



Theta Chi Fraternity

Chapter Advisory Board Manual 2004-2005

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The Creed of Theta Chi

I believe in Theta Chi, its traditions and its ideals. Born of sturdy manhood, nurtured by resolute men, ennobled by high and sacred purpose, it has taken its place among the educational institutions of America as a promoter of knowledge, an advancer of culture and a builder of character.

It inspires true friendship; teaches Truth, Temperance and Tolerance, extols virtue, exacts harmony and extends a helping hand to all who seek it

I believe in the primacy of Alma Mater; in the usefulness of my fraternity, in its influence and its accomplishments and I shall do all in my power to perpetuate its ideals, thereby serving my God, my country and my fellow-man.

**THETA CHI FRATERNITY
MISSION STATEMENT
OF AN ADVISOR**

The Purpose of an advisor to a chapter of Theta Chi Fraternity is to provide guidance, advice and knowledge. The advisor is a teacher, a friend and a role model with a thorough understanding of the ideals and practices of Theta Chi Fraternity.

An advisor is vital to the success of a chapter. A genuine commitment is the greatest guarantee of success.

Forward

As a member of the chapter advisory board (CAB) of a Theta Chi chapter, you have become an important component in the success of the fraternity. The board is charged to identify, reinforce, develop and advise to the fullest potential the operations within the chapter.

The purpose of a CAB is to provide a chapter of Theta Chi Fraternity a constant source of stability. Whereas a fraternity's membership will have a 100% turnover every 4-5 years, the advisory board will serve as a consistent resource.

This manual is designed to help you serve the undergraduate members more effectively by providing experience, leadership, insight and maturity, and by assisting in the direction of the chapter. Theta Chi helps fulfill many purposes of which develop member's leadership skills, organizational skills, retention skills, presentation and speaking skills, and helps them launch successful and meaningful lives. The CAB represents incredible opportunities to facilitate this future. It's up to you to make the most of these opportunities.

Every Theta Chi CAB member should take a proactive stance in working with and advising the chapter. This is mostly done by meeting with the respective undergraduate officer or chairman and reviewing the goals and the operation manuals, then act to encourage continued improvement in the operations of the chapter. One of the most important board functions is to prevent possible problems from developing. Consistency and regular meetings are the key. Many chapters run into difficulty when the CAB does very little with the chapter until a major problem exists. In many cases, it's too late. An active and interested board is an essential element in all successful chapters of Theta Chi Fraternity.

This manual is designed to give you a general understanding of the Greek system, Theta Chi Fraternity, and your role with the local chapter. Please read over it carefully.

The International Headquarters staff will assist you in every way possible so that you may be an effective and responsible member of the CAB. Should you need further information after reading this manual, or have suggestions for improvement, please write or e-mail the Theta Chi Fraternity Headquarters, c/o Chapter Advisory Board, 3330 Founders Road, Indianapolis, Indiana 46268-1333 or ihq@thetachi.org.

WHY BE GREEK?

THE VALUES OF FRATERNITY MEMBERSHIP

College covers a span in life that holds tremendous possibilities for the development of an individual's personality. The fraternity chapter, with its carefully chosen individuals, supplies this environment.

The fraternity helps develop personality. Individuals learn how to get along with people, learn how to adjust to others in the give and take of chapter life. One learns the value of service, of being vitally interested in others. Personality is the sum of the effect one has upon people. The atmosphere of mutual helpfulness that exists in fraternity houses assists in the development of personality.

The opportunities for the development of leadership offered by fraternity life are valuable factors in the material progress of young individuals about to step out into the life of the world.

Chapter life also promotes mutual understanding and appreciation. If one would take the trouble to look for the better self in others, one would have more friends and life would be much happier and more successful. The intimacies of chapter life give assurance of deep and lasting friendships based on mutual understanding.

The student entering college finds himself confronted with a situation utterly different from any he has previously known. The fraternity chapter is a sufficiently small unit of assistance in helping in orientation. Dr. C.V. Boyer, then president of the University of Oregon, emphasized this in saying, "The activities are so numerous, the faces so strange, the scene so novel, that the freshman, thrown on his own resources for the first time, is bewildered. Yet he must adjust if he is to survive, and adjustment, the finding of himself in this great concourse of youth, is of the utmost value to him. It clarifies his ideas, develops self-confidence, expands his mental horizon, widens his acquaintance, familiarizes him with the ways of the world, enables him to take care of himself, opens up to him new values in life, and frees him from the backwardness and prejudice that stand in the way of a full life."

Fraternities provide a valuable service to the undergraduate and to the college by furnishing living quarters where the discipline and tradition of the group take the place of former parental restrictions. In the Bulletin of Union College in New York, appeared the following regarding fraternities. "Fraternity life, as it exists at Union, comes as close to providing a home atmosphere as is possible for young men to create. Both the pride of their good name and the selfish interest of a fraternity lead them to do their best to keep their members in college and in good standing. Alumni interest contributes to this end. Fraternity life emphasizes social training and gives the boys experience in house management. This assures him an encouragement and support which approximates the atmosphere of his home."

In spite of the best of home training and example set by parents, personal habits are not completely formed when a student enters college. The vows a new member takes on entering a fraternity and the constitution which guides him are such that any parent would be proud if he had had the opportunity of subscribing to them. Fraternity rituals express in permanent form worthwhile emotions. It is these thoughts of service to others, of honor and of truth, which influence a new member directly, through his study of them and indirectly through the lives of others who use the same pledge and constitution as part of their pattern of life.

