

# Theta Chi Fraternity

## Chapter Operations Manual



Vice President



# Theta Chi Fraternity Chapter Vice President Operations Manual

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# INTRODUCTION

The specific duties of the Vice President have always been vague. According to our Ritual, the duties of the Vice President are “to assist the President in performing the duties of his office, to cooperate with him in the good government of the chapter, and in his absence, to preside.” This definition is intentionally non-specific, and is designed to allow chapters flexibility in determining the responsibilities of the Vice President. Without specific guidelines, the Vice President lacks proper direction. He is often unable to set goals or judge his performance. This manual is designed to help chapters formulate the specific duties of the Vice President, so the chapter can operate more efficiently.

## THE DUTIES OF THE VICE PRESIDENT

The Vice President of the chapter is in charge of the committee system, committee chairmen, officer notebooks, Standards Board, and all internal communications.

By properly managing the committees, the Vice President motivates the brothers and new members to be more involved in the work and the decision-making of the chapter.

The Vice President also monitors the committee chairmen, and assists them in doing their job properly. He collects all committee report forms and is in charge of officer notebooks.

Through the Standards Board, he insures that all brothers and new members are accountable for their actions. The Vice President is also in charge of all internal communications and keeping all members informed of the activities occurring within the chapter.

Lastly, the Vice President should develop a good working relationship with the President and the other major officers of the chapter.

## SERVING AS AN EXECUTIVE OFFICER

The Vice President is the second highest-ranking officer in a chapter of Theta Chi Fraternity. More importantly, he is a vital member of the Executive Board of the chapter. As a chapter leader, the Vice President must be a responsible brother who will carry out the duties of the office with great care.



# COMMITTEES: WHY DO FRATERNITIES NEED THEM?

One member cannot do all the work in a chapter. A few hard working members cannot accomplish as much as a large group of men working towards a common goal. A well-run chapter requires all of the brothers and new members to be involved in the decision-making of the chapter. To get everyone involved, a chapter must have a committee system.

A few advantages of committees:

1. Prevents leaders from getting “burned out”
2. Encourages new ideas
3. Increases communication
4. Provides members more responsibility
5. Offers experience working in a small group
6. Gives new members the opportunity to take an early leadership role

With an efficient committee system, graduating leaders are replaced by experienced younger brothers. These younger members, by the time they set up, have been involved with the chapter’s committees, have helped make important decisions, and have worked towards the goals and objectives of the chapter.

A strong committee system leads to a strong chapter.

Good committees ...

1. File Beginning and End of Semester Report Forms with the Vice President.
2. Meet at least once per week and file the Weekly Report Form.
3. Spread the work among all members.
4. Have well planned events.
5. Do not forget details.

The most useful capacity the Vice President can have is to be in charge of the committee system. He should serve to create the committees, monitor and motivate them. The Vice President should meet with all the committee heads each week. The easiest way to do this is to create a “Committee Chairman’s Council.” During this meeting, each committee head should submit a written report to the Vice President. The Vice President should air any concerns that he may have as to the committee’s performance. This meeting provides a good exchange of ideas between all of the committee heads, insuring that the chapter is working together to achieve its goals. Each week the Vice President needs to reinforce the ideas discussed at the Committee Chairman’s Council by making sure that the committee chairmen file the Weekly Report Form (a sample of this form can be found later in this manual).

## Establishing a Committee System

In establishing committees, the first question generally asked is how many committees do we need? Each chapter has different needs and will have different committees. The following are descriptions of committees that most chapters should have.

### Executive Committee

The Executive Committee is made up of at least the top five officers, but some chapters expand the committee by including some committee chairmen at larger chapters. This committee meets once a week prior to the chapter meeting to schedule the agenda of the meeting. It is best if it is done one or two days before the meeting, so that there is time to work out any issues. The committee needs to evaluate the goals and programs of the chapter, and develop new ones. The Executive Committee should also review all committee reports and motions that are to be made at the meeting. (Please note; adding an officer to the Executive Committee is accepted; however, the officer hierarchy – President, Vice President, Secretary, Treasurer, Marshal – cannot be changed.)

