

# Guide for President

## Theta Xi Fraternity



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## **GUIDE FOR PRESIDENT**

(from *Guide for Officers*, Theta Xi Fraternity)

### **Job Summary:**

**Serves as senior chapter officer and carries out the multiple responsibilities involved in the leadership of the chapter. These include goal-setting and evaluation, organizational planning, policy development and implementation, and cooperating with other campus leaders to assure the healthy development of the chapter and of the Greek system.**

### **Job Responsibilities:**

- Provides leadership, guidance and direction to individual chapter officers and members in setting goals that will directly support the values and objectives of the chapter
- Serves as liaison to the Fraternity HQ, and chapter representative to the alumni association, IFC, campus, and community.
- Works cooperatively with other campus leaders.
- Oversees the development and implementation of policies and programs that affect daily and long-term chapter operations. Analyzes the daily operations of the chapter with various executive committee members and recommends and explores improvements where applicable.
- Contributes to the development and implementation of budget and financial policies and reviews.
- Seeks advice of the chapter and/or faculty advisor on issues regarding the chapter's, Fraternity's, and University's operations, policies, planning, etc.
- Directs compliance with all chapter, Fraternity, and university policies and procedures related to the chapter. Communicates any changes in policies and procedures to appropriate offices and/or individuals.
- Performs other responsibilities as assigned or necessary.

## **PREPARATION for the PRESIDENCY**

As president, you are ultimately responsible for all that occurs within your chapter. **Quite a burden for one man? Not really. Chapter members believed in your capabilities when they elected you!** Also, if you are aware of what each officer and committee head is doing, it will be easier for you to positively influence the chapter's progress.

Therefore, you need to know the responsibilities and duties of each officer and chairman. This can be accomplished by reading through the various *Guides for Officers, The Ritual of Theta Xi Fraternity, The Constitution and By-Laws, Blueprints* and *Robert's Rules of Order*. With a grasp of these publications, you should be able to help your chapter reach its goals and conduct a program that will be beneficial to your chapter and Fraternity.

A chapter president should be elected for his leadership and organizational ability rather than for the degree of his popularity. He should conduct himself at all times as one who will bring respect and honor to Theta Xi. Therefore, **his conduct, speech, thought, dress and activities should project the image of one who is respected and followed because of his leadership capabilities.**

An effective and successful chapter president is characterized by the following:

- He should know and have faith in the Greek movement and its distinct influence on the American higher education since 1776.
- He must not be prejudiced for or against any group or philosophy with which he comes in contact.
- He must have good judgment and be able to weigh all the **facts** in a given situation and quickly make sound decisions based on sufficient knowledge and understanding of Fraternity policies
- He must learn how to **delegate** authority and to give praise for a job well done. This means giving clear, concise directions for the best results.
- He must have a thorough knowledge of the duties of his office.
- He must be tactful and diplomatic in order to achieve chapter harmony and cooperation. Some may resent his authority and others may wish him to prove his leadership. In either case, the president must respond by showing no favoritism and listen to all views and suggestions. Remember, new ideas develop by listening to new viewpoints.

# ***DUTIES of the PRESIDENT***

The following pages outline many of the specific responsibilities of a chapter president. This will serve as a resource for you as you carry out your duties and responsibilities in the various areas of chapter operations.

NOTE -- The following abbreviations are used throughout this guide:

<i>The Constitution and By-Laws</i>	<i>Constitution</i>
<i>Roberts Rules of Order</i>	<i>RRO</i>
<i>Statement of Position</i>	<i>SOP</i>
Associate Member	AM
Interfraternity Council	IFC
Executive Board	EBoard
Fraternity Headquarters	HQ

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## **CALLING AND PRESIDING OVER MEETINGS**

It is the president's responsibility to preside over all meetings of the chapter. The chapter should have a **full chapter meeting at least once per week** as provided for in *The Constitution*. Theta Xi recognizes two different types of meetings – Ritual and Open.

- **Ritual Meeting:** The full and effective use of Theta Xi's Sacred and Secret Ritual is a practice no president can overlook. It is a source of strength and unity that directs a chapter's activities and promotes the Fraternity's fundamental purpose. It shall be used at any meeting in which business is conducted.
- **Open Meeting:** *The Ritual* provides that a chapter may hold two meetings a month that are **open** with the stipulation that they (1) involve all members, including AMs and (2) are held for educational purposes. Such meetings should be part of a planned program to broaden the member's interests and education. (See *Guide for Scholarship Chairman* for program ideas.) Although announcements and reports from officers are appropriate at an open meeting, **business may not be conducted during an open meeting**. Also, no part of *The Ritual*, especially ceremonies, may be used at any meeting other than a secret Ritual meeting.

*The Ritual* contains uniform standards by which all Theta Xi chapters should conduct their affairs. It sets forth an order of business for each meeting that should be followed without deviation. Therefore, to conduct a meeting expediently and effectively, the president should have a thorough knowledge of *The Ritual* itself, along with use of the following:

- **Parliamentary Procedure** – Since *The Ritual* provides for and refers to standard parliamentary procedure, it is necessary for the president to be knowledgeable about these procedures. A copy of *RRO* should be at every meeting for quick reference. For information regarding parliamentary procedure, refer to *The Quest* and/or *RRO*.
- **The Constitution and By-Laws** -- It is the president's responsibility to be sure all of the chapter's actions are in accordance with *The Constitution*. If any action conflicts with *The Constitution*, the president should deem it unconstitutional and thereby null and void. *The Constitution* may also supply answers to many of the questions that may arise during a chapter meeting (election of officers, the national organization, delinquent members, hazing, membership status, financial suspension conditions of membership, etc). Of special importance, By-Law 28.3 sets forth the rules of debate during a chapter meeting; familiarity with these will allow a president to conduct an orderly meeting.

