

# Guide for Vice President

## Theta Xi Fraternity



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## GUIDE FOR VICE PRESIDENT

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

### Job Summary:

**In the absence of, or at the discretion of the President, he acts for the President to lead and direct support functions important to the welfare and effectiveness of the chapter.**

**This includes problem solving, reviewing committee operations, directing committee chairmen, and advising the President on various operations of the chapter.**

### Job Responsibilities:

- Chairs chapter and EBoard meetings in the absence of the President.
- Provides leadership and regular oversight of the chapter's committees. Attends various committee meetings when possible.
- With assistance of the officers and chairmen, proposes budget plans, operational improvements, and monitors use of assigned resources.
- Accurately records the minutes of chapter meetings. Responds to inquiries about the chapter's minutes.
- Coordinates and oversees the development of short- and long-term operational plans for the chapter's committees to include goal setting sessions, reviews, and evaluations. Proposes plans of action designed to address critical areas and situations. Ensures adoption and implementation of effective plans to assure improving operations.
- Represents the view and concerns of committee chairmen to the President.
- Attends meetings for the President as requested (IFC, chapter, special events, etc.).
- Assists in the administration of an effective budget control program.
- Performs other responsibilities as assigned by the President, and alumni association.

## ***DUTIES of the VICE PRESIDENT***

The vice president is first and foremost the recording secretary for the chapter. As the presiding officer in the absence of the president, the vice president must be **one of the strongest leaders in the chapter**. He may also be charged with the supervision of the chapter's committee system.

The following pages outline many of the specific responsibilities of the chapter vice president.

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

<i>Roberts's Rules of Order</i>	<i>RRO</i>
Associate Member	AM
Interfraternity Council	IFC
Executive Board	EBoard
Headquarters	HQ

### **Recording Secretary**

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## **RECORDING SECRETARY**

### **IMPORTANCE OF CHAPTER MINUTES**

It is the duty of the vice president to keep accurate minutes of all chapter meetings, regular or special. Minutes should be recorded in a bound book that is available from the Fraternity HQ.

The minutes book is the history of the chapter and, as such, should contain all business brought before the chapter. Maintained correctly, the minutes book can serve as a reference to chapter business for both present and future members.

The minutes book should be stored with the rest of the chapter's Ritual equipment in a locked safe (By-Law 27.5.2). The minutes of all chapter meetings are secret and should not be discussed or shown to any person who is not a member in good standing with the Theta Xi Fraternity.

### **STANDARDS FOR CHAPTER MINUTES**

The manner in which minutes are kept will always reflect the efficiency and democratic nature by which the chapter conducts its affairs. The vice president should carefully read the section on recording minutes in Robert's Rules of Order and ensure that a copy of this document is present at every chapter meeting. Standards for maintaining chapter minutes require that:

- The minutes shall follow the Order of Exercise in the Ritual.
- Members shall be identified in the minutes by their chapter number (i.e., Zeta Zeta 634).
- If an officer is absent from a meeting, the member taking his place shall be identified in the minutes following the opening exercises.
- The secret symbols of office shall be recorded in lieu of Ritual Officer titles or public officer titles.
- Chapter meetings shall be numbered successively year after year.
- The time the meeting is called to order shall be stated in the opening exercises.
- All motions and their dispositions shall be recorded.
- The chapter number of the member introducing a main motion shall be stated with the motion (the chapter number of the member voicing the "second" may also be included).
- Points of order (or appeals) and the action taken should be stated.
- Generally, only the action taken is recorded; however, if a point of debate is considered significant, it should be recorded.
- The minutes shall include the time and date of the next regular meeting.
- The minutes shall include the name and number of the member appointed by the president to prepare the meeting room for the next regular meeting.
- The time that the meeting is adjourned shall be recorded in the closing exercises.
- The vice president shall sign the minutes followed by the chapter name his roll number.
- The chapter should adopt a methodology for the recording of minutes so that they contain all the necessary information in a continuously uniform fashion.