### **Standards Board**

The Standards/Judicial Board is one of the most important parts of a successful chapter. It should be composed of five members, who can either be elected or appointed. The job of the board is to enforce and interpret the by-laws and code of conduct of the chapter. The Vice President should oversee the board, making sure that they meet and uphold the National Bylaws of Theta Chi Fraternity. However, he should not be a voting member. For further information on Standards Board, see the section on Standards in this manual.

### **Risk Management/Safety**

The Risk Management Committee, chaired by the Risk Manager, oversees many aspects of the fraternity, from social events to fire safety. The committee should be very familiar with the Risk Management and Standards Manual, and should use that as the benchmark for all decisions. The committee needs to formulate change if some practices are not in compliance. The President, an ex-officio member of all committees, must take an active role with this committee.

### **Financial Review**

This committee helps the Treasurer formulate budgets. The committee should meet at least twice a month to assess the overall financial condition of the chapter and make its recommendations accordingly. It is recommended that your financial supervisor or another alumnus be named to this committee. The committee should also prepare a report for the financial supervisor and alumni corporation.

### **New Member Education**

This committee, headed by the Marshal, plans and administers the new member education program. The committee's responsibility is to insure that all chapter activities involving the new members are well planned and that there are absolutely no hazing or inappropriate activities. The committee should work on scheduling guest speakers and evaluating the scholarship of each new member as well as their progress in the education program. A member from each graduating class should serve on the committee.

### **Recruitment**

The Recruitment Committee works to formulate and implement the recruitment program for the chapter. The committee does not do all of the work of recruiting new members, only the planning. Some duties of this committee include scheduling of recruitment events, arranging transportation, and assigning brothers as recruitment guests (for personalized recruitment efforts). This committee can also work within your institution's formal Rush program, scheduling events as necessary.

### **Scholarship**

The Scholarship Committee, which is often led by the librarian, should be in charge of the scholarship program. The members of this committee need to coordinate the program and insure that all initiated and new members are benefiting from it. This committee should consist of members of each class level, and/or brothers from different majors. The committee is responsible for maintaining adequate study/computer facilities and the chapter library. The committee is responsible for implementing and awarding scholarships and awards for superior academic achievement. They are also responsible for scheduling guest speakers, arranging tutors, and monitoring scholastic achievement. The faculty academic advisor and the Marshal should be active on this committee.

### **House Maintenance**

The House Maintenance Committee, headed by the house manager, is in charge of the physical structure (if there is one). It is not the job of the committee members to keep the house clean, but to make sure it gets done by putting an effective program in place. Within the committee, there can be a project manager, who would be in charge of different special projects. Working closely with the Risk Management/Safety Committee, this committee should make sure that the building passes all necessary inspections, and is aware of any building or fire hazards that exist, and work towards fixing them.

## **Bylaws**

This committee keeps the chapter bylaws up to date. As changes are made to the bylaws, this committee insures that the changes are appropriately written and inserted in the proper place in the bylaws. In addition, this committee reviews the bylaws semesterly to insure no bylaws contradict local, state, or federal law or contradict the National Bylaws of Theta Chi Fraternity. The committee is also responsible for updating bylaws that are out of date. Upon finding antiquated bylaws, the committee brings these before the chapter for amendment or removal. Quite often, the Secretary heads this committee or Standards Board will take over these responsibilities.

## **Social**

The Social Committee plans the social calendar and is in charge of planning each event. The social chairman should run and guide the committee, but he should not do all of the work. It is important that all members on this committee are aware of the guidelines set forth in the Risk Management and Standards Manual. This committee must work closely with the Risk Management/Safety Committee.

## **Ritual**

The Ritual Committee is chaired by the chaplain, with the president, marshal, and the first and second guards serving on the committee. A chapter can never be too prepared for our Ritual. The committee should schedule at least two complete rehearsals/practices prior to the Ritual, so that the entire chapter is properly prepared. Monthly section rehearsals are suggested as well. This committee is also responsible for insuring that monthly Ritual Chapter Meetings are held.