## **CONDUCTING a SUCCESSFUL and ORDERLY MEETING**

### **TIME FOR MEETINGS**

When selecting a time for chapter meetings, consider (1) the best time of day for productive work, attendance and best attention, and (3) the most reasonable time for your chapter advisor to attend.

A chapter meeting conducted according to *The Ritual* should last no more than sixty (60) minutes, with a few special exceptions (elections, initiation, membership voting, etc.). Members should budget approximately 1 ½ hours for each meeting to allow adequate time before and/or after a meeting for setup/break down of equipment.

### **DUTIES OF MEMBERS**

In order for a meeting to be conducted in an orderly and expedient manner, cooperation of the chapter is essential. Each member should be aware of his duties as outlined in By-Laws 28.3.4 and 28.4. Further, By-Law 29.5 deals with member conduct in general and is therefore appropriate for a chapter meeting.

The president should require proper meeting behavior; members are required to use respectful language (By-Laws 29.5.3 and 29.5.4) and to “refrain from disputes” (By-Law 29.5.6). Neither profanity nor petty arguments have a place in a chapter meeting as both are contrary to the ideals and principals of Theta Xi Fraternity.

The president should insist that the guidelines set forth in the *Constitution*, *The Ritual* and the *Chapter By-Laws* be followed without deviation in order to conduct an orderly meeting. The president has at his disposal to assist him in retaining the ultimate standard of good conduct. These guidelines should be reviewed every time new initiates attend their first meeting, if not more frequently.

### **MEETING AGENDA**

The president must maintain control of every chapter meeting. He must keep the discussion moving. He, along with the executive board should, therefore, prepare an agenda prior to every meeting and announce it as provided for by *The Ritual*. In order to be put on the agenda, **all motions should be brought before the EBoard, prior to their introduction at a meeting.** This action assures the motion is presented in proper form (“I, Zeta Zeta 634, move that...”) and to provide for preliminary discussion as to the validity of the motion.

The president should then restrict the chapter to addressing only these duly authorized motions. **The only motions not on the president’s agenda that may be addressed by the chapter are those that pertain to items already on the agenda.** He should insist the members make motions and that they be duly seconded. He has the right to ask that a motion be made or a discussion be ended, and to ask for a second rather

than wait for it to be made (i.e., “I will entertain a motion to close discussion.” or “Is there a second?”).

Discussion on a motion is then limited to the motion or amendment on the floor until action is taken on that question. During discussion, the president must require members to follow the rules of debate, as discussed earlier, and not allow the discussion to get off topic or deteriorate into a lengthy argument.

### **USE OF COMMITTEES**

For reasons of expediency and optimal communication, **all new or proposed policy revisions should be thoroughly investigated by an appropriate committee and/or EBoard before consideration by the full chapter.** It is the respective committee’s task to investigate all information regarding a proposal and to present to the chapter its recommendation(s) for action. This means that any new proposal brought to the attention of the president, in or out of a chapter meeting, should be assigned to a standing or special committee. The committee should report its status on the question at subsequent chapter meetings until it is prepared to make its recommendation(s), in the form of a motion. When a motion is prepared, it should be put on the agenda for the next meeting.

In keeping with the organization of the Fraternity, the president appoints members to committees (By-Law 25.1.2) and may delegate the supervision of standing and special committees to the vice-president (By-Law 23.3.3). Since the president must appoint the members of the committees, and is ultimately responsible for all chapter operations, he should be thoroughly familiar with the committee section in the *Guide for Vice-President*.

### **DISPUTES**

It has been said that “men would not be happy unless they had something to argue about.” From time to time, disagreements will arise during a chapter meeting. The president **must** remain impartial. He should refrain from taking sides and should give each side an equal, though not excessive, opportunity to be heard. He then is an arbitrator who should help members reach an agreement.

### **SEATING**

The officers should be seated as prescribed in *The Ritual*.

### **APPROPRIATE DRESS**

What is and is not appropriate dress is left to the discretion of the president and the *Chapter By-Laws*. In deciding what is to be the “dress code” for Ritual meetings, the president should be consistent with the dignity and formality of a Theta Xi Ritual meeting.

## **REMARKS**

Since strict parliamentary procedure should be followed in all meetings, *The Ritual* has provided a special time for any general remarks for the good of the Fraternity or the Brotherhood that do not relate to debate on any formal motion. The president should see that all general remarks for the betterment of the brotherhood or Fraternity are reserved for this time.

Remarks shall be constructive, productive, and/or positive (compliments, suggestions, building up the chapter or a member); not description of events, distasteful comments, comments about other organizations or anything negative dealing with the Fraternity.

*The Ritual* and *Constitution* also provide that special remarks are necessary throughout the year. The president needs to acknowledge these remarks (announcing Fraternity holidays, upcoming initiations, etc).

## **MEMBER ATTENDANCE**

If attendance is not close to 100% and the meeting is held at a reasonable time, the president should hold unexcused members accountable. This may include fines, loss of social privileges, loss of vote, etc., after missing a specified number of meetings. Such sanctions should be outlined in the chapter's *By-Laws*.

# **INITIATIONS**

Before any candidate is eligible for initiation, he must meet all applicable rules on **scholarship**, all **financial obligations** to the Fraternity and all the requirements set forth in the chapter's **membership education** program.

## **APPLICABLE RULES ON SCHOLARSHIP**

A candidate must meet scholarship rules of the Fraternity, the chapter and the host institution (By-Law 4.2.3) before being eligible for initiation. If he does not meet the necessary requirements, the Fraternity HQ will reject his records. If such a violation is discovered after his initiation records have been accepted, he shall be suspended as of his initiation date (By-Law 4.2.4).

## **ADVANCE PAYMENT SYSTEM**

Each candidate for initiation into the Bonds must first pay his Initiation Fees. Upon receipt of this fee for each AM, Fraternity HQ will send a "Permission to Initiate" email to the chapter president. Any initiation that is conducted before all fees have been paid is considered an unauthorized initiation. It is the duty of the president to ensure that no

initiations are conducted until he has received confirmation from HQ that all fees have been received. (See “Permission to Initiate” in the *Guide for Secretary*.)

### **ASSOCIATE MEMBER EDUCATION CORE PROGRAM**

It is the duty of the president to ensure that the *Alpha Nine AM Education Core Program* is utilized. All requirements and requests of the AMs must be reasonable, goal-oriented and consistent with *The Constitution* and the *SOP on Hazing and Pre-Initiation Activities* (see *The Quest*).

The requirements and goals of your program should be decided upon well in advance of the affiliation of AMs, but may **not** extend beyond the parameters of the Core Program without prior permission of the Grand Lodge. These requirements and goals should then be presented to the AMs at the beginning of their education program with the understanding that once they reach those requirements and goals, they are ready for initiation.

It is important that these requirements and goals are obtained before the AMs are initiated. If the chapter does not take these goals seriously, the AMs will not take them seriously. If AMs find they can get by without meeting the requirements, they will. This will tend to foster an attitude, which will, in all probability, carry over after initiation. Just as they “got by” as AMs, they may do just enough to “get by” as Brothers and probably never reach their full potential.

### **HAZING**

**Theta Xi prohibits hazing!** As chapter president, you are ultimately responsible to assure that your chapter members are not involved in any hazing activities!

In addition to being contrary to the core values and standards held by the Fraternity, most states have enacted laws making hazing an illegal act. Besides the possibility of civil action being taken against a chapter, there is also the possibility that criminal action can be taken.

### **INITIATION CEREMONY**

Initiation day should be a memorable event for each and every new member. To help make this possible, the Ritual must be **planned well in advance** and rehearsed with **all parts memorized**.

There is absolutely no place for horseplay or joking around during the ceremony. The new members must realize the seriousness and solemnity of the occasion. Under no circumstances should the members or the candidates be under the influence of alcohol or any other drug, and/or incoherent due to any circumstance. The candidate needs to be completely coherent of the oath he is about to take.

There are **no** provisions in *The Ritual* for more than one new member to be initiated at a time. The ceremony takes approximately 12 minutes; therefore, the chapter owes every

AM a full and impressive individual ceremony. A chapter cannot expect a full measure of devotion and service from its members if it has failed to give them the proper, formal introduction into the Bonds of Theta Xi.

The president should make certain that the secretary has each new initiate properly complete his Record of Membership (Form A) page in the *Biographical Data Book* **immediately prior to or at the conclusion of** the individual ceremony. The secretary is then responsible for mailing the detachable “Form A” to the National Headquarters within 48 hours of initiation. This form is used to record the new initiate and order his Membership Shingle.

*The Ritual* provides that two explanatory lectures shall be given following the initiation of new members. The president or an appointed brother who is well versed in *The Ritual*, shall instruct the new initiates as to the secrets and traditions of Theta Xi. The new initiates are then required to recite the secrets as provided for by *The Constitution* (27.4.4 and 27.4.5) in order to gain voting rights.

The “Ceremony of Initiation” outlined in *The Ritual* is **the only ceremony** a candidate for initiation in Theta Xi shall be subjected to by this Fraternity.

## **ENFORCING FRATERNITY LAW**

As with any organization, the Fraternity must have certain guidelines and rules for its chapters and these are necessary for continuity and consistency in chapter and national operations.

**It is the responsibility of the president to uphold these rules.**

The guidelines of Theta Xi Fraternity consist of *The Constitution*, *The Ritual*, and directives from the National Convention and Grand Lodge. In addition, the Fraternity requires and encourages each chapter to draft its own chapter By-Laws to meet their individual needs.

## **THE RITUAL**

*The Ritual* is the supreme document of Theta Xi. It contains the purposes, goals, and values of the Fraternity. This document not only establishes the basis for the functioning of a successful chapter, but also challenges the members of the Fraternity to strive to better themselves by making the Fraternity’s goals their goals. In this light, *The Ritual* is not only an operations manual, it is also a guide for life. As president, it may be necessary at times to remind members of the oath they took and the principles they agreed to live by. Conducting regular Ritual meetings will help members reaffirm their bond to each other and to Theta Xi. As the supreme document, all other documents and actions derive from *The Ritual*.

## **CONSTITUTION AND BY-LAWS**

The authoritative legal document of Theta Xi, the requirements and guidelines contained within the *Constitution* are equally applicable to all members and chapters. It is the president's duty to ensure that actions of the chapter do not conflict with this document. If any action should conflict, it is the president's responsibility to enforce *The Constitution* by declaring the action unconstitutional and therefore prohibited.

Deviations from *The Constitution* should not be tolerated. In fact, it must be noted that extreme violations of *The Constitution* can result in suspension of the offending individual and/or chapter.

## **CHAPTER BY-LAWS**

Chapters are required to draft their own Chapter By-Laws (27.5.13) to meet their specific needs. The Chapter By-Laws are to supplement *The Constitution* and **may not conflict** with any Fraternity document, tradition, or the rules and regulations of the local institution (Article 6.4).

For Chapter By-Laws to be effective, they need to be updated regularly. Since it is the vice-president's responsibility to record the minutes, the president may wish to delegate updating the By-Laws to him. The vice-president should review the minutes at the end of every term to extract those motions dealing with the Chapter By-Laws and amend them accordingly (see *Guide for Vice-President*).

## **GRAND LODGE**

The Grand Lodge acts on behalf of the Convention between National Conventions (Article 1.3.2 and By-Law 22.1.2). Therefore, if deemed necessary, the Grand Lodge can take action against a chapter. Again, the chapter is expected to fully cooperate and the president is to assure that cooperation. Failure to comply can result in the suspension of the chapter, which can subsequently result in withdrawal of its charter.

## **SUPERVISING CHAPTER OPERATIONS**

Although the president should not try to control each office and committee, it is his duty to observe and monitor them without interference. If an officer or committee chairman is not fulfilling his duty or if his program is inconsistent with the ideals and traditions of Theta Xi, the president must step in and correct the situation.

### **REPORTS FROM OFFICERS AND COMMITTEE CHAIRMEN**

In order to assure that officers and committees are fulfilling their obligation to the chapter, the president should require a regular written report in addition to the weekly oral reports given during EBoard and chapter meetings. The frequency of written reports is left to the president's discretion. Additionally, committees such as social, scholarship, membership education and risk management should be required to submit a written program, complete with goals (including deadlines for completion) to the EBoard for discussion and approval before being implemented.

### **MEETINGS OF THE EXECUTIVE BOARD**

The president should **hold regular EBoard meetings**. The EBoard consists of the seven officers of the chapter: president, vice-president, treasurer, senior steward, junior steward, secretary, and scholarship chairman. The senior and junior stewards' duties are left to the discretion of the chapter, and these duties should be specified in the chapter's by-laws. Depending on their needs, chapters have used these positions to oversee, among others, membership education, membership selection, and house management. Although there are no specific duties set forth in *The Constitution*, *The Ritual* requires that all committee reports be approved by the EBoard prior to the chapter meeting

The Eboard should have weekly meetings allotting plenty of time to discuss matters coming before the chapter. In order to assure the rest of the chapter that the EBoard is acting in the best interest of the chapter and that no attempt is being made to keep anything from the chapter, **open EBoard meetings should be held**. Members can attend, but do not have a vote.

The president should use the EBoard as an advisory council. **All business coming before the chapter should first be presented to the EBoard for review**. After discussing a particular item of business, the EBoard may wish to make a recommendation to the chapter. The EBoard should assure that the pros and cons of the motion are presented so that the chapter is able to make an intelligent decision.

## **OTHER FUNCTIONS OF THE EXECUTIVE BOARD**

- Assist the president in making appointments of the most qualified members to committees and leadership positions.
- Investigate matters that may be too inclusive for one specific committee.
- Help coordinate activities. Maintain a master calendar for chapter and school activities.
- Support the president in any effort to enforce the *Constitution, The Ritual*, chapter By-Laws, and Theta Xi ideals and traditions.
- Serve as an avenue of appeal for any member who feels he has been unjustly treated.
- If granted authority by the chapter, hire, supervise, and dismiss employees such as cooks, waiters, and housemothers.

## **Finance, Member Selection & Education**

To insure the continued prosperity of a chapter, there are certain areas of operations that require special attention.

The president should use the EBoard as a means of keeping a close watch on the areas of **chapter finance, membership selection, and membership education**. Successful operations in these areas are essential and each has its own guide that should be used as a reference when dealing with those areas.

### **Chapter Finances**

Since the success of the chapter is closely linked to its financial stability, the following areas should be monitored by the executive board:

- **Accounts Payable** - The EBoard must set a good example by paying their accounts promptly.
- **Budget** - A budget **should be prepared each spring for the following year** to tentatively establish costs. It should be reviewed by the EBoard and then brought before the chapter for approval. The budget should then be reviewed each term and altered to meet the existing cash flow, membership and future costs of the chapter.
- **Treasurer's Report** - The treasurer should give weekly reports to the EBoard, including the cash flow (money in chapter accounts minus money owed creditors) situation and a list of outstanding accounts receivable (money owed to the chapter). At the end of each month, the report should include a monthly financial statement, a budget comparison, any cash flow concerns, and a list of outstanding accounts receivable (should include the length of time the account has been unpaid).
- **Accounts Receivable** - The EBoard must be sure that members are not allowed to take advantage of the chapter. ***The Constitution allows for the suspension of any member whose account is more than 60 days in arrears*** (Article

4.5.3). The EBoard should be sure that the treasurer informs HQ on a regular basis of such accounts.

- **Double Signature Checks** – The chapter should use a two-signature checking account. Naturally, one signature would be the treasurer's and the other may be chapter's accountant, advisor or president.
- **Audit** - It is a good business practice to have the books audited annually by a professional accountant or qualified alumnus. The EBoard should insist the treasurer do so.

### **Membership Selection**

The selection of qualified members to enter a chapter is the life blood of a chapter and cannot be emphasized enough. It is also a year-long effort. In supervising the program, the EBoard should keep the following in mind:

- **Choice of Chairmen and Committee Members** - The membership selection chairman may not necessarily be the best recruiter. He should be a good organizer and planner and be able to instruct the chapter on recruitment techniques. The remainder of the committee should be well versed in selection techniques and effective activities. They need to be free to see that selection activities run smoothly. All members are responsible for recruiting new members **all year long**.
- **Ineffective Chairmen/Committees** – If any member of the committee is working ineffectively, the EBoard should not hesitate to take action. The ineffective member(s) must be removed from the committee. Remember, the future success and morale of the chapter is at stake.
- **Planning the Program** - The EBoard should review the goals and the program before its presentation to the chapter and eventual implementation.