## **SAMPLE MINUTES**

### **Opening**

*“The one hundred forty-sixth meeting of the Omega Omega Chapter of Theta Xi Fraternity was opened in due form by the (use symbol), (Chapter/#), at 6:15p.m., Monday, January 22, 1996.”*

### **Roll**

*“The (use symbol) called the roll and found Omega Omega 15 was absent. The (use symbol) did not accept the excuse of Omega Omega 15 for being absent from the last regular meeting (His excuse being.....); the fine levied by the (use symbol) was \$5.”*

### **Motion**

*“Omega Omega 24 moved, and Omega Omega 18 seconded, that the chapter ..... The motion carried/was defeated/was tabled.*

### **Closing**

*“The meeting was closed in due form by the (use symbol), Omega Omega 19, at 7:30 PM.*

*Respectfully Submitted,  
[name, Omega Omega 26]  
[signature]*

At the beginning of each meeting, the vice president reads the minutes of the previous meeting; he may also be required to read sketch minutes at the conclusion of an extended meeting. They should be presented in a respectful manner so that each member may learn exactly what transpired at the previous meeting, whether he was present or absent. Humorous remarks need not be forbidden, but the vice president should use discretion when rewriting the minutes into its permanent format. Remember, this is the chapter's historical account and will be read by future generations.

## **ROLL BOOK**

The roll book is a separate account of members' attendance for each meeting. This is also a secret document and should be kept in the chapters safe. The chapter should adopt a uniform method of recording those present, those absent, and those who arrive late (i.e., present -X; absent -O; tardy -\*). Each members name is written out in the roll book with his roll number beside it. Each meeting is designated by a column and headed with the date of the meeting. A new page should be prepared for each term. Roll books with instruction may be ordered from the Fraternity HQ.

### **REVISING THE CHAPTER'S BY-LAWS**

From time to time, amendments to the chapter by-laws are made and chapter policies are changed. Since it is the vice president's duty to record these changes in the minutes, he should note the changes and revise the chapter's by-laws and policies **each term**. A revised copy should also be forwarded to the Fraternity HQ.

### **PRESIDING in the ABSENCE of the PRESIDENT**

It is the vice president's duty to preside over chapter meetings in the absence of the president. However, he does not automatically assume the office of president, should it become vacant. If the presidency becomes vacant, the vice president presides until a special election is held, no later than two weeks after the office is vacated (By-Law 27.3). If another officer (treasurer, for example) is elected to complete the term of the vacated presidency, then another special election should be held immediately to fill that new vacancy.

### **SUPERVISION of COMMITTEES**

In keeping with the structure of the National Fraternity, the vice president is often charged with the supervision of the chapter's committee system. If a chapter decides to require the vice president to supervise the chapter's committee system, such a provision should be included in the chapter by-laws.

### **ADVANTAGES OF A CHAPTER COMMITTEE SYSTEM**

There are many advantages in utilizing a strong chapter committee system/structure, including:

- **SHARED RESPONSIBILITY** - A committee system allows all members to take responsibility for the planning of some portion of the chapter's program.
- **BUILDS LEADERSHIP** - Each member of a committee should be given a specific task to accomplish which will help the committee to reach its goals and be held accountable for meeting his responsibilities.
- **VARIETY OF INPUT** - When several people are assigned a common task, each will be able to present a slightly different approach to it. A greater number of ideas will help to generate the best possible solution to accomplish the task.
- **EXPLORE ALL CHOICES** - Each member of a committee can be assigned one of the possible solutions, research it's feasibility, and present it to the entire committee. The entire committee will then be able to (1) choose one of the solutions to recommend to the chapter (2) combine aspects of several

researched solutions to form a new solution and recommend to the chapter, or (3) a new idea may arise due to the research conducted.

- **GREATER ORGANIZATION** - With a committee system, each issue is assigned to a committee. Thus, there is never any question about who is responsible or who is working on each issue.
- **CRISIS RESOLUTION/DECISION MAKING** - A special committee can be assigned to research any problem or question brought before the chapter. Each of the previous benefits comes into play and the chapter should be able to make an informed decision due to the information gathered and presented by the committee.

### ***TYPES OF COMMITTEES***

**STANDING COMMITTEE** – Any committee whose jurisdiction covers ongoing areas of chapter operation. Examples are: membership education, alumni relations, scholarship, public relations, membership recruitment, risk management, social, chapter by-laws and policies, finance committee, and EBoard.

**SPECIAL COMMITTEE** - Any committee formed for the express purpose of completing a specific task. Examples are: homecoming, Greek week, “6294”, and any committee formed to investigate a matter brought to the attention of the chapter.

All chapters should at least have the standing committees listed above. Committees with a specific task can be added at any point during the year as the need arises.

### ***RESPONSIBILITIES OF COMMITTEES***

- **GOAL SETTING** - At their first meeting, each committee should set goals for the year. These goals can be analyzed (and new ones added, as appropriate) at subsequent meetings throughout the year.
- **GATHER INFORMATION** - All committees should gather pertinent information (i.e., philanthropy committee would gather information on the different projects available to the chapter) and retain in a file for future reference.
- **REPORT TO EBoard** - Each committee should meet regularly (at least twice monthly) and report to the EBoard on all progress made by the committee (including “no progress”). Regular meetings are needed to ensure that committee members communicate regularly and to determine what issues have been accomplished and what issues still need to be addressed.
- **REPORT TO CHAPTER** - When the committee has its proposed program completed, it should present the program to the EBoard and then to the chapter for approval and implementation.

## **MEMBERSHIP ON COMMITTEES**

Just as the National President appoints National Committees (By-Law 25.1.2), the chapter president is responsible for appointing chapter committees. In doing so, he should ensure that all chapter members, including AMs, are on at least one committee. AMs should be appointed to committees because the purpose of membership education is to responsibly involve a man at the beginning – **not in the middle** – of his college fraternity experience. The earlier AMs are involved in the operations of the chapter, the more likely they will work for the betterment of the chapter.

In making committee appointments, the president should take in to account specific interest or expertise of the members. Appointing a member to a committee he expresses interest, or shows the expertise, to serve on, will greatly increase the effectiveness of his efforts and the overall progress of the chapter's success.

Appointments to committees should be made the term prior to their need. This approach allows committees time to plan their assigned tasks. The vice president, if he is charged with the supervision of all committees, is an ex-officio member of each committee. As such, from time-to-time, he should attend committee meetings to offer advice.

## **SELECTING CHAIRMEN**

When the president appoints members to a committee, he should also identify one as the chairman. This selection should obviously be based on the "best fit" for the position, considering skill, interest, personality and leadership ability. Whenever possible, officers should be appointed to chair committees that directly fall within the realm of their officer responsibility (treasurer chairs the finance committee, scholarship chairman chairs the scholarship committee, etc.). This allows for greater involvement of the entire chapter in planning and overall operations.

## **COMMITTEE SIZE**

Ideally, committees should be kept relatively small. Smaller groups allow for greater interaction, consensus, and modification of opinion, while larger groups tend to limit communication.

Studies have shown that with more than five in a group, members feel the group is disorderly and time consuming, and complain that other members are too aggressive and competitive. Also, it becomes tougher to accommodate everyone's schedule.

However, committees that are too small can also cause unnecessary challenges. Groups smaller than five tend to avoid controversial issues, form coalitions against other members, and may separate into mutual support groups of even numbers.

Considering these facts, the recommended size for a committee, in order to reach a consensus, would be five members. For a committee that only needs to furnish the

chapter with information they have gathered (i.e., research the feasibility of purchasing a new washer), the recommended size would be three members.

### ***COMMITTEE CHARGE***

After appointing members to each committee, the EBoard should meet to review the chapter's goals. To ensure that these goals are met, the EBoard should communicate the goals and charge each committee with specific tasks. The tasks would then be used by the committees in setting their committee's goals.

### ***COMMITTEE BUDGET***

Each committee requiring the use of chapter funds should prepare a budget and present it to the treasurer for inclusion in the chapter budget. To assure that each committee's budget will be included and that sufficient funds will be available, the vice president should consult the treasurer to determine when he plans on preparing his budget and then inform the committee chairmen of the timetable.

To ensure the financial stability of the chapter, **annual budgets must be prepared in advance of the beginning of the school year**. Revisions to the budget can be made, but should be limited to the beginning of each academic term and only in emergency situations.

### ***COMMITTEES PROVIDE FOR TOTAL INVOLVEMENT***

#### **A successful chapter will be a chapter where every member is involved!**

In all chapters the officers and major committee chairmen are involved, but what about the other members? An uninvolved member will often be an unhappy Brother and can be pessimistic about the efforts of others.

**Therefore, it is important to keep all members involved.**

Utilization of the committee system will accomplish this goal. With total member involvement in the committee system, every Brother is given an opportunity to participate in, provide input to, and contribute to the future of the chapter's success.