so and only under certain circumstances.

SEC. 6. **HALLS AND STAIRS.** All hallways and stairways should be free and clear from obstructions at all times.

SEC. 7. **FIRE EXTINGUISHERS.** Each member is responsible for knowing the location of the fire extinguishers positioned through out the Fraternity house.

ARTICLE VIII: Education of These Policies

Each active and associate member shall be instructed each semester on the risk management guidelines of Nu Lambda chapter of Tau Kappa Epsilon. The Pylortes is responsible for hosting these Risk Management seminars and making sure that every member is well educated in them.

ARTICLE IX: Sober Brother Program

Nu Lambda Chapter of Tau Kappa Epsilon believes in the ideal of brotherhood and the responsibilities that come from having brothers. It is for this reason that we have created the Sober Brother Program in order to look after our brothers, especially in their times of need.

SEC.1. **DEFINITION.** A sober brother is a member who has volunteered to remain sober and free from alcohol for an entire weekend beginning on Friday at 6:00 p.m. and ending on Sunday at 6:00 p.m.

SEC. 2. **DUTIES.** The sober brother shall be responsible for picking up members who are intoxicated and transporting them to either the chapter house, their dorm room, or their apartment. The sober brother shall be provided with either a cell phone or a pager on which to receive calls from members in need of transportation. Members may decide to ask a favor of the

sober brother, but the member must be honest about his intentions at the onset, and the sober brother has the right to refuse, or require compensation for the favor (i.e. a free cheese burger to take the member by McDonalds, gas money, etc). No compensation is required to pick up a member and drive him home.

SEC. 3. ***HOW SELECTED***. Every member of Nu Lambda Chapter is required to sign up for a particular weekend throughout the semester to be the sober brother. It is possible to swap weekends with another member, but only by notifying the Pylortes of the change a week in advance. The only time a member is not required to take a sober brother weekend is when another member is placed on probation and must be the sober brother the weekend that the member was originally signed up for.

ARTICLE X: Risk Management Infractions

SEC. 1. ***ALL VIOLATIONS ARE OF REAL OR DIRECT THREAT***. All risk management infractions are deemed to put the Fraternity's well being at risk and/or provide harm or threat to other members, guests of the Fraternity, and/or the offending member. The Judicial Board shall inform the member of this risk and, depending on the circumstances, charge him with a Class B or Class C infraction.

SEC. 2. ***POSSIBLE PUNISHMENTS***. Possible punishments for a risk management infraction may include, but are not limited to the following:

- Additional house duties
- House repairs or improvements
- Fines
- Raising money for a philanthropy
- Probation
- Suspension for a semester or a year
- Mandatory attendance at events
- Sober Brother for a number of consecutive weekends
- Unable to receive a Little Brother for a semester
- Unable to hold an office for a year
- Committee work
- Additional study hours
- Daily time sheets
- Letter of apology to offended organization
- Mandatory hours in IFC office
- Suspension of voting rights
- Mandatory attendance to new member education
- Cannot visit other organizations
- Move out of the Fraternity house
- Removal from current office or chair

CHAPTER X: Associate Program

Nu Lambda Chapter of Tau Kappa Epsilon believes in cultivating the individual growth of all our members. We believe that all our members should be leaders, scholars, have moralistic values, and be men of upstanding character. With these ideals at heart, we begin to mold associate members into the men they are to become through the use of this associate program.

ARTICLE I: Expectations of Associates.

The expectations of Nu Lambda Chapter placed on associate members are as follows:

- A. Candidate fee paid immediately at the beginning of candidate education program;
- B. Initiation fee due by the end of the candidate education program;
- C. Attendance at chapter meetings and chapter functions;
- D. Learning all assigned material from the Teke Guide;
- E. Attendance at all candidate meetings and functions;
- F. Abiding by the chapter's constitution and bylaws and the Constitution and Bylaws of the International Fraternity;
- G. Abiding by the risk management and alcohol policies of Tau Kappa Epsilon International Fraternity and the host institution (university);
- H. Completion of all assigned activities, house duties, study hours, etc.;
- I. Personally meet with each active member for at least 15 minutes during the associate member period;
- J. Completion of personal goal statement, and;

- K. Treat every member and associate with respect and understanding, living up to the ideals set down by the founders.

ARTICLE II: Big Brother Program. The Big Brother is an integral part of the candidate's TKE education, and his primary objective is to make sure that his Little Brother completes the new member education program as outlined by the Hegemon. However, the Big Brother shall have other responsibilities as outlined in this section.

SEC. 1. SELECTION OF BIG

BROTHERS. Selection of the Big Brothers is not to be taken lightly. Simply being a nice guy does not qualify. It is absolutely essential that the Big Brother selected serve as a good role model and mentor. Never assign Big Brothers with the philosophy that "it will make him an active Frater again." The key issue is whether the Frater will prove to be an effective Big Brother and friend to the candidate. It is a privilege and an honor, not a right of membership, to serve the chapter as a Big Brother. Only the chapter's best are given the opportunity to mentor the new members. Studies have shown that new fraters are likely to adopt behaviors displayed by their Big Brothers. Therefore, it is essential that only top fraters be chosen as Big Brothers. The criteria to considered when selecting Big Brothers are:

- A. Has the member been an active member for two whole semesters (fall to fall, spring to spring, depending on initiation date)?

- B. Has the member been active in chapter affairs?
- C. Has the member taken on leadership roles within the chapter or on the campus?
- D. Does the member have the time?
- E. Does the member reflect the ideals of TKE?
- F. Is the member academically competent?
- G. Is the member in good standing with the chapter and the University?
- H. Does the member attend meetings and chapter events on a regular basis?
- I. The Hegemon may not have a little brother as he serves as a mentor to all associates.

SEC. 2. BIG BROTHER DUTIES. The duties of the Big Brother include:

- A. Being aware of the Little Brother's academic progress and ensuring that he is obtaining the minimum academic requirements set by the chapter.
- B. Assisting the associate in meeting the other members of the chapter.
- C. Acting as a true Frater, friend, and mentor in all aspects of his fraternity education.
- D. Helping provide meaningful associate programs and activities to help the associate learn about the

history and chapter operations of the Fraternity.

- E. Giving his Little Brother the benefit of support and experience so that he may obtain a high level of scholarship, maturity and awareness which, when united with genuine love and concern for his fellow man, will make him a well-rounded individual and true Frater in the Bond of Tau Kappa Epsilon.
- F. Writing a welcome letter to the Little Brother's parents.
- G. Teaching leadership and responsibility by example.
- H. Agreeing to be the candidate's Big Brother for life.
- I. Introducing Little Brother to other peers on campus, i.e. IFC members, members of other fraternities, members of sororities, etc.
- J. Introducing Little Brother to faculty/staff members on campus, i.e. Greek Advisor.
- K. Monitoring Little Brother's activity to insure he is striving to achieve through his fraternal and collegiate experience.
- L. Insuring Little Brother has a strong grasp on the operations of the chapter, i.e., roles of officers, roles of committees.
- M. Complete all Big Brother tasks as outlined in the Associate Program.

- N. Makes sure that the Little Brother is fully prepared to participate as a responsible Frater.
- O. Must take an interest in his Little Brother's scholarship and orientation into the Fraternity and to college life.
- P. Participates in most associate activities with his Little Brother.

ARTICLE III: Education Program Weekly Outline.

Week 1

- Introduction of all members
- Icebreakers
- Fill out Big Brother forms
- Fill out Information Sheets
- Discussion about relationship between Parents and the Fraternity
- Team Building exercises
 - Trust fall
 - Circle entrance
 - Over the Rope
 - Rope on Porch Walking
- Overview of Chapter House Policy in Bylaws
- Overview of Associate Program in Bylaws
- Explain what is expected
 - Attendance to education/meetings
 - Doing house duties (house chairman)
 - Discuss study hours (Hypophetes)
- Explain what is coming up (handout syllabus)
- Explain the Hegemon's relationship with the associates
- Discuss Induction coming up
- Meet all actives
- Q + A's
- Intro of our values (what we stand for)

Week 2

- Do Challenge Course on Sunday Morning
- Discuss the Challenge Course
- Fill out National Forms/money due
- Discuss Induction
- Discuss their projects (use chapter affiliates for help)
 - Fundraiser (pay for dinner/social)
 - Philanthropy for local organization
 - Big / Little Brother Dinner
 - Social
- Discuss Pen Pals
- Discussion of our values
 - Talk about programs and why we do it
 - Philanthropies
 - Socials
 - Recruitment
 - Fundraisers
- Personal Coat of Arms activity
- Set goals (fraternal, scholastic, social, personal) do this together
- Discuss goals and how to help each other reach them
- Overview of Chapter Boards in Bylaws
- Overview of Academic Program in Bylaws
- Rush Chair to discuss recruitment
- Hypophetes talks about his job
- Discussion on Current Issues and what is going on
- Open Discussion for questions

Assignment: Read in book up to pg. 54, Meet with Big Brother

Week 3

- Review what was read
- Quiz 1 over pgs 1-54.
- Talk more in depth of national history
- Start on principals
- Overview of Code of Conduct in Bylaws
- Overview of Chapter Committees in Bylaws
- Prytanis talks about his job
- Epiprytanis talks about his job

- Discussion on current issues and what is going on
- Open discussion for questions

• *Assignment: Meet with Big Brother*

Week 4

- Discuss Fall Festival and responsibilities
- Overview of Board of Advisors in Bylaws
- Crysophylos talks about his job
- Do brotherhood event with New Members
- Values of the Fraternity and do we follow them

Assignment: Make corrections to Quiz 1, and turn in next week

Week 5

- Discuss how Fall Festival went
- Discuss Local History
- Turn in Corrected Quiz
- Overview of Constitution in Bylaws
- Grammateus talks about his job
- Discussion on Current Issues and what is going on
- Check up on all projects
- Q + A's

Assignment: Read in book pgs 55-104,

Week 6

- Review local history
- Review what was read pgs 55-104
- Take quiz on local history and information on pgs 55-104
- Discuss their projects, how they're going, what they need to finish them
- Overview of Membership Standards in Bylaws
- Histor talks about his job
- Hegemon talks about his job
- Open discussion on Current Affairs
- Q + A's

Assignment: Read the rest of book

Week 7

- Review the Book and local history
- Take quiz on rest of book
- Teach scroll numbers of current actives
- Overview of Risk Management Policy in Bylaws
- Pylortes talks about his job
- Check on all projects in progress
- Open discussion on current affairs
- Q + A's

Assignment: Correct Quiz on local history, Meet with Big Brother start studying for final

Week 8

- Review for the final
- Turn in corrected quiz
- Go over significance of Red Carnation
- Go over chapter functions
- Discuss values and are we following them
- Check on projects (remind them projects are due week 10)
- Open Discussion on Current Affairs
- Q + A's

Assignment: Correct final Quiz, Study with Big Brother for Exam

Week 9

- Turn in corrected quiz
- Brotherhood event
- Open discussion on Current Affairs

Assignment: Study with Big Brother for Exam

Week 10

- Review for Final
- Explain what to expect
- Projects are due

- Open discussion on Current Affairs
- Q + A's

Assignment: STUDY for Final Exam

ARTICLE IV: Policy Changes. All policies in this Associate Program are

subject to the interpretation, discretion, and approved changes of the Hegemon at any time during the semester, and shall last for the remainder of the semester. The Membership Quality Board shall approve all changes in advance.

CHAPTER XI: Chapter House Policy

ARTICLE I: Expectations Regarding Use of the Chapter House.

The Chapter House is “our” house, belonging to the men of Nu Lambda Chapter as they may be defined as actives, associates or alumni. All members share the responsibility for proper care of the house and property. All members are expected to respect the fact that the Chapter House is “home” for some members. For members that live-in, this means they cook, eat, study, sleep and socialize at the Chapter House, and they have a right to expect that members who don’t live-in, while welcome to use the Chapter House, will respect Quiet Hours, telephone usage, and especially clean up after themselves and guests. As residents sharing common living spaces, bath and kitchen facilities, members living-in have the right to expect the same courtesies from one another in proper care of the Chapter House. Members living-in will exercise reasonable and proper care of their residential space, and will live harmoniously in a group setting in accordance with the ideals of the Fraternity and will complete their assigned house duties to the satisfaction of the House Chairman.

ARTICLE II: Rules of the House

SEC. 1. **DEFINITION OF QUIET.** Quiet is defined as control of all noise levels within the chapter house where members in different rooms of the house are not being disturbed.

SEC. 2. **QUIET HOURS.** Quiet hours begin at 10:00 p.m. and end at 7:00 a.m., Sunday through Thursday (unless the chapter falls below standards for GPA established for Greek organizations). Members attempting to study in their rooms or in the library at other times should be given the courtesy of a minimal noise level if they indicate the general noise level is too high to study. This is in effect for the entire chapter house.

SEC. 3. **FINALS QUIET HOURS.** Twenty-four hour quiet hours shall be in effect the week of mid terms and the week before and the week of finals.

SEC. 4. **REQUESTING QUIET.** All members shall respond to the request of a chapter house resident or a non-live-in

member that is studying to control the noise level outside of quiet hours.

SEC. 5. **ENFORCING QUIET HOURS.** The House Chairman, Pylortes, and Prytanis will be in charge of enforcing quiet hours and the requests of members for quiet. Members failing to abide by a request for quiet or the quiet hours shall be brought in front of the Judicial Board.

SEC. 6. **SOCIAL FUNCTIONS.** Social function held through the week shall conclude 12 a.m. at the latest on school nights. Attendance at mixers, and other Fraternity events is restricted to active chapter members, alumni, and approved guests.

SEC. 7. **SECURITY.** Security shall be present at chapter functions deemed necessary in accordance with Risk Management policies.

SEC. 8. **DRUGS.** The possession, sale, or use of any illegal drugs, or controlled substances without a prescription by a member of Tau Kappa Epsilon shall result in a charge of a Class C infraction and there

shall be police involvement. The possession, sale, or use of any illegal drugs or controlled substances by a guest of the Fraternity or a guest of a member while on Chapter premises or during a Fraternity event is strictly forbidden. The guest shall be escorted from the Chapter house or Fraternity function and there shall be police involvement. If the member is a resident, he shall immediately be evicted from the Chapter house.

SEC. 9. FIREARMS AND EXPLOSIVES.

No firearms, projectile weapons, or explosive devices shall be permitted in the Chapter house or on Chapter property at any time.

SEC. 10. GUESTS. Any member of the Fraternity may invite guests into the Chapter house at times not conflicting with Fraternity functions. Guests may be invited to certain Fraternity functions if their inclusion is cleared through the officer or committee chairman hosting the event before an invitation is extended.

SEC. 11. GUESTS STAYING AT THE CHAPTER HOUSE. The circumstances when a guest may stay the night at the Chapter house, provided there is no members-only Fraternity event taking place, are as follows:

- A. A guest may stay at the Chapter house if he/she is intoxicated.
- B. Significant others of residents may stay a maximum of three (3) nights a week (not to extend through a four or more day period because of the change in week) as long as it is cleared through the resident's roommate before the invitation is extended. The only exception to this is that significant others

who live outside Evansville and the surrounding areas shall fall under the following guest status.

- C. A guest may stay the night at the chapter house if he/she is a guest of one of the residents and he/she stays in the resident's room. If the guest *is* from Evansville or the surrounding areas they may be permitted to stay at the house no more than two (2) nights per week (not to extend through a three or four day period because of the change in week). If the guest *is not* from the Evansville area they may be permitted to stay for a maximum of five (5) days, but extenuating circumstances may occur and arrangements can be made with permission from the Prytanis or Epiprytanis in advance.

SEC. 12. DAMAGE TO THE HOUSE. In the case of a member and/or his guest causing damage to the Fraternity house (Breaking windows, damaging walls, etc.) the member will be held responsible. When damage occurs, the House Chairman must be contacted within 24 hours following the incident. The Crysophylos will then proceed with collecting money for the damages and the House Committee will get approval to make the appropriate repairs.

SEC. 13. ROOMS OF THE HOUSE.

- A. Smoking & Alcoholic Beverage Policy. Smoking and the consumption of alcohol in public areas is only permitted on the second and third floors of the Chapter House. Neither are permitted anywhere on the first floor.
- B. Alumni Room. This room shall only be used for formal occasions such as chapter meetings, receptions, etc.