### **Membership Education**

Membership education will determine whether a chapter has members willing to work for the betterment of the chapter or not. **Membership education should make good brothers, not good Associate Members.**

- **Choice of Chairmen and Committee Members** - The AM educator should be the chairman of the membership education committee. He, and his committee members, should be chosen for their maturity, knowledge of the Fraternity (locally and nationally), belief in the ideals and principals of Theta Xi and ability to work with others. **New initiates should serve on this committee** since they have just gone through the program and can offer suggestions on how to improve it.
- **Developing The Program** - In developing a membership education program, the EBoard and the membership education committee should meet to establish the goals and to brainstorm ideas to accomplish them. Using the AM Education Core Program (Alpha Nine) as a foundation, the committee should fine tune the program and present it to the EBoard for approval before it is brought up for consideration by the chapter.
- **Remember: Activities that do not include the equal participation of brothers with AMs must be approved by the Grand Lodge.**

## **MEMBERSHIP STATUS**

There are, effectively, four categories of membership in Theta Xi, (1) Active, (2) Alumnus (3) Undergraduate Alumnus, and (43) Suspended.

**ACTIVE MEMBERS**...are those who are enrolled at the host institution and are actively participating in the life and program of the chapter.

**ALUMNI MEMBERS**...are those (unless they were suspended by the chapter or the Grand Lodge) who are no longer enrolled at the host institution. This includes those who have graduated, and those who have left school for any number of reasons (transfers, military service, family concerns, etc.)

**UNDERGRADUATE ALUMNUS**...is a status occasionally granted by the Grand Lodge to those, who because of unusual circumstances, are no longer able to fulfill the responsibilities of active membership in the chapter. Examples might include those who are significantly older than traditional college age, or who have gotten married, or who have medical conditions that prohibit active membership.

### **Two Important Notes:**

- (1) This status is not common and can be granted **ONLY** by the Grand Lodge. (2) It is NOT to be confused with “inactive” status. Simply put, **there is no “inactive” status** in Theta Xi Fraternity. The commitment that members make upon initiation is understood as a lifetime commitment, not one for the period of time he is enrolled in school. (See *The Constitution*, section 4.4, for more information.)

## **SUSPENSION**

A member’s relationship with Theta Xi can be severed only by suspension; there are three kind of suspension:

- Financial Suspension (for delinquency past 60 days)
- Academic Suspension
- Suspension for behavior “inimical to the interests, ideals or traditions of the Fraternity.” (Constitution, 4.5.1)

Chapters may suspend members for any of the three reasons above and chapters **may reinstate members whom they (versus the Grand Lodge) suspended** for any of the reasons above.

The Grand Lodge may suspend members for any of the three reasons above. The Grand Lodge (and **ONLY the Grand Lodge**) may reinstate members whom they suspended.

## **SUSPENSION BY THE CHAPTER**

### **FINANCIAL SUSPENSION**

	Reason	Vote Required	Notify Grand Lodge?	Constitution
Undergraduate	financial obligation 60 days past due	majority	YES	4.5.3
Alumni	financial obligation 60 days past due	majority	YES	4.5.3

### **REINSTATEMENT FROM FINANCIAL SUSPENSION**

	Procedure	Vote Required	Notify Grand Lodge ?	Constitution
Undergraduate or Alumni	<p>Suspended member pays debt <b>IN FULL</b></p> <p>Treasurer notifies President <b>IN WRITING</b> that all dues have been paid</p> <p>Chapter notifies Grand Lodge <b>IN WRITING</b> that all dues have been paid and member has been reinstated</p>	none required	YES	4.5.5

### **ACADEMIC SUSPENSION**

	Reason	Vote Required	Notify Grand Lodge?	Constitution
Undergraduate	Insufficient academic performance, based on chapter's standards	majority	YES	4.5.4
Alumni	Not Applicable			

## REINSTATEMENT FROM ACADEMIC SUSPENSION

	Procedure	Vote Required	Notify Grand Lodge ?	Constitution
Undergraduate or Alumni	Upon meeting the minimum expectation for academic performance, the suspended member may petition the chapter for reinstatement.	To be determined by the chapter. Chapter may require a simple majority or $\frac{3}{4}$ vote...of no vote at all upon documented evidence that the minimum standard has been met.	YES	4.5.6

## SUSPENSIONS OTHER THAN FOR FINANCIAL DELINQUENCY or ACADEMICS

	Procedure	Vote Required	Notify Grand Lodge ?	Constitution
Undergraduate	Chapter votes to initiate suspension proceedings	majority	NO	4.5.2
	Notice given to the member of the alleged grounds for the suspension, with clear opportunity given to present arguments in his own favor			
	Suspension vote by chapter	3/4		4.5.2
	Notify Grand Lodge <b>IN WRITING</b> of the suspension		YES	4.5.2

## REINSTATEMENT OF SUSPENDED MEMBERS (OTHER THAN FINANCIAL or ACADEMIC)

	Procedure	Vote Required	Notify Grand Lodge ?	Constitution
Undergraduate	after deliberation, chapter votes to remove suspension	3/4	YES	4.5.5
	Suspended member is notified of his reinstatement			
	Grand Lodge is notified <b>IN WRITING</b> of the reinstatement		YES	

## ***SUSPENSIONS BY THE GRAND LODGE***

“The Grand Lodge may, on its own initiative, suspend any member upon three-fourths majority vote, but only if the Grand Lodge has first provided reasonable notice to the member that it intends to consider his suspension and provided a reasonable

opportunity for the member to present, in writing or in person, all evidence and argument which the member may reasonably wish to present as to why he should not be suspended. The member and his chapter shall be notified in writing of the decision of the Grand Lodge.” (Constitution, 4.5.4)

“The Grand Lodge may reinstate any suspended member by a three-fourths majority vote.” (Constitution, 4.5.5)

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\*In certain circumstances, and with the approval of the Chapter AND the Grand Lodge, an undergraduate may be granted “undergraduate alumnus” status. See section 4.4 of The Constitution for details

## **RELATIONS OUTSIDE THE CHAPTER**

Good public relations can only help the chapter further its own goals. The president must lead his chapter members in maintaining good relations with the following constituencies: college/university administration, IFC, general student body, surrounding community, alumni and the national HQ.