## **Kitchen**

The Kitchen Committee needs to plan and run the kitchen. They do not do the "dirty work" of the meal plan, i.e., cleaning the pots and pans, this needs to be shared by all of the members. This committee needs to address any concerns about the upkeep and management of the kitchen. Members of the Kitchen Committee must also remain in close communication with the cook and/or food service company.

## **Public Relations/Publicity**

This committee produces the chapter's publications for special events. It insures that the campus and community know about the positive activities of the chapter. The committee also arranges a guest speaker for one evening each week.

## **Alumni Relations**

The Alumni Relations Committee produces alumni newsletters and coordinates alumni events. The committee works with the alumni all year, not just at homecoming. It also constantly updates alumni mailing lists, keeping track of who visits the chapter through a guest visitor's book, and sends thank you notes.

## **Philanthropy**

The Philanthropy Committee plans the chapter's philanthropic events. It is important that philanthropic endeavors are well planned. Lending a "helping hand" is very important in our Fraternity and is one of the most satisfying and enriching experiences for our brothers. This committee works with the Public Relations Committee to insure that all Theta Chi philanthropies are known around campus and in the community.

## **Fund Raising**

This committee plans the fund raising events of the chapter. The fund raising goal should not be included as part of the budgeted income for the chapter. The money raised should go towards a special purchase, such as home improvements. Such a goal provides incentive to motivate the brothers.

## **Activities**

The Activities Committee should schedule and arrange special events for the brothers. Such events might be a fishing or canoe trip, or a trip to a sporting event. The duties of the committee would include planning the event, deciding on transportation needs, consulting the risk manager about special insurance considerations, and how the event would be paid for. This committee should work with the Social Committee.

## Technology

The Technology Committee manages the chapter's web page and chapter email address and listserv. It updates the web page regularly, insures that only appropriate pictures and text are posted and that it presents the chapter in a positive way.

## Ad Hoc Committees

These committees are formed a few months before an event, and then are dissolved soon after the event is finished. The Ad Hoc Committees should file the same reports that the others do, and these should go into the Vice President's notebook.

Some common Ad Hoc Committees include:

- Homecoming
- Greek Week
- Retreat
- Founders Day
- Regional Conference
- CLC/Convention
- Parents Day/Weekend
- Howard R. Alter, Jr. Award Committee

This list is only a guideline of what may be necessary for your chapter. Some chapters find they need more committees, some find they can be more effective with fewer committees. The Vice President should work with the chapter in deciding the specific committee needs of his chapter.

# SELECTION OF CHAIRMEN AND THEIR COMMITTEE

## The Chairmen

Selection of a committee chairman can be done in one of two ways; by election or by appointment from the Executive Council. This process should be a part of your local bylaws.

When selecting or electing a chairman, be sure to consider the potential of the brother, not just his past accomplishments. Brothers that are considered "dead weight" in the chapter may not contribute as much as they should simply because they were never asked. When you give someone responsibility and expectations, they usually perform well.

### What Does a Chairman Need to Know?

Once a chairman is selected, he needs to be instructed on:

1. The mission of his committee. Go over with him what needs to be accomplished by the committee with him in charge.
2. The resources available to him. There are many resources available—officer notebooks, operations manuals from the International Headquarters, alumnus advisors, other brothers and new members in the Fraternity, notebooks from CLC/Convention, and local community or school officials.
3. The deadlines for projects. For example, Homecoming happens only once a year, and invitations must be sent in a timely fashion. The new chairman needs to set goals and needs to have a plan to accomplish them. If an event is well planned, it will be a success.
4. The parameters of the position. What are his duties and responsibilities as chairman.

The Vice President is to coordinate and insure that the new chairmen are trained properly. It is best if the past chairmen or an experienced brother/alumnus help the new officer with transitioning. Good transition of leadership leads to a strong chapter by not "re-inventing the wheel" every year.

The Vice President should also explain the purpose and importance of weekly reports. See the section on Reporting and Documentation in this manual for the Weekly Report Form.

### Who Is On Each Committee?

Decide how many people should be on each committee. Some committees need more, others less. Some committees have traditionally been more popular than others. For example, more people would rather be on the Recruitment Committee than the Kitchen Committee.

There are several ways to select member for each committee. You should hand out the “Committee Interest Sign-up Sheet” at a chapter meeting, then you can work with each chairman to select people for each committee. You can find the “Committee Interest Sign-up Sheet” later in this manual.

When selecting committee members, take into account experience and length of time as a member. A good committee has a good balance between brothers with experience and those that seek experience.

It is also a good idea to put past officers on committees. For example, put the past recruitment chairman on the recruitment committee; he will be able to help the current recruitment chairman with the planning and execution of his duties. It is also imperative to get young members and new members involved in the committee system—they are the future leaders of the Fraternity.

## COMMITTEE CHAIRMAN’S COUNCIL

This committee is to meet at least once a month, preferably once a week, to plan the chapter’s schedule for the coming weeks and months. The Vice President, as the monitor of the internal relations of the chapter, needs to coordinate these officers so that the chapter’s events can run smoothly.

At the Committee Chairman’s Council meeting, each chairman should submit a report to the council. The council can then schedule events appropriately. The best way to do this is to have a large poster-size calendar, and to fill in the dates as they are planned. This system reduces the planning of two events for the same day and the “overburdening” of the members with a crowded schedule one week, then with little or nothing another week. The main reason for the council is to have organization and communication between the major officers.

## COMMITTEE MEETINGS

An essential key to the entire committee system is the effectiveness of the committee meetings. The purpose of the committee meetings is to communicate information and make decisions. The information must move in two directions. The chairman must communicate necessary information to the committee members and, in turn, the members must inform the chairman of their progress and suggestions. The meetings must be in a business-like setting. The following is a good guideline for committee meetings.

# A Chairman's Guide to Effective Committee Meetings

1. Establish the purpose of the committee with the first meeting and review this at each subsequent meeting.
2. Give proper announcement of the meetings and try to keep the day, time, and place of the meeting consistent.
3. Use written agendas.
4. Greet brothers individually at each meeting.
5. Maintain a proper business-like setting. Do not allow food or beverages.
6. Start and end on time. Establish starting and ending times and stick to them.
7. Initiate items for the members to consider.
8. Facilitate the deliberations and actions of the committee.
9. Review basic parliamentary procedure.
10. Stick to the agenda. Do not let the atmosphere break down into a social meeting with members talking about what everyone else is doing this weekend.
11. Encourage free and complete participation—it is the right of the members and the responsibility of the chairman. There is no such thing as a “stupid” idea.
12. Keep personal business out of the meeting.
13. Privately confront members that are roadblocks or are impeding the progress of the committee.
14. Publicly thank members for their contributions and ideas.
15. Replace members that do not produce; but only after every alternative has been exhausted.

The layout of the meeting room is important. The room should be set-up before the meeting. Chairs should be arranged in a circle, so that all members feel equal and important. There should also be tables for the members to have a place to work. Try to hold the meetings in an empty classroom or meeting room in the student union. This is important because members will not have the usual distractions of phones, visitors, etc. It is also good because the room may have a chalkboard, dry erase board, or flip chart to write down ideas. Members should bring a pen, paper, and a calendar to each meeting. If the committee so desires, it should have something entertaining planned for after the meeting, such as going out to a restaurant.

The Vice President is encouraged to go to all meetings so that he can monitor the progress of the committee.

The Vice President should photocopy this information and give it to the committee chairmen.

# GOAL SETTING

For the chapter to operate well, it must set and define goals. This can be accomplished through planning and the effective use of committees. The best place to set goals for the chapter is at the semi-annual retreat.

Below are some helpful hints in goal setting

1. Ask all members to write down goals for the chapter. Do not allow discussion or debate on these ideas yet. Allow all members to express their desires freely on paper no matter how unusual.
2. Have each brother read his goals for the chapter. All goals should be recorded, and credit should be given to the owner.
3. Discuss the goals after they are presented.
4. After the entire list is developed, open discussion and lead the chapter towards consensus on the goals that are most important.
5. Evaluation – Is each goal SMART?  
Specific  
Measurable  
Attainable  
Realistic  
Timely

If it is not all five of these, then the goal needs to be re-thought or restated so that it does pass this test.

6. Divide into groups and discuss how this goal will be accomplished.
7. Make a written list of all chapter goals and how they are to be accomplished, give this list to all brothers and new members.
8. Define objectives and tasks and delegate each one to a brother (or group of brothers). See the section on Delegation of Authority in this manual.
9. The committee needs to carry out the plan to achieve this goal. The committee should continually re-evaluate progress by meeting regularly and completing the Weekly Report Form. The committee needs to modify the plan accordingly to achieve success.

The advantages of setting goals:

- All brothers/new members become involved in the direction of the chapter.
- The committee chairmen do not become overloaded with too much work.
- All brothers/new members will know what the chapter is going to accomplish.
- Brothers/new members will take ownership and “buy into” the direction of the chapter.
- Committee chairmen will have a basis for evaluating their effectiveness.

# DELEGATION OF AUTHORITY

*"The primary skill of a manager consists of knowing how to make assignments and picking the right people to carry out those assignments." -- Lee Iacocca, Beta Sigma/Lehigh University*

One person cannot do all of the work of the chapter. In an efficient system, authority is given to a committee to make non-controversial decisions, and to bring information and plans before the chapter. Delegation serves a number of purposes, including:

1. Allowing more brothers to be actively involved.
2. Distributing the workload.
3. Giving a sense of accomplishment on the chapter/colony.

Fraternity leaders should know when to delegate authority. The following are some simple guidelines to determine when to delegate authority.

Delegate ...

- ... when there is a lot of work.
- ... when you feel someone else has particular qualifications that would suit the task.
- ... when someone expresses interest in the task.
- ... when you think a particular person(s) might benefit from the responsibility.

Do not delegate ...

- ... without being clear on what is to be done, what the resources are and then the deadline is for completion of the task.
- ... something you would not be willing to do yourself, i.e., menial work.
- ... a task someone who may not have the capabilities.

Methods of Delegating

The best way is to simply ask for volunteers. If you do not get much response, then ask people who you know are capable of completing the task. Often times when people are asked specifically for their help, it gives them a sense of pride that they have some worth in the organization. Do not be afraid to assign tasks, and spread the tasks around. Make sure that the same people do not always get the same jobs.

Delegating authority is not an easy process. Fraternity leaders must delegate much of the work and authority, otherwise they will take on too many burdens themselves and become "burned out."

## FIVE KEYS TO MOTIVATING FRATERNITY MEMBERS

Motivating members is one of the most important and most difficult responsibilities of the Vice President. You need to motivate all of the members, even those who traditionally have not been too involved. Each member of the chapter has great ideas, and they should be motivated by you to develop these to fruition. It is important to remember that apathy is not a problem, it is a symptom. It is the job of the Vice President to seek out the real reasons "apathetic" brothers are not participating and try to pull these brothers back into being an active part of the chapter. The following is designed to help you in motivating the members:

1. **GOALS** -- Need to be established for the Fraternity as well as for committees and individuals. Goals give the members something to strive for and therefore can be effective motivating devices. In general, if we strive for a particular goal, our performance will be higher than if we are not aware of any specific end results. Within the Fraternity, the retreat is a logical place for goal setting. If an individual can view the total goals of the organization as including some of his own goals, he is more apt to strive for the total package.
2. **INCENTIVES** – To provide effective incentives you must know your men and recognize which incentives work for each individual. In addition, what may be an effective incentive at one period of time may not be under other circumstances. Constant evaluation of incentives is necessary. Incentives may include honors, awards, recognition, travel to regional conferences, CLC or Convention, or even appointments to special committees of high esteem.
3. **COMMUNICATIONS** – Proper communication is an important factor in motivation. All members must be aware of the goals and direction of the chapter. Direct communication avenues can be retreats, bulletin boards, newsletters, group discussions, and phone trees.
4. **EVALUATIONS** – An important factor in any organization is the feedback from evaluations. Procedures and progress must constantly be evaluated both to and from the leadership of the chapter. Proper evaluations will help the members understand what areas need improvement and in which area the chapter does well.
5. **LEADERSHIP** – Leadership means many things, such as organization, coordination, and management. Leadership itself has a set of keys.
  - a. The ability to arouse self-involvement. We work more effectively doing a job that we feel is ours.
  - b. The ability to give freedom and keep control. Delegation fosters a feeling of confidence and gives an opportunity for independent and individual expression.
  - c. The ability to identify with others. Some fraternity leaders are either low in warmth or inhibited in expressing it. They are too serious to engage in chitchat or too busy to give someone a pat on the back. Leaders must be interested in the members of the chapter as individuals and try to be liked by them, however he should not let his hoped-for popularity become an end in itself.
  - d. The ability to give credit. A recent survey shows that recognition is the most significant factor in contributing to the motivation of college students. Give awards to those that deserve them.
  - e. The ability to show confidence. A prime key to leadership is self-confidence, and those who follow need to have faith in the person who is leading them. All strong leaders appear sure of themselves.
  - f. The ability to assign blame. Praise in public, criticize in private. A true leader will always admit his own shortcomings.

## REPORTING AND DOCUMENTATION

The work that a chapter does each semester is often forgotten if the chapter does not document the work. The chapter often forgets the “how to” because leaders graduate with vast amounts of knowledge in their head, having not put it on to paper while they were an undergraduate.

It is the Vice President’s job to insure that proper documentation is occurring. He should photocopy the forms on the following pages and give them to the chairmen. Every week he should collect them, compile the results, and evaluate the progress of that committee. Ensuring that it is operating smoothly, helping out wherever possible with advice. The chairman should read the reports at the chapter meeting. The report that is read should be a concise version of what is written. One of the biggest problems is that committee work is done during the chapter meetings. Only the progress and recommendations should be reported during the meetings. For example, the social chairman should say, “The Social Committee has scheduled a mixer with the Alpha Alpha Sorority for next Friday.” Not, “What do you guys think we should do next Friday?”

At the chapter meeting, it is important that the chairmen read all dates, times, and places of all events and repeat these if necessary. The brothers and new members should write down everything that is happening. It is also important that the chairmen get up in front of the room and read the report to the chapter.

## Officer Notebooks

The Vice President is in charge of all officer notebooks. He must insure that they are kept up to date and that the chairmen are putting in valuable information for other to use later.

### Format

- Section 1- Job requirements/description: Specific job requirements should be written by each chairman and the Vice President. These should be re-evaluated each semester.
- Section 2- Current and past goals: Goals should be prepared at the beginning of each semester and publicized to the chapter. Keeping past goals will help the chairman see the direction the office has been taking and if past goals have been accomplished.
- Section 3- Resources: The resources that a chapter has are limitless. The Vice President should help the officer by providing officer manuals from the International Headquarters, materials from Convention/CLC notebooks, names of alumni, school officials, and brothers that can help. Each time a committee utilizes a resource it should be documented so that resources may be used again.
- Section 4- Reports: Beginning of Semester Report Form, Weekly Report Forms, and End of Semester Report Forms. These reports will assist in future planning and in avoiding mistakes made in the past,.

These notebooks should be kept up to date with at least two years of material. Much of the material that is older than two years is to be filed. The Vice President should periodically (at least twice a month) check these officer notebooks to insure that they are up to date. It is suggested that 3-ring binders be used for the notebooks. This allows reports to be three-hole punched and inserted in the proper place.

# Theta Chi Committee

## Beginning of the Semester Report Form

Committee \_\_\_\_\_ Chairman \_\_\_\_\_

Meeting Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Committee Members:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Specifically, what are the goals of this committee?

What is the budget of the committee? \_\_\_\_\_ (verify with the treasurer)

What events/programs does the committee have planned? (include dates and funds needed)

What problems/obstacles does the committee foresee this semester?

Chairman's Signature \_\_\_\_\_

Complete and return to the Vice President

Attach additional sheets if necessary.

# Theta Chi Committee

## Weekly Report Form

Committee \_\_\_\_\_ Chairman \_\_\_\_\_

Meeting Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Committee Members:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Total funds spent this week: \_\_\_\_\_ Funds remaining in budget: \_\_\_\_\_ (verify with the treasurer)

Activities this past week (include dates and funds spent):

Activities for next week (include dates and funds needed):

Motion for chapter meeting:

I move that ....

Please list any successes and failures of the committee recently.

Chairman's Signature \_\_\_\_\_

Please fill out and return to the Vice President

# Theta Chi Committee End of Semester Evaluation Form

Committee \_\_\_\_\_ Chairman \_\_\_\_\_

Final Meeting Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Total funds spent: \_\_\_\_\_ Total funds remaining: \_\_\_\_\_ (verify with treasurer)

List all activities held this semester (include all dates and funds spent):

How many committee meetings have you had this semester? \_\_\_\_\_

List the brothers/new members in your committee that performed satisfactorily:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

List any others that helped out:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List the successes and the failures of the committee this semester:

Look back at the goals at the beginning of this semester, were the goals accomplished? Why or why not?

Specifically, what would you change if you were in charge of this committee again?

Chairman's Signature \_\_\_\_\_

Please fill out and return to the Vice President

Attach additional sheets if necessary

# Theta Chi Committee Interest Sign-up Sheet

Name \_\_\_\_\_

Please place a check mark by each committee on which you would like to serve. This will not guarantee you a seat on the committee, but will help in making committee assignments.

- \_\_\_\_\_ Activities
- \_\_\_\_\_ Alumni Relations
- \_\_\_\_\_ Bylaws
- \_\_\_\_\_ Financial Review
- \_\_\_\_\_ Fund Raising
- \_\_\_\_\_ House Maintenance
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Philanthropy
- \_\_\_\_\_ New Member Education
- \_\_\_\_\_ Public Relations/Publicity
- \_\_\_\_\_ Risk Management
- \_\_\_\_\_ Ritual
- \_\_\_\_\_ Recruitment
- \_\_\_\_\_ Scholarship
- \_\_\_\_\_ Social

Ideas for additional committees:

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## Current Chapter Committees and Chairmen

COMMITTEE	CHAIRMAN	PHONE
Activities		
Alumni Relations		
Bylaws		
Financial Review		
Fund Raising		
House Maintenance		
Kitchen		
Parent's Club		
Philanthropy		
New Member Education		
Public Relations/Publicity		
Risk Management		
Ritual		
Recruitment		
Scholarship		
Social		

# STANDARDS AND JUDICIAL BOARD

The Vice President should also be in charge of the Standards Board. However, he should not be a voting member. It is his duty to insure that the board is meeting, and that the members are following the Bylaws of the Fraternity. His primary responsibility to the board is to represent the views of the executive committee.

## Setting Up a Standards Board

If your chapter does not have a Standards Board, then you should establish one immediately. Check your local bylaws—there may be provisions for a Standards Board, but the chapter may not be using it. After a board is established, make sure it is in your bylaws.

The Board should be comprised of three or five voting members. The members on this board can either be elected by the chapter or appointed by the executive council. There are other ways to comprise a board as well:

Elect one chairman, who will then appoint the other two to four members of the board, who are then ratified by the Executive Committee, or the chapter.

Take specific positions, such as First Guard, Second Guard, and Chaplain, and make them the members of the board.

Take elected or appointed members from each class year or new member class.

If you are presently using another way to select the Standards Board and it is working well, do not feel the need to change. However, some issues should be taken into consideration. If the board is appointed, then the chapter should have a chance to ratify the appointments. This insures that all members are involved in the process. If the Board has been traditionally ineffective and it is constantly having problems, it may need to be restructured.

When looking for members to serve on the board, do not look for the most popular brother. A good Standards Board has individuals that are intelligent, reasonable, and have some experience in the Fraternity. They need not be worried about what some may think of them. They should be looking out for the best interest of the Fraternity in their actions.

The Standards Board should not have members from the Executive Committee on it. This comprises their effectiveness as leaders in the chapter. The Vice President serves only as a non-voting member of the board, insuring that due process is followed and that the Bylaws of the Fraternity are adhered to.

In order to have a Standards Board the chapter must have written standards that the members should live up to. These are the Bylaws of the Fraternity, The Fraternity must have written, up to date bylaws in order to have a Standards Board. All members should know the chapter's bylaws and the Bylaws of the International Fraternity.

The chapter should have a written code of conduct and incorporate them in to the bylaws.

## Running the Standards Board

The board should plan on meeting regularly, even if there is no business at hand, this may prompt quieter members to come forward with information not known by many.

A formal (written) complaint may be made by any member of the chapter against any other member of the chapter. The complaint must be written and signed and then given to the Vice President. The written complaint should outline the nature of the offense, and the member(s) involved.

The Vice President should then set a meeting of the board as soon as possible to discuss the matter. As soon as this meeting is set, the Vice President must notify the brother being brought before the board of the charges and time and place of the meeting.

The board serves as the investigating committee; they need to ask questions and determine the truth. They then need to discuss the punishment of the member(s) involved. The board should recommend the punishment, which then should come before the chapter for ratification. For specific punishments (a fine, for example) there should be a time limit for compliance, and recommended sanctions for non-compliance, most likely suspension, depending upon the offense.

The board should strive to be fair and just in its actions. They should be strong willed, and be looking out for the best interests of the chapter. If they fail to discipline one member for a certain undesirable violation, other members will see that this conduct is acceptable.

Every case that comes before the Board should be documented, including the offense, punishment, and any extenuating circumstances. This is important as it provides a record for future Boards to look back on to determine appropriate sanctions.

The resources that the Board uses include local and National Bylaws; these must both be strictly adhered to. Also, the past historical record of the Board, as there may well be similar cases in the past.

If there is a violation that is spelled out clearly in the bylaws – for example, past debts that are outstanding for more than 10 days result in the suspension of the member – it does not need to go to the Standards Board, the punishment is already defined.

## Discipline/Sanctions

Sanctioning our fellow brothers is seldom easy to do, but it is one of the most important parts of running a fraternity. Without standards, members have little or no accountability, and the chapter is leaving itself wide open for chaos, and an eminent downfall.

There is some logic in having the sanctions fit the crime. If a brother can learn from his mistakes through positive sanctions, it is encouraged. For example, a brother with a problem involving alcohol, should seek counseling for that problem as part of his punishment.

The following are possible sanctions for members who violate fraternity law. Please give careful consideration when sanctioning members. These are in no particular order:

1. Loss of voting privileges.
2. Professional counseling.
3. Loss of social/intramural privileges.
4. Fines or restitution.
5. Letters of apology.
6. Loss of office.
7. Suspension/recommendation for expulsion. When suspending or recommending expulsion of a member, be sure to follow the National Bylaws of the Fraternity.

*Note: Only the Grand Chapter may expel a member from Theta Chi Fraternity, chapters may only recommend a member to the Grand Chapter for expulsion. Expulsion papers are available from the International Headquarters.*

The Standards Board's decision must be considered binding unless an appeal overturns the decision.

## Appeals

An appeals process must be thoroughly outlined and made part of the bylaws which established the Board.

A formal (written) appeal should be made to the chapter president within a certain time frame after the announcement of the decision. Generally, 72 hours is sufficient. This appeal should be presented to another body, either the Executive Council or the chapter, for consideration, discussion, and vote. A two-thirds majority is recommended to overturn a decision.

Hints for making your Standards Board more effective:

1. Have a good current set of local bylaws.
2. Insure that all members are familiar with the National Bylaws of Theta Chi Fraternity.
3. Have definite procedures of the Board to follow.
4. Enforce all decisions and sanctions of the Board.
5. Have the Board keep the chapter's best interests in mind.
6. Establish a code of conduct for all chapter members to follow.

The Standards Board alone will not clear up a bad attitude, unbecoming conduct of a brother, or other problems that a chapter may be having. But it is a necessary key to the long-term success of a chapter. The action or inaction of a Standards Board can be the important key to the Fraternity's success or failure.