- C. Library. The library is intended to be used as a twenty-four hour study area. Chapter committees, associate classes, etc. may also use this area when it does not infringe upon members trying to study. Snack foods and drinks are acceptable.
- D. Kitchen. All dishes, utensils, etc. must be cleaned immediately following their use. If these items are not cleaned when this house duty is done, they will be removed to cold storage until next scheduled house duty when they will be thrown away. Members are responsible for the storage of their food and supplies, all dishes, pans, utensils, etc.
- E. TV Room. All trash, dishes, and utensils must be thrown away or removed from this room immediately following their use.
- F. Pool Room. No abuse of pool table, balls and cues will be permitted. This may include drinks, food, etc. on the table.
- G. Cold Storage. Cold Storage shall be off limits to all guests, and only Chapter members and the Board of advisors are to be allowed access.
- H. Warm Storage. Warm Storage shall be off limits to all chapter members other than the House Committee, Executive Board, and Board of Advisors.
- I. Attic. This room is intended to be used for Chapter functions. This area should be cleaned after every use.
- J. DJ Booth. Use of the sound system is prohibited outside of a Chapter function, and only by trained chapter members.

Only active members shall be allowed in the DJ Booth at all times. Smoking is not permitted at any time, and eating and drinking should be kept to a minimum due to the sensitivity of the sound system components.

- K. Office. The office must remain locked at all times. Only officers, committee chairs, and the Board of Advisors are permitted in the office on a regular basis. Smoking is not permitted.
- L. Living Quarters. The chapter house living quarters (bedrooms) shall be off limits to anyone other than chapter members living in that room and guests of those residents.
- M. Failure to comply with the aforesaid rules results in a verbal warning on first infraction, and referral to Judicial Board on the second.

SEC. 14. HOUSE REPAIRS. The Board of Advisors must approve all house repairs and improvements. Emergency and minor repairs and improvements may be made with the approval of the House Manager. Fine for unauthorized repairs or improvements shall be a minimum of \$50.00 as designated by the House Manager or the Board of Advisors. Board of Advisors shall have final approval of all fines.

SEC. 15. TELEPHONE USE. From being notified by an individual that they need to use the phone, the person on the phone will have 15 minutes to get off the phone. Any member who makes a long distance phone call, on the house line, will be required to pay a fine of \$5.00 per call plus that member's portion of the phone bill.

SEC. 16. PRIVATE TELEPHONE LINES, ETC. The House manager in coordination

with the Board of Advisors shall approve the installation of private telephone, cable TV, and satellite dishes.

ARTICLE III: Housing and Roommates

SEC. 1. HOUSING CONTRACTS. All residents are required to sign a housing contract. Residents of the spring semester wishing to reserve the same room they currently have for the fall semester must sign the contract before the end of the current semester and maintain a deposit with the Crysophylos. Sub leasing is not allowed.

SEC. 2. STORAGE FEE. Residents wishing to leave part or all of their belongings in their rooms when they move out for the summer may do so if they pay a monthly storage fee.

SEC. 3. ROOM ASSIGNMENT PROCEDURE. The House Committee shall keep a running waiting list of members who want to move into the Chapter house. Vacancies within the house are filled in the following order:

- A. A resident(s) may choose to accept a non-resident's offer to move in with that resident.
- B. Letters C and D assume that there is only one resident per bedroom. The following process should be used, excluding residents as they take roommates, until every room has two people living in it. Then the process starts over, seniority applying only to the resident who has lived longest in each room, until the house is filled. Since different rooms hold a different number of people, once they are filled to capacity, they should be over looked in the process.

C. If there are not enough members on the waiting list for every resident to be required to take a roommate than residents who have lived in the house the longest (the most house seniority) shall be the last to be forced to take a roommate. Residents who have lived in the house for the least amount of time (the least house seniority) shall be first to be forced to take a roommate.

D. If there are enough members wanting to move in so that every resident must take a roommate, the resident with the most house seniority shall have first choice of potential roommates and the resident with the least house seniority shall have the last.

E. Whenever there is a spot open in the Chapter house, and the resident(s) of that room is not opting to live with any certain member, the member who is at the top of the waiting list shall be the first to have the option to move in.

SEC. 4. DISAGREEMENTS. In the case of a continuing disagreement with roommates, the House Committee may choose to intervene. If problems persist, both roommates may be sent to the Membership Quality Board, the resident with the least seniority may be assigned to a new room, or either resident may be asked to leave the house.

SEC. 5. UNLIVABLE RESIDENTS. An unlivable resident is one who, on three occasions, has forcibly been separated from his roommate to different rooms, or the resident and his roommate have voluntarily moved away from each other on bad terms. Any resident who is deemed unlivable shall be forced by Membership Quality Board to move out of the Chapter House, and a

Chapter Court hearing may be recommended.

SEC. 6. *SUMMER RESIDENTS.* When a spring resident of the house is moving out for the summer and he has not left any portion of his belongings in that room, other members will have the option to move into that room for the summer months. If spring residents contract all housing for the fall semester in the spring, then summer residents are not guaranteed fall housing.

SEC. 7. *MANDATORY HOUSE RESIDENCE.* It is mandatory that all Active Members pay for, and live in, the

Chapter House for no less than two (2) full consecutive fall and spring semesters during their undergraduate collegiate career. This may be done at anytime, regardless of collegiate class rank.

ARTICLE IV: Policy Changes. All policies in this Chapter House Policy are subject to the interpretation, discretion, and approved changes of the Epiprytanis at any time during the semester, and shall last for the remainder of the semester. The Membership Quality Board shall approve all changes in advance.

CHAPTER XII: CHAPTER COURT

When a Chapter Court is called on behalf of a member of the Fraternity, this is the process that shall be followed. The following has been copied from the Black Book, pages 40, 41, and 42.

DIVISION NINE: TRIALS

Chapter XXV: **Trial of Members**

SECTION 1. *Rights of Members*. Membership in the Fraternity is a privilege and confers no legal rights of any kind on any member except the benefits of membership as prescribed by the Constitution and Bylaws of the Fraternity. The Fraternity is a private, voluntary organization and may revoke, condition, or restrict the privilege of membership, upon good cause and by due process, as the Grand Chapter may determine in its absolute discretion. The procedures for trial and appeal provided in this Division shall be the sole and exclusive means to determine or resolve any issues as to the circumstances and status of membership or the privileges and responsibilities thereof. No member may assert any rights to enforcement or review of such decisions in a court of law, and by joining the Fraternity each member expressly waives and relinquishes any such non-fraternal rights.

SEC. 2. *Triable Offenses*. The Fraternity and all chapters thereof shall have the power to try and punish their members for any of the following offenses, to-wit:

- A. Failure of any member to conform to the Constitution, Bylaws, laws, traditions, usages, obligations and ritualistic ceremonies of the Fraternity.
- B. Any violation of the obligations of membership.
- C. Refusal or persistent failure to pay dues or assessments, or any other indebtedness to the chapter, or any indebtedness to the Fraternity.
- D. Any violation of local chapter bylaws or house rules.
- E. Joining another fraternity prohibited by SECTION 7 of ARTICLE VI of the Constitution.
- F. Failure of any member to prefer charges or provide information as provided in Chapter XXVI, SECTION 1.
- G. Failure of any member to meet the member standards of the Fraternity.

SEC. 3. *Methods of Trial*. The trial of accused members shall be in one of the following methods:

- A. By a Chapter Court, as provided in Chapter XXVI.
- B. By a Special Court, as provided in Chapter XXVII.
- C. By a General Court, appointed by the Grand Prytanis.
- D. By the Grand Court.
- E. By the Grand Council.

SEC. 4. *Charges, By Whom Preferred*. Charges may be preferred by any Grand Officer, by the Judiciary Chairman, by the Chief Executive Officer or his representative, by the Chapter Advisor, Board of Advisors, Volunteer, or any alumnus or collegiate member of the same chapter.

CHAPTER XXVI: **Trial by Chapter Court**

SECTION 1. ***Preferring Charges.*** Whenever it shall become known to any collegiate member that any collegiate member of his chapter has been guilty of any of the offenses specified in SECTION 2 of Chapter XXV (Trial of Members), it shall be his duty to prefer charges against him, or provide full and complete information as to the possible offenses to an appropriate officer or board who may prefer charges.

SEC. 2. ***Charges and Specifications.*** Such charges shall be brought in writing, stating:

- A. The subsection of SECTION 2 of Chapter XXV (Triable Offenses) violated.
- B. Where applicable, the particular law, obligation, tradition, or standard violated.
- C. To the extent known or practical, the specific facts concerning the time, place, and manner of the violation.

Such written charges shall be signed by an appropriate officer or board.

SEC. 3. ***Notice.*** A copy of such charges, with notice of the time and place at which the trial shall be held, shall be served on the accused member as follows:

- A. Notice shall be served sufficiently in advance of the trial to allow the member to arrange to be present and have an opportunity to be heard.
- B. Notice shall be provided in person, or mailed to or delivered to the member if his location is known to an officer of the chapter, or posted at the chapter house or designated chapter meeting place when the location of the member is not known. In the case of an alumnus member, notice may be sent to the last known mailing or electronic address provided by the member to the Offices of the Grand Chapter, with a copy to the Board of Advisors and any alumni association which exists for the member's chapter. If a member is duly noticed of a trial on any charge specified in SECTION 2 of Chapter XXV, he may be tried and found guilty of any other charge in such SECTION 2 based on the evidence and testimony presented at the trial.

SEC. 4. ***Trial of Charges.*** Such charges shall be presented to the Chapter in writing at the next regular or special meeting called for that purpose, and the Chapter shall sit as a Chapter Court and try the charges, or the Chapter may appoint a Court of at least three collegiate or alumni members to try such charges in the manner provided in this Chapter XXVI.

SEC. 5. ***Plea.*** The accused member may challenge whether the charges and notice conform to the provisions of this Division and the Court shall rule on such objections prior to requiring the member to answer. If no challenge is made or any objection is overruled, the accused member shall answer whether he is "guilty" or "not guilty" of each charge. If he refuses or fails to plead, a plea of "not guilty" shall be entered on his behalf.

SEC. 6. ***Right to Representation.*** The accused member shall have the right to be represented by another member of the Fraternity, if such representative can appear at the time and place of the trial.

SEC. 7. ***Trial Proceedings.*** Trials shall be conducted with the Manual for Trails or other policies which the Grand Court shall from time to time direct.

SEC. 8. ***Record of Proceedings.*** If practical, the trial shall be tape recorded, or written notes of the proceeding shall be made. The Court shall make a written decision as to its findings on each charge and a summary of the facts or circumstances supporting its decision.

SEC. 9. ***Punishment.*** If the member is found guilty of any charge, the Chapter Court may:

- A. Expel a collegiate or inactive member and direct him to surrender his badge and membership certificate.
- B. Drop an alumnus member from the rolls.

- C. Suspend the member for up to one year.
- D. Place the member on probation under such conditions and for such time as the court deems appropriate.
- E. Impose restrictions on the participation and conduct of the member in the Fraternity.
- F. Direct the member to perform remedial or compensatory activities.
- G. Impose other punishment as may be appropriate for the nature and severity of the violation for which the member was found guilty.

SEC. 10. **Removal from Office.** Any member suspended shall thereby automatically be removed from any chapter office or position he may hold.

SEC. 11. **Conviction of Crime.** Upon the introduction in evidence before any such trial body of sufficient evidence of the conviction of any accused member of any criminal felony, by any court in the United States or Canada, it shall be the option of such trial body to find the accused guilty and expel him, if a collegiate member, or drop him from the rolls if an alumnus member, unless it shall affirmatively appear that an appeal or writ of error is pending, or that the case has been reversed, in which case the trial body may proceed with other testimony, or suspend the hearing until the final determination of the case, as it shall see fit.

SEC. 12. **Expulsion.** Every person expelled by the judgment of such trial body shall have his badge and membership certificate taken up by the trial body, and forwarded to the Offices of the Grand Chapter, pending final disposition of the case, and if such expulsion be affirmed, his name shall be stricken from the rolls of the chapter and Fraternity, and his membership certificate cancelled by writing across the face thereof the fact and date of such expulsion, and the cause thereof.

CHAPTER XIII: AMENDMENTS NEEDING INCLUSION

Any amendments posted below have already been voted in by the chapter and are awaiting inclusion in the Bylaws at the next scheduled revision. All amendments posted in this section must be annotated in reference to the date they were amended, the title of the amendment, and the specific section they belong to in the Bylaws.