The perceived image that each of the above groups has of your chapter can be enhanced through positive media coverage. This can be accomplished in two ways. The first and easiest is to inform newspapers, radio stations and television stations in your area of events the chapter is sponsoring, especially community service or MS or Habitat. This can be done in a standard “press release” format and sent to the various media, including local and chapter newspapers, radio and television, and your institution’s Office of Public Information.

### **COLLEGE ADMINISTRATION**

A chapter of Theta Xi is chartered by the Fraternity with the understanding that the chapter will abide by the rules and regulations of the host institution. A chapter is, therefore, required to work and cooperate with their school administration.

Each chapter should seek to improve or maintain good relations with their school administration.

An excellent way to improve or maintain good relations is to meet with the Greek advisor on a regular basis. When meeting with the advisor, be honest and work with him/her to find the best solution for your chapter. More importantly, put these suggestions to use.

- Offer the chapter’s services for a campus-sponsored event and follow through.
- *Invite campus administrators to special social events.*
- Invite faculty and administrators to speak at special dinners and/or during educational meetings.

## **INTERFRATERNITY COUNCIL**

A strong Greek system can benefit all fraternities involved in IFC through increased campus interest in membership selection, and a greater pool of local resources to draw from. In order to have an effective IFC, cooperation and support from each member fraternity is required. Some competition among fraternities is healthy, but can cause damage if it becomes excessive and may lead to intense rivalries. Through mutual cooperation, chapters can help one another solve problems and present the Greek system in a desirable light.

It is your duty to either represent your chapter at IFC meetings or to appoint a responsible individual to do so.

The chapter's IFC representative should:

- be knowledgeable of both the Fraternity and the college/university
- be diplomatic and be able to effectively present ideas
- be able to attend **all** meetings, aware of the agenda for the meeting and be prepared to present the chapter's viewpoint
- be willing to volunteer for IFC committees and to run for IFC office
- be willing to promote the Greek system, while being careful to avoid arrogance and exclusiveness with respect to other non-Greek organizations
- be compliant with all IFC rules and regulations. (**Remember: If a rule or policy seems unjust, do not ignore or violate it. Instead, propose a motion to change it!**)
- Be willing to bring charges against another fraternity for a violation of IFC rules, and solicit the support of other IFC members to hold the offending group accountable

## **GENERAL STUDENT BODY**

A chapter should recognize that it is only one element of a much larger population, the student body. As such, it should strive to promote the best possible relations between all elements of the student body.

To develop and/or maintain mutual support between the student body and the chapter, the following suggestions are offered:

- Chapter attitudes should in no way be arrogant when dealing with non-Greeks. Every person deserves to be treated with **common courtesy and respect**.
- The chapter should encourage its members to become involved in other campus organizations and activities. Not only will this help the chapter image, other organizations and the school, but more importantly, it will enhance the individual's college experience. Campus involvement also provides an **opportunity to meet prospective members**.
- The chapter should enthusiastically support all worthy projects regardless of which organization is sponsoring it.

## **SURROUNDING COMMUNITY**

In some form, each chapter has contact with its community. Therefore, the chapter must do everything in its power to promote good relations with the community.

For the chapter that lives in a residential area, you must realize that your house is not just another house in the neighborhood. It is a fraternity house, and as such, participates in activities that other houses in the neighborhood do not always understand, such as secret meetings and ceremonies, and larger than normal social activities.

Additionally, all chapters should strive to promote good relations with such agencies as the police department, municipal government and the local news media.

The following may help you develop and/or maintain positive community relations:

- Notify police and surrounding neighbors of any party or activity that may cause inconvenience to your neighbors (i.e. parking, noise, etc.).
- Demonstrate concern for its community by performing service projects. Consistent service to the community demonstrates a sincere interest and is what the community remembers and appreciates. Encourage the chapter and individual members to become involved in such local organizations as the Boy Scouts of America, Big Brother programs, YMCA, churches, and hospitals.
- Invite prominent people such as the mayor or police chief to dinner to speak about their positions in the community.
- Encourage members to make an active effort to meet and communicate with neighbors.

## **ALUMNI**

Alumni are an invaluable asset to any chapter. Besides providing the chapter with financial assistance, many alumni volunteer their time and efforts to be members of the alumni association or to serve as chapter advisors. Unfortunately, many chapters do not take advantage of the experience and expertise alumni can offer the chapter.

Alumni can also discuss career opportunities available to members upon graduation. Accordingly, it is in the chapter's best interest to promote a consistently healthy relationship between the alumni and chapter. The president should keep the following in mind when working with the chapter advisor, alumni association board and alumni in general:

### **Chapter Advisor**

- Meet with the chapter advisor at least once per week to discuss chapter matters. Do not hesitate to share your frustrations or problems with the advisor as the advisor may be able to offer advice and possible solutions.
- Notify the chapter advisor well in advance of EBOARD, chapter and alumni association meetings.
- Ask the chapter advisor to offer comments at all chapter meetings.

- Treat the advisor with respect and dignity. Advisors donate their time to the chapter at the expense of business, social or family commitments.
- *The Constitution* requires that an alumni member serve as chapter advisor. Your school or IFC may also require that a faculty member serve as an advisor. If this is the case, the chapter should try to identify a Theta Xi who serves on the faculty and is willing to serve as a chapter advisor. If this is not possible, the chapter has two options. First, and preferably, the chapter should try to locate a non-Greek faculty member interested in serving as a chapter advisor and then initiate him as an alumni member. The chapter's second option is to find a faculty member willing to serve as faculty advisor and an alumni member willing to serve as chapter advisor. (Remember that a faculty advisor can be a woman, but **cannot**, obviously, be initiated or attend any secret Ritual meetings.)
- Notify Fraternity HQ of any change in advisors. This is especially true in the case of a chapter advisor, since the National President appoints the chapter advisor upon the recommendation of the chapter and/or alumni association.

### **Alumni Association**

- Be sure that chapter officers attend all Alumni Association meetings when required by Association By-Laws to do so. Arrive on time and be prepared to give reports, as required by the Association. All reports, requests and/or proposals made to the Association should be discussed by the EBOARD prior to the Association meeting and presented in writing when appropriate.
- Be familiar with mortgage requirements, payment schedules, insurance coverage, taxes, etc.
- Make certain that all rent payments to the Association are paid promptly.

### **Alumni in General**

- Chapter members should greet a visiting alumnus warmly and treat him with the respect and dignity he deserves.
- Consider the interests of alumni when planning alumni activities, as these activities are meant to draw alumni back to the chapter.
- The president should see that the secretary maintains an up-to-date file of alumni (see "Filing System" in *Guide For Secretary*).
- The president should ensure that an alumni newsletter is mailed at least once per term.
- When speaking or writing to an alumnus, always let him know you value the experience and expertise he can offer the chapter and, more importantly, that you value his participation in alumni activities.
- Invite local alumni to special meals held at the chapter house or sponsored by the chapter.

## **NATIONAL FRATERNITY**

Theta Xi Fraternity is a national organization with chapters on college campuses throughout the United States. The national organization offers stability and continuity; it exists to serve its chapters and individual members through a range of programs and services offered to undergraduate members.

**Chapter Visit** - The president can expect a visit by a member of the national HQ staff, regional director or a member of the Grand Lodge at least once each school year. Before the visit, the president will receive information outlining the dates and contents of the visit.

The president should make appropriate preparations in order for the visit to be most effective. Scheduling times for (1) an EBOARD meeting, (2) a Ritual meeting, and (3) individual meetings with all officers, chairmen and chapter advisor, are a must.

By planning in advance for a visit, giving the visitor your chapter's full attention, and properly utilizing the chapter visitation report, your chapter visit can be a positive experience. Take advantage of this opportunity to realize one of the most valuable services Theta Xi has to offer your chapter.

**Presidents Academy** – Each January, chapter presidents are expected to attend the annual Presidents Academy, held near St. Louis. The four-day leadership academy is an intense and engaging event for presidents to sharpen their leadership skills and knowledge while establishing relationships with other chapter presidents from across the country. This academy is sponsored by the Theta Xi Foundation; all on-site and registration costs are paid for presidents by the Foundation.

**Rising Stars Academy** – Also held in January to coincide with Presidents Academy, the Rising Stars Academy is a four-day leadership event **for new initiates**. Any member initiated in the calendar year just prior to the Academy is eligible to attend. Rising Stars Academy focuses on self-awareness for leadership and helping new Theta Xi men discover their best path to providing leadership in the chapter and beyond. The Theta Xi Foundation sponsors the Academy. While the on-site registration is paid for **one** chapter representative, each chapter is encouraged to send other delegates at a per-man cost. (Often alumni groups help support this effort).

**Newell District Leadership Academy (NDLA)** - Every year, in late winter, each of the eight districts holds a NDLA to promote leadership development, values education and communication. As president, it is your responsibility to assemble a delegation from your chapter to attend the NDLA. The number of members in the delegation is not limited but should especially include present officers and potential leaders in your chapter. AMs who are interested in attending, or who demonstrate leadership potential, should be encouraged to attend. A minimal registration fee to cover meals is charged.

**Anniversary Convention** - The Anniversary Convention is the national gathering held by the Theta Xi Fraternity. The convention is the supreme authority of the Fraternity and is responsible for setting policies, which govern Theta Xi.

As president, it is your duty to represent your chapter as its official delegate at the National Convention (Article 2.2.1). You should encourage other members of your chapter to attend as well. It is a unique opportunity to experience, first hand, the workings of your Fraternity.

**Reports** - Throughout the year, each chapter is required to send reports to Fraternity HQ. As president, it is your responsibility to see that each officer fulfills his obligation and promptly submits **all** such reports.

## **UPHOLD TRADITIONS**

Every chapter and school where Theta Xi is located has its own special local traditions. Additionally, there are several traditions within the National Fraternity which all members should know.

**FOUNDER'S DAY** (April 29) - Special banquets and alumni observances are traditionally held around this date. Chapters are encouraged to take special care to display the official emblems of the Fraternity. Blue and white ribbons are worn beneath the Badge on Founder's Day and the Flag is prominently displayed.

**EMBLEM DAY** (September 28) – This commemorates the founding of Kappa Sigma Kappa in 1867 at VMI. We celebrate this each year as part of the rich heritage that every Theta Xi shares. Therefore, we take special care to display our Badge, Coat of Arms, and Flag on this day. Appropriately, blue and white ribbons should be worn beneath the Badge on Emblem Day.

**OFFICIAL EMBLEMS** - It has always been a tradition in Theta Xi to use the utmost discretion in the display of our Greek letters and the Coat of Arms as our official emblems. Members and chapters should be careful to display these only in a most dignified manner. It is important to keep in mind that **only members** may wear or display a facsimile of the Coat of Arms.

**BADGE** - Members should be careful about the manner in which they wear the Badge of Theta Xi. The Official and Yale sizes have been authorized expressly **for members only**. No member may give or loan his Badge to any person not a member in good standing. There are to be **no exceptions** to this century-old tradition.

The Fraternity has provided that a smaller badge, called a sweetheart badge, or a lavalier may be purchased for presentation to mothers, wives, sisters, daughters, and girlfriends.

The Badge should be properly worn, on the left breast of the member's shirt, slightly to the right and above the shirt pocket – never on the pocket. At no time is the Badge to be worn on a collarless shirt. Tradition permits the wearing of the Badge on a vest or sweater.

## ***TRANSITION of OFFICERS***

It is the responsibility of the outgoing president to ensure that there is a smooth transition of officers. The following recommendations will help to accomplish this:

Have all **past officers submit a written report** of their goals, accomplishments and their concerns for future officers.

- Within this report, ask officers to include a list of activities they conducted, correspondence, plans, a calendar of events, etc.

Have all **new officers read chapter and fraternity publications** relating to their office.

Schedule an **officer's retreat** for the outgoing and incoming executive board.

- Invite your chapter advisor to attend.
- Schedule the retreat away from the chapter house, at a time that will allow for 100% attendance.
- Schedule time to discuss the goals of the outgoing executive board
- Allow some time for break out sessions for the old and new officers to talk with each other about their duties.

Have the **new EBoard set goals**.

- This may be handled as a separate meeting following the retreat.
- Based upon discussions from the retreat, each individual officer should establish his own goals.
- The individual officer goals should be coordinated with other officers to develop an overall plan of action.

The new president should require **all new officers to maintain officer notebooks** for future transitions.

- Include any/all resources associated with the office section from the *Guide for Officers*, past correspondence, plans, and calendars).
- The president should encourage each officer/chairman to bring his notebook to all chapter related meetings.

- The president should review officer notebooks every three or four months to ensure current officers/chairmen are maintaining their notebooks.

## **LEGAL LIABILITIES**

The president should be aware of, and educate chapter members on, legal liabilities which the chapter may face. To that end, each chapter is strongly encouraged to elect/appoint a risk management chairman, whose duties are outlined in the *Guide for Risk Management Chairman*. You should review the *FIPG Risk Management Manual*, which should be on file in the chapter house. You can also consult an alumnus who is a lawyer, or consult the city or state attorney's office.

The most common cases brought against fraternities involve incidents of fighting, hazing, alcohol use/abuse, personal injury or property damage claims.

Are you willing to take on the responsibility of being the possible cause for your chapter's demise? Or for the possible degradation of each and every Theta Xi chapter because your chapter took action that could have been averted?

### **HAZING**

Your chapter's liability to the Fraternity is outlined in *The Constitution* and Theta Xi's SOP on Hazing and Pre-Initiation Activities.

Hazing generally falls into two categories, mental and physical. Most lawsuits brought against fraternities include physical hazing; however, mental hazing is equally dangerous.

Physical hazing is unique in that it involves double jeopardy. Not only are you taking the chance of doing physical harm to an individual, but are also taking the chance of creating psychological damage by causing an individual to do something they ordinarily would not do.

It is the duty of the president to enforce *The Constitution*. He must, therefore, oversee all chapter activities to assure that the chapter complies with the Fraternity's prohibition of hazing. Any motions or action taken by the chapter to override or compromise *The Constitution* must not be tolerated by the president and cannot be tolerated by the National Fraternity.

By nature, however, most hazing activities are very secret, and not known to the national Fraternity. As a result, most reports of hazing to Fraternity HQ are submitted after harm or injury has occurred. At this point, the chapter has totally compromised itself as sanctions will most likely follow from the Grand Lodge, the school (in the form of social probation or withdrawal of recognition), the individual harmed and/or his family

(civil suit brought against the chapter, individuals causing the harm, officers of the chapter for allowing the action to occur, alumni association) and/or the state (criminal action for violation of a state law).

As for civil action, some college students may say “Let them sue, I don’t have any property worth anything”. However, this attitude may change when they realize that if they lose the case, the complainant has the right to ask the court for restitution, including dissolution of assets and liens upon any future salary, for a period of ten years after the disposition of the case (this sanction may vary from state to state).

In any case, one must ask, “Is hazing really worth the risk?” More importantly, beyond legalities, “Is hazing really worthwhile?”. It goes against all ideals, principals, and traditional beliefs of our Fraternity. Remember, too, that our Founding Fathers were not hazed and did not haze. How can we expect an individual to treat us with friendship and brotherly love unless we first show him respect, friendship and his worth as an individual, which all lead to brotherly love.

### **ALCOHOL USE AND ABUSE**

In planning and implementing a social program that includes alcohol, the president should be sure that the social chairman plans for the controlled, responsible use of that alcohol. The president should assure that the social chairman reads the FIPG Risk Management Manual for further information.

Theta Xi has adopted a national *SOP on the Use of Alcohol*, stating “that the possession, use, sale and/or consumption of alcoholic beverages on the premises of any chapter or at any entertainment or function of any chapter shall be in compliance with all applicable laws and the Risk Management Policy of Theta Xi Fraternity.” Additionally, the statement advocates non-alcoholic membership selection and restricts open parties to non-alcohol functions.

Those who choose to drink or to serve alcoholic beverages are being required to do so under consistently more stringent laws. Civil and criminal action can be taken against an individual or chapter for the irresponsible use of alcohol.

Irresponsible use includes: serving/providing alcoholic beverages to minors (on or off the chapter premises) and serving/providing alcoholic beverages to an already intoxicated individual. In either case, the chapter may be liable for injury caused to the individual or to a third party and for damages caused by the individual while he/she is in an intoxicated state due to the consumption of alcohol provided by the chapter.

### **CIVIL ACTION**

The chapter and its members may be liable for any act injurious to a person or the property of another, which occurs while they are acting together as a fraternity. You may also be liable for injury to a person while on your property caused by neglect on your part (e.g., ice on outside stairs, falling down a dimly lit staircase). Although such acts may not be intentional by the chapter, you are nonetheless liable for them.

The chapter president should familiarize himself with the *Fraternity Risk Management Trust (FRMT) Liability Insurance and Claim Manual*. This manual should be on file with each chapter and provides an explanation of what is and is not covered under the liability insurance provided for all undergraduate members of Theta Xi.

The president should direct the risk management chairman to conduct an educational meeting at least once each academic term to review the Fraternity policies on risk management.