Fraternity life also is an experience in cooperative living. The member learns to respect the opinions of others, to share activities with them, and to assume his part of the group obligation. He has the opportunity to accept and discharge responsibility, and he acquires self-confidence by learning to stand on his own feet among his peers. He develops poise, initiative, tact and judgement. The education of members is designed to teach responsibility, good manners, social awareness, respect for those in authority and fraternity history. Former Dean of the University of Washington, Arthur R. Priest, said, "The fraternity chapter takes the place of parents for four years; the work of the fraternity begins where that of the father leaves off. It assists the freshman in the crystallization of his philosophy of life so that his standards of self and social relationships shall be clearly defined in stead of chaotically dispersed. It teaches group consciousness; it teaches group loyalties. It furnishes a laboratory for the practice of, and developing capacity for, self-government. It develops the capacities for friendship. It teaches men to work, live and think with other men. It assists the individual in his self-expression and development. Finally, it furnishes a guide and spiritual development of members during the four years period which the college can only indicate, but not fulfil so well."

Personal problems in college are numerous. The planning of one's time requires constant thought and advice. Fraternity chapters close the gap caused by the breaking of family ties. In each chapter house, upperclassmen have faced most of the problems facing freshmen. They are available for help with difficult studies, with friendly suggestions or advice.

While scholarship is the primary responsibility of the university, fraternities strive to achieve creditable averages by enforcing study rules and encouraging serious attitudes toward studies. Many deans and fraternity advisors across the country are cooperating in the effort of fraternities to stimulate an interest in study and are now establishing live-in advisors to contribute to the guidance of undergraduates.

Fraternities offer, through the individual members, an opportunity for wholesome companionship and refreshing activities that broadens outside interests. Extra-curricular activities are a good part of college life and are promoted by the university for their inherent value. Fraternity chapters encourage their members to enter such activities. Fraternity teams of all kinds are the mainstay of intramural programs.

Fraternity chapters offer an excellent opportunity for training in the social poise. The pressure of the group corrects idiosyncrasies and cultivates agreeable social habits. Dr. Nicholas Murray Butler, late president of Columbia University, once said, "I consider character, the art of being a gentleman, and mental efficiency the three most important qualifications of a college man, and among the essentials for a career of social usefulness."

More important than the externals of social behavior is the fundamental inward development which fits students for complex society. As the late Dr. Alvan E. Duerr, director of fraternity scholarship efforts for a number of years, pointed out, "Fraternalities are the greatest socializing force on the college campus. They are the nearest approach to democratic self-government that college life affords. The fraternity offers its undergraduates the opportunity for leadership which will make their membership of vital significance to them and in which they may find a true expression of their best thought and aspiration."

Through the management of chapters, members are given valuable training in the work of an executive. The president of the chapter is responsible for the smooth operation of an organization, the members of which are in daily contact with one another. Skill and tact in the handling of relations must be acquired if the administration is to be successful. The house manager, steward and treasurer have financial and business matters to supervise. Alumnus members of the chapter usually keep close watch on the business operations of the chapter. Budgets, audits and monthly financial reports to the college and national fraternity headquarters have educational value and provide checks against youthful inexperience. The vice president, secretary and the chairs of various committees also receive training in organizational management which is of lasting benefit. All the activities of the chapter are under the constant scrutiny of its national body. To keep chapters up to a high standard of performance, staff members and volunteer regional officers make periodic visits.

WHAT IS THETA CHI FRATERNITY ALL ABOUT?

THE INTERNATIONAL FRATERNITY

Theta Chi Fraternity is an international fraternity comprised of over 140 chapters and colonies. All members must have an understanding of the structure and benefits of the organization.

THE GRAND CHAPTER The Grand Chapter of Theta Chi is the elected administrative, executive and judicial body of the Fraternity. It is made up of eight alumnus brothers who volunteer their time and talents to benefit Theta Chi. Members of The Grand Chapter are elected by the undergraduates at the National Convention every two years. The Grand Chapter has the power to issue and suspend chapter charters; establish colonies; decide what petitions for chapters will be presented to the active chapters for ratification; decide all questions concerning the interpretation of the By-Laws and Ritual; appoint Regional Counselors; and appoint and supervise an Executive Director and assistants. The Grand Chapter may make, adopt, alter and repeal by-laws and resolutions as long as they are consistent with the National By-laws, Ritual and resolutions passed by the National Convention. All regulations and decisions made by the Grand Chapter can only be repealed by the National Convention delegation.

THE NORWICH HOUSING CORPORATION The National Endowment Fund was established on August 31, 1928, to provide a source of mortgage loans to chapters with alumni or house corporations for the purchase or repair of chapter houses. The Norwich Housing Corporation (NHC) was established as a non-profit corporation to administer the National Endowment Fund. The Board consists of five alumnus members of the Fraternity. The National Endowment Fund is supported through a portion of each Initiation Fee paid by each man initiated into Theta Chi Fraternity. This money is used to assist alumni or house corporations in purchasing, improving or repairing their chapter houses.

Mortgage loans are made to incorporated chapter alumni boards or associations to assist them in obtaining chapter housing. Such loans may not exceed 70% of an accepted independent real estate appraisal of the property. Loans are normally made for a period not exceeding fifteen years. Information and application forms for mortgages are available from the International Headquarters.

THE INTERNATIONAL HEADQUARTERS The International Headquarters is the nerve center of the Fraternity. It is the administrative office for all activities of the International Fraternity. Its functions are service oriented. Below are listed the general areas of International Headquarters' responsibilities:

- ?? Chapter operations and records
- ?? Alumni records and contact
- ?? Administration for the Grand Chapter, Norwich Housing Corporation, Foundation Chapter of Theta Chi Fraternity, Theta Chi Funds For Leadership and Education, the Regional Plan, and the Ladue Emergency Fund Committee
- ?? Editing and publishing of the Grand Chapter's publications
- ?? The Leadership & Education Consultant Staff (LEC)
- ?? Planning and coordination of all leadership events on a national level
- ?? Interfraternity cooperation and activity

INTERNATIONAL HEADQUARTERS STAFF MEMBERS

Executive Director Oversees the operation of the International Headquarters, works with the Grand Chapter to meet the Fraternity's needs and handles chapter emergencies, while serving as the Chief Executive Officer of the Fraternity.

Director of Financial Operations Oversees all financial operations of the Fraternity including membership fees, mortgages, Ladue loans, investments and all tax matters.

Director of Chapter Services Oversees Leadership and Education Consultants, Expansion Coordinators, chapter and colony development, potential interest groups, and Regional Counselors for the Fraternity, while working with the Regional Plan Committee.

Director of Leadership Development Provides chapter resources such as educational newsletters and Chapter Operations Manuals, while working with the Leadership Education Committee to plan and promote all national Conventions, conferences and leadership schools.

Director of Chapter Development Manages the national insurance program, serves as a headquarters liaison to the Risk Management and Standards Committee, and handles all risk management and disciplinary matters involving undergraduate chapters.

Director of Alumni Resources and Housing Acts as a liaison between the Norwich Housing Corporation, Alumni Corporations, and chapters. Assists chapters and corporations in securing loans for new housing, remodeling, or emergency funds. Also assists chapters in creating Alumni Corporations.

Executive Assistant Assists the Executive Director and oversees all support staff members while assisting with clerical office duties.

Membership Assistant Handles all membership information, new member registration, membership numbers and records.

Financial Assistant Assists the Director of Financial Operations and records membership fees, jewelry orders, merchandise orders, and conference registration fees, as well as membership cards and certificates.

Records & Communications Assistant Assists the Director of Chapter Services and handles all correspondence dealing with Leadership and Education Consultants, while working with all chapter reports and information. Also works closely with Regional Directors and Counselors.

Receptionist/Data Entry Conducts all telephone correspondence dealing with incoming calls, greets visitors to the International Headquarters and performs clerical office duties.

Data Processing Assistant Assists the Director of Chapter Development, Director of Leadership Development and Director of L.E.A.D. in their daily operations.

Project/Mail Room Assistant Handles all mailings and special projects involving chapters, Official Family members and outside correspondence

Expansion Coordinators Conduct expansion presentations and efforts on campuses across North America in an effort to further fraternity growth, conduct follow-up visits with colonies and interest groups, and work with alumni to provide stability for new groups.

LEADERSHIP & EDUCATION CONSULTANT STAFF

The Leadership & Education Consultants (LEC) are Fraternity employees, hired from among the best of recent graduates. They serve as the direct arm of the International Headquarters to the chapters and colonies. The Consultants visit chapters and colonies giving them tips on leadership and fraternity management.

A LEC is expected to meet as many brothers and new members as possible. He meets with chapter officers, including the fraternity educator, the Marshal. He plans educational workshops with the chapter as a whole. He contacts advisors, alumni corporation officers, and the key administrators at your campus who are involved with fraternities.

After this intensive visit, he objectively assesses the chapter's position and sends in a comprehensive report to the International Headquarters. A Leadership and Education Consultant visit is designed to assist with the chapter and individual member growth.

THE FOUNDATION CHAPTER

The Foundation Chapter of Theta Chi, Inc. is a private, not-for-profit organization which grants scholarships to both graduate and undergraduate students attending institutions where Theta Chi Fraternity maintains an active chapter based on financial need and academic performance. The Foundation Chapter operates solely and exclusively for beneficial, charitable, literary and educational purposes. The corporation may acquire, use, hold and dispose of property for the benefit of a fraternal organization, exempt from taxation. Applications are available through the International Headquarters.

Director of Development *Oversees the development of Theta Chi Funds for Leadership and Education, Inc.; working with the board which maintains this public foundation of the Fraternity; works with Alumni Chapters and Associations; and serves as Editor of the Rattle of Theta Chi, the official magazine of the Fraternity.*

Foundation Assistant *Assists the Director of Development.*

THE REGIONAL PLAN

The Regional Plan was developed to geographically divide the Fraternity into numbered regions. Each region has Regional Counselors who work with the chapters and colonies in their area and assist them with chapter operations. Theta Chi currently has eight regions.

Regional Counselors are volunteer alumnus members of Theta Chi Fraternity. They are appointed by the Grand Chapter. Regional Counselors help chapters and colonies solve problems and improve chapter operations.

LADUE MEMORIAL EMERGENCY FUND

The Frederick W. Ladue Memorial Fund is a loan fund established to make small emergency loans to chapters. Chapters seeking a loan from the fund should complete a Ladue Fund application form (available from the Headquarters). The application is considered by the Ladue Fund Committee and the chapter is advised of the decision of the Committee as soon as possible. Requests for loans should be kept under \$5,000.00 except in an extreme emergency. The success of this loan depends on prompt payment of principal. As principal payments come in, we can help other chapters by making additional loans.

LEADERSHIP DEVELOPMENT PROGRAMS

Theta Chi Fraternity offers many leadership development programs on both the national and regional levels. Below is an outline of these schools and their purposes.

School of Fraternity Practices - The School of Fraternity Practices is held in conjunction with our National Convention which occurs on even numbered years. The school runs for three days and focuses on major societal issues and basic fraternity operations.

Chapter Leadership Conference - The Chapter Leadership Conference is held during odd numbered years. The conference lasts for four days. The primary focus for this conference is leadership development. Emphasis is placed on the individual officer and his role in the chapter. We also use this time to address major campus and societal issues.

Deranian Presidents Conference - Each year this workshop is held in Indianapolis for chapter presidents. The workshop is designed to bring presidents together to discuss areas in which they need assistance. It also provides a format for the Headquarters staff to identify the needs of the chapters, to attain suggestions and feedback for new ideas.

Mid-Year Leadership Challenge - Each year, the International Fraternity coordinates Mid-Year Leadership Challenges in seven regional locations across the United States. Conferences are held in November and February and provide a time for undergraduates to congregate and discuss educational opportunities within the fraternity as well as develop skills to deal with many of the issues facing college students today. Mid-Year Leadership Challenges provide thousands of members a very intense leadership, education, and fraternal experience at a minimal cost.

THETA CHI PUBLICATIONS

The Fraternity magazine is **The Rattle of Theta Chi**. It is a source of information concerning recent Theta Chi news and events. It contains articles of interest to both alumnus and undergraduate brothers. Each chapter receives several copies of this publication while many members receive personal copies.

Theta Chi Today is issued every other month to all undergraduate chapters. It contains information that is of use and interest to all undergraduate members and new members. This publication focuses on educating chapter members on issues facing Theta Chi and the fraternity world as well as offering operational and programming ideas.

Best of the Best is the alternate publication of **Theta Chi Today**, arriving on the months between its distribution. This newsletter focuses on chapter achievement and outstanding programming conducted by our undergraduate chapters, colonies and interest groups.

Eye of the Serpent is a risk management newsletter mailed to all undergraduate chapters and alumni corporations. The main focus of the newsletter is education in the area of risk management and notification of disciplinary procedures taken with chapters of the Fraternity.

Theta Chi also publishes Chapter Operations Manuals for the following officers/areas: President, Vice President, Secretary, Treasurer and Financial Operations, Marshal and New Member Education, Recruitment, Scholarship, Alumni Relations, Retreats & Transition, and Public Relations. The Risk Management and Standards Manual is also provided to chapters on an annual basis. These manual can be found on the Fraternity's website -- www.thetachi.org

THE NATIONAL BY-LAWS

The By-laws of Theta Chi Fraternity present the procedures and regulations of the Fraternity in greater detail. They cover both Grand Chapter and active chapter administration as well as membership requirements.

WHO TO CALL AT THETA CHI INTERNATIONAL HEADQUARTERS

Phone: 317.824.1881 Fax: 317.824.1908 General E-mail: ihq@thetachi.org

Address Updates--Alumni	Receptionist
Address Updates--Chapters	Executive Assistant
Alcohol-Free Housing	Director of Chapter Services
Alumni Chapters:	
<i>Establishing and General Information</i>	Director of Development
Alumni Corporations	Director of Alumni Resources and Housing
Alumni Directory	Director of Development
Alumni Mailing Labels and Lists	Executive Assistant
Alumnus Initiates:	
<i>Forms, Certificates and Badges</i>	Membership Assistants
<i>Nominations</i>	Executive Assistant
Archives	Executive Director
Awards & Award Certificates, ordering	
<i>Alumni Award, Silver Legion, Golden Guard, Appreciation Award,</i>	
<i>Citation of Honor</i>	Membership Assistant/Executive Assistant
Award Applications (includes certificates)	
<i>Alter, Chapter Excellence, Colley, Jordan, Fields</i>	Director of Leadership Development
Badges:	
<i>New Initiates, Badges & Specialties</i>	Membership Assistants
By-laws, National:	
<i>Ordering copies</i>	Executive Assistant
<i>Questions</i>	Any Director
Chapter/Colony address/officer updates	Executive Assistant
Chapter Emergencies:	
<i>Death, serious injuries, fires, natural disasters, potential or actual</i>	
<i>lawsuits</i>	Executive Director/Director of Chapter Development
Chapter Problems:	
<i>Chapter disciplinary incidents and/or sanctions or hearings, risk</i>	
<i>management violations, discipline of members, questions</i>	
<i>regarding depletion, suspension, expulsion, interpretation of</i>	
<i>National By-laws</i>	Director of Chapter Development
Chapter Leadership Conference	Director of Leadership Development
Chapter Operation Manuals	go to website www.thetachi.org
Charters, ordering	Director of Financial Operations
Colonies	Director of Chapter Services
Convention	Director of Leadership Development
Deranian Presidents Conference	Director of Leadership Development
Directory of Theta Chi Fraternity	Communications Assistant
Expansion:	
<i>Presentations, potential expansion sites, and interest groups</i>	Director of Chapter Services
Financial and Membership Records:	
<i>Roster Number; Initiation Fees; E-1 Forms; New Member</i>	
<i>Registration</i>	Membership Assistants
Flags, ordering	Executive Assistant
Gift Items	Burr Patterson & Auld -- www.burrpatt.com
Grand Chapter Officers visits/special events	Executive Assistant
Insurance, liability	Director of Chapter Development
Jewelry orders	www.burrpatt.com

Leadership & Education Consultants: <i>Applications, information, interviews, scheduling visits, special visit requests</i>	Director of Chapter Services/Communications Assistant
Mailing Labels and Lists	Executive Assistant
Membership Certificates	Membership Assistants
Membership Cards	Membership Assistants
Mid-Year Leadership Challenges	Director of Leadership Development
Nametaq orders	Executive Assistant
National Events	Director of Leadership Development
Newsletters: <i>Best of the Best/Undergraduate Fraternal Link</i> <i>The Crossed Swords</i>	Director of Leadership Development Director of Chapter Development
New Member Registration: <i>Check status of new members & fees; New Member buttons;</i> <i>Ordering new member registration cards</i>	Membership Assistants
Norwich Housing Corporation Loans	Director of Alumni Resources and Housing
Official Family: <i>Address corrections; Orders & Supplies</i>	Communications Assistant
Orders for supplies/order forms/questions regarding orders	Executive Assistant
Probation Chapters: all matters	Director of Chapter Development
The Rattle: Editorial matters	Director of Development
Recruitment Recommendations	Director of Chapter Services
Regional Staff: <i>Address Updates</i> <i>Applications</i> <i>Appointment Procedures</i> <i>Assignments</i> <i>Supplies and Orders</i>	Communications Assistant Communications Assistant Director of Chapter Services/Communications Assistant Director of Chapter Services/Communications Assistant Communications Assistant
Risk Management matters & questions	Director of Chapter Development
Risk Management, Standards, & Insurance Manual, ordering	Assistant to Director of Chapter Development
Ritual Books: <i>Orders</i> <i>Replacement procedure</i> <i>Questions regarding the Ritual</i>	Executive Assistant Director of Financial Operations any Director
Robes, ordering & information	Executive Assistant
Sportswear, Clothing -- Campus Classics	1.800.27.GREEK or www.campusclassics.com
Scholarships, academic: <i>Sherwood Blue; Dale A. Slivinske Memorial</i>	Director of Educational Services
School of Fraternity Practices	Director of Leadership Development
Tax ID number for chapters & alumni corporations	Director of Financial Operations
Website & E-mail questions	ihq@thetachi.org
Tours of the International Headquarters *	any Director

*** TOURS:**

We are happy to welcome individuals or groups to the International Headquarters during business hours, Monday through Friday, 8:00am to 4:30pm EST. Please contact the International Headquarters at 317.824.1881 to arrange for a visit and tour. We ask for a minimum notice of one week for groups so that we can plan for your visit. Thanks!

E-Mailing the Headquarters:

If after reviewing this list you are still unsure who you need to speak with, please send your detailed message to ihq@thetachi.org and your message will be forwarded to the appropriate person or persons.

2004-2005 THETA CHLEES

Please Contact the International Headquarters for Fees Updates

RECHARTERING FEE: This fee is due in the International Headquarters by February 1st. The base rate is \$1,250.00 plus a per man fee that is based on the total chapter membership (initiates and new members) as of the April 10th membership summary report. The per man fee breakdown is:

1 - 45 members	= \$30.00 per man
46 and up	= \$25.00 per man

NATIONAL GENERAL LIABILITY INSURANCE PROGRAM (NGLIP) FEE: This fee is due in the International Headquarters by October 1st of each year, unless otherwise communicated by the Director of Chapter Development and Director of Financial Operations. The base rate for all chapters is \$115.00 per member and is always based on the April 10th membership summary report. Late fees are \$5.00 per member per month the payment is late.

Insurance Fee Rebate Program - Chapters that meet **all** four of the following conditions will receive a \$25.00 per man rebate on their paid insurance premiums. This rebate will be given each year, beginning in 2004, at our national summer conference (School of Fraternity Practices and Convention OR Chapter Leadership Conference) based upon the performance of the chapter from July 1st to the June 30th each year.

Qualifications for a rebate:

- (1) The chapter can have no risk management violations or outstanding insurance claims in the two years preceding the rebate date.
- (2) The chapter has paid its insurance premium in full by the date due of the current billing year. *Payment plans that go beyond the due date will allow your chapter some flexibility in paying the insurance premium but will disqualify the chapter from consideration from the rebate.*
- (3) The chapter must be current with all forms and fees to the International Fraternity. This includes all new member fees, initiation fees, all appropriate forms, and rechartering fees.
- (4) The chapter must have at least one representative attending all national leadership events. Those are the Chapter Leadership Conference or School of Fraternity Practices and Convention, a Mid-Year Leadership Conference each year, and the Deranian Presidents Conference each year. *Attending is defined as arriving on time, attending all sessions, and departing after the event is completed.* We maintain attendance and participation records, and if representatives arrive late or leave early or miss sessions, that will disqualify the chapter from consideration for the rebate.

Chapter House Adjustment - Chapters that do not have a house, common living area or property will qualify for a \$5.00 per man reduction adjustment on the insurance premium billing.

Chapter Surcharges Chapters that have a risk management violation may be surcharged, at the discretion of the Risk Management and Standards Committee, up to an additional \$25.00 per man. The review period is the same as the rebate period: July 1st to June 30th. This policy change is retroactive to July 1st, 2002.

Chapters that have a risk management violation *resulting in a claim during the past two years (from July 1st, 2001 to June 30th, 2003)* may be surcharged, at the discretion of the Risk Management and Standards Committee, up to \$25.00 per man in addition to the risk management violation surcharge noted above.

NEW MEMBER FEES: The cards and fees are due to the International Headquarters no later than 10 days from the date of joining. The fees for joining are \$75.00 per man and are non-refundable. Cards are available from the International Headquarters free of charge.

INITIATION FEES: The initiation fees are due to the International Headquarters 3 weeks prior to initiation. The initiation fee is \$175.00 and is refundable if the member is not initiated. This payment will ensure that the badges are available for Ritual. If payment is received after this date, this service is not available. The Member Record Form, or E-1, is due 24 hours following initiation.

THETA CHI FORMS and RECORDS

All forms are available from the International Headquarters free of charge

RISK MANAGEMENT CERTIFICATION: This form is to be sent to the International Headquarters by October 1st of each year. This form can be found on the first two pages of the *Risk Management, Standards, and Insurance Manual*, on the website, or by calling the International Headquarters.

MEMBERSHIP REPORT FORM: Updated twice a year --
--chapter receives first form in October, due back November.
--chapter receives second form in March, due back April 10th.

NEW MEMBER REGISTRATION CARDS (PRE-1 -- white): to be sent with the \$75 (per man) New Member Fee within ten (10) days after the pledging ceremony is held.

NEW MEMBER INITIATION REQUEST FORM (PIRF-1 -- green): to be sent with the \$175 (per man) Initiation Fee three (3) weeks prior to the planned initiation date.

MEMBER'S PERSONAL RECORD FORM (F-1 -- white): to be sent immediately after initiation has taken place.

TRANSFER OF MEMBERSHIP CERTIFICATE FORM (T-1 -- blue): to be used when a member of another chapter requests the transfer of his membership to your chapter. Send the form to his original chapter. They will complete the top half and return it to you. You complete the remainder of the form and forward it to the International Headquarters.

SUMMER OFFICERS FORM: to be sent in by April 10th or prior to the last day of school.

ALUMNUS INITIATION NOMINATION FORM: to be completed and returned along with proper fees to the International Headquarters. The nomination goes to the Grand Chapter for approval.

HOW DOES THE CHAPTER ADVISORY BOARD (CAB) WORK?

Chapter Advisory Board Introduction

The support of the community and alumni is critical to the long term success of any college based organization. With the advisement and supervision of fraternity, university and community leaders, the CAB has been created as a system of continual advisement that helps chapters set a solid foundation for the future.

A CAB is made up of members who share their expertise with undergraduates and officers of the chapter. The main purpose of a CAB is to monitor the progress of the chapter, provide counsel, advice, leadership and to assist in the direction of the chapter. A few areas of concentration include academics, leadership, recruitment, financial management, philanthropy, public relations and an emphasis upon the intangible aspects of fraternalism--brotherhood, motivation, unity, caring for one another and life skills such as health, etiquette and interviewing skills.

The CAB has a separate and distinct function as compared with the alumni/house corporation boards that would continue to serve as owner of the chapter house and the land on which it sits.

In general, the house corporation board is a non-profit corporation established under the laws of a state or province. The house corporation will typically be exempted from the payment of taxes under IRC Section 501 (c)(7) if the appropriate filings have been made with the IRS. In most circumstances, contributions to a house corporation are not considered charitable donations, and, therefore, are not able to claim the value of their contributions as a deduction on their tax returns.

In most cases, the undergraduate chapter and/or its members lease the chapter house and/or property from the house corporation. In this capacity, the house corporation serves as the landlord to the chapter. A house corporation typically pays the mortgage payments, real estate taxes, property insurance, and provides for capital improvements to the chapter house.

The members of the house corporation can serve as educators, advisors and role models. However, the corporation and its members do not serve as supervisors or managers of the chapter's activities or operations. Although the house corporation may decide who lives in the chapter house, it has no authority to determine who will become or will continue to be a member of the chapter.

Role and Purpose of the CAB is to:

- ?? exist as a separate entity from the chapter alumni corporation board.
- ?? consist of diverse members of the campus and community who are educated on current issues facing Theta Chi and the Greek community.
- ?? provide chapters with continuity of goals and a vision for the future.
- ?? act as a liaison between the undergraduate chapter and the International Headquarters.
- ?? redefine the roles of the leadership and education consultants as well as the regional counselors.
- ?? provide consistency in the advisement of chapters.
- ?? help improve communication between alumnus members, the International Headquarters, National Board of Trustees, Theta Chi Funds for Leadership and Education and the Foundation Chapter.
- ?? assist in officer transitions, chapter operations, leadership retreats and further training of members.
- ?? provide alumnus members involved an opportunity to further their service to the fraternity and live the phrase, "Theta Chi for life."
- ?? provide more power to our alumnus members in training undergraduate chapter members and creating a more constant contact with these alumnus members.
- ?? provide alumnus members, as well as community members, the chance to communicate effectively with the undergraduate chapter members without dictating, which in return will provide a healthy working relationship.

Selection and Organization

Because of the importance of a CAB, it is crucial that the group be able to work together closely and have the respect of the undergraduate chapter. The activities of the chapter should be supervised by 12 to 15 board members with each member taking on a special area of responsibility. The 12 positions on the CAB shall be chairman, scholastic advisor, leadership advisor, public/community relations advisor, legal advisor, new member education advisor, ritual, values, ethics and standards advisor, alumni relations advisor, recruitment advisor, financial advisor, life skills advisor and board member(s).

It is recommended that the board's membership represent a wide range of expertise. Every effort should be made to recruit people with knowledge or experience in such fields as law, insurance, management, accounting/finance, real estate, engineering/construction. It is desirable to find individuals from different age groups, different fraternity memberships, different memberships in other Theta Chi chapters, representatives of the local community. Members of the university administration/faculty should also be sought as board members. It is encouraged that the CAB consist of both women and men. The experience of individuals from such diverse backgrounds is invaluable. A member of the board who has never been associated with Greek life or with Theta Chi brings a different perspective and can provide objective insights to situations.

Members may not hold more than one position. Each member of the board works with the undergraduate officer/chairman responsible for his/her area of concentration to develop and implement a plan of action that will bring the area into compliance with the overall goals of Theta Chi Fraternity.

Undergraduates, except the chapter president, may not be members of the board. However, the chapter president may not hold an advisory position except as a board member. The active treasurer should attend all board meetings in order to give a full and up-to-date report on the chapter's financial situation and operation, as well as get guidance and supervision from the board.

If the chapter has an alumni corporation, it is recommended that a member (usually an officer) be appointed to the CAB to help promote communication and coordination of activities.

A CAB has the authority and duty to supervise and control the organization, personnel and finances of the chapter. There is great latitude available to the CAB in what and how it does its job. The Grand Chapter of Theta Chi Fraternity is relying on the CAB to assist in the day to day operations of the chapter.

Training of Board Members

The greatest challenge in developing a CAB is educating its members to develop good students, strong leaders, good citizens and to provide our undergraduate members the skills and knowledge needed to succeed. To guide and advise the chapter officer(s) with whom one will work, CAB members must keep current on new fraternity programs, ideas and operations, keep current on state or province laws and keep current on the host university's policies and procedures.

First, become familiar with this manual. Read it carefully and begin to understand the role of the CAB within Theta Chi. There is a lot of good information in this document which will definitely aid you in your good work.

Next, a CAB training meeting will be scheduled. This will be an opportunity for CAB members to get to know each other, to discuss the current status of the chapter, and to discuss the duties of each member. This initial meeting will be facilitated by either a Headquarters staff member, a Regional Counselor, or the Chairman of the CAB.

And finally, a retreat with undergraduates of the chapter, alumni corporation officers, and CAB members will be scheduled for everyone to meet and discuss the role of each group and to set goals for the next year.

Advisors must understand how all parts of the chapter work together in order to facilitate the advisors duties. It is encouraged that advisors attend Theta Chi events throughout the academic year. Each advisor needs to understand the differences between advising and dictating, between advising and doing. Advisors will guide officers and chairman through the problem-solving process rather than giving them a solution.

Each advisor should have regular contact with the officer/chairman he/she is advising. Weekly contact is highly encouraged but each advisor and undergraduate officer can schedule meeting times, phone calls, e-mails, accordingly.

There are a number of other resources available to you to do your job properly. Be sure to acquire the materials listed on page ***, such as by-laws, lists of officers and committee chairmen. Also, advisors can use the expertise of a regional counselor, a leadership and education consultant in the area, the International Headquarters staff, and the university administration, including the Greek advisor, to implement ideas and programs. Get acquainted with them as soon as possible and let them know how you are doing. They are anxious to help.

By the end of the training sessions, each advisor should have questions answered, and feel comfortable in knowing that there are people to answer further questions and help solve problems. Utmost, advisors should firmly believe that the time and efforts spent are valuable in strengthening the individual undergraduate members, the chapter, the university, the local community, and Theta Chi Fraternity.

Positions and Duties of Advisors

The board should review all chapter programs and operations. Duties and programs may include assisting with chapter operations and finances, supervision of real estate and supervision of corporation employees, etc.

All information in this manual (and others) concerning the operations of the chapter apply equally as much to chapters who do not own a house, as they do to the chapters with one. Chapters without a house still need the important supervision and guidance that a CAB can provide.

The board should adopt a set of by-laws (see example) with provisions for regular meetings at which officers are elected and the members whose terms expire are re-elected or replaced. The laws of your state or province governing corporations may stipulate certain meetings and regulations.

There should be a meeting at the opening of each school term with other dates scheduled periodically through the semester. If the chapter owns a house, it is suggested that the board meetings be held at the conclusion of each term to make the necessary preparations for break.

Written minutes are kept of the business transactions at each meeting. The transcripts are compiled in the CAB minute book and a copy forwarded to the International Headquarters with the quarter report.

The board always should work toward the progress of the chapter. An active board provides a great deal of continuity in operations since it helps facilitate the transition from one set of chapter officers to the next.

Chair

- ?? is knowledgeable and uses all chapter operation manuals
- ?? organizes training of board members
- ?? meets with the chapter president
- ?? organizes meetings of the CAB
- ?? facilitates goal setting and monitors goals for the board
- ?? monitors chapter's progress on university sponsored programs
- ?? makes a yearly report to the Headquarters
- ?? attends chapter and executive board meetings (periodically)
- ?? maintains and updates Chairman's Manual

Public/Community Relations Advisor

- ?? is knowledgeable and uses all chapter operation manuals
- ?? reviews the management of all chapter facilities/property
- ?? reviews the community relations, public relations and philanthropy programs of the chapter
- ?? meets with the community relations, public relations and philanthropy (service) chairs of the chapter (chapter vice president also encouraged to attend)
- ?? shares knowledge of local community program resources with the chapter
- ?? supervises house corporation board employees
- ?? maintains and updates Public/Community Relations Advisor's Manual

Risk Management Advisor

- ?? is knowledgeable and uses the risk management, standards and insurance manual and the vice president chapter operation manual
- ?? reviews national, chapter and university risk management policies at the beginning of each quarter
- ?? reviews and advises the chapter's risk management policy each semester
- ?? meets with the undergraduate risk manager
- ?? reviews all social events (alcoholic and non-alcoholic events) for risk management concerns and encourages non-alcoholic programming
- ?? organizes a monthly inspection of house property, coordinated with the public/ community relations advisor
- ?? maintains contact with police, fire inspectors, health inspectors
- ?? maintains and updates Risk Management Advisor's Manual

New Member Education Advisor

- ?? is knowledgeable and uses the marshal and new member education chapter operation manual
- ?? helps replace all facets of hazing with productive and positive new member education programming
- ?? meets with the chapter marshal
- ?? helps facilitate brotherhood building activities and other positive programming
- ?? maintains and updates New Member Education Advisor's Manual

Scholastic Advisor

- ?? is knowledgeable and uses the scholarship chapter operation manual
- ?? meets with the chapter scholarship chair
- ?? helps develop and implement scholarship programming (i.e. time management, study tables, test taking skills)
- ?? assists with the development of external and internal tutorial assistance for members
- ?? assists with the development and maintenance of scholarship requirements for chapter members
- ?? maintains an accurate membership list of chapter members and new members
- ?? secures and maintains G.P.A. statistics of chapter members from the Office of Greek Life
- ?? reviews and monitors the G.P.A.s of chapter members
- ?? helps develop and maintain scholastic awards
- ?? maintains and updates Scholastic Advisor's Manual

Recruitment Advisor

- ?? is knowledgeable and uses the membership recruitment and recruitment committee chapter operation manual
- ?? assists with the facilitation of recruitment workshops for chapter members at the beginning of each semester
- ?? assists with the facilitation of recruitment workshops for new members
- ?? meets with the recruitment chair
- ?? assists with the development of a summer recruitment program
- ?? assists with the transformation to a 365-day-a-year recruitment philosophy and program
- ?? evaluates the chapter's recruitment programming, such as goals, quantity and quality of new members
- ?? knows and understands the interfraternity council's recruitment dates and rules
- ?? maintains and updates Recruitment Advisor's Manual

Ritual, Values, Ethics and Standards Advisor

- ?? is knowledgeable and uses all chapter operation manuals
- ?? reviews the Ritual of Theta Chi with the chapter officers and members before each initiation
- ?? meets with the Chaplain
- ?? assists with ritual practice before each initiation
- ?? assists and facilitates a ritual workshop for new members
- ?? facilitates programming that discusses the values prescribed in the ritual with chapter members each semester
- ?? assists with the implementation and function of the chapter standards board
- ?? maintains and updates Ritual, Values, Ethics and Standards Advisor's Manual

Leadership Advisor

- ?? is knowledgeable, uses and maintains copies of all chapter operation manuals
- ?? supervises day-to-day advising of chapter officers and members
- ?? assists with the facilitation of officer transitions and retreats
- ?? assists with the facilitation of chapter retreats
- ?? assists with the development and maintenance of leadership education
- ?? assists with the assigning of chapter members to leadership events, such as: university sponsored leadership events (during school year), regional events (during school year), Mid-Year Leadership Challenges (fall), national conventions and School of Fraternity Practice (summer), national Chapter Leadership Conference (summer), Undergraduate Interfraternity Institute (summer), Greek Leadership Conference (during school year)
- ?? assists with the development and maintenance of chapter officer manuals
- ?? meets, develops and advises chapter officers regarding leadership
- ?? maintains and updates Leadership Advisor's Manual

Financial Advisor

- ?? is knowledgeable about finances, uses and maintains copies of the treasurer and financial operations chapter operations manual
- ?? assists the chapter treasurer with budget planning and completing reports
- ?? assists the chapter treasurer and/or the alumni corporation board with financial standards
- ?? assists with the development and maintenance of special funds, such as: the chapter foundation, house improvements projects, scholarship funds, leadership development funds,
- ?? maintains and updates Financial Advisor's Manual

Alumni Relations Advisor

- ?? is knowledgeable and uses the alumni relations chapter operation manual
- ?? assists the chapter alumni chair with the alumni newsletter
- ?? helps the chapter to keep track of alumni interest, alumni addresses, and any other programs relating to alumni involvement
- ?? assists the chapter alumni chair with alumni events, such as Homecoming, winter meetings, spring alumni weekends, anniversary events, and other special programs
- ?? encourages alumni officers and board members to attend the national alumni corporation conference
- ?? maintains and updates Alumni Relations Advisor's Manual

Life Skills Advisor

- ?? is knowledgeable of all chapter operation manuals
- ?? assists chapter members with life skills, such as: resume writing, interviewing skills, etiquette and manners, graduate school applications, financial planning, insurance matters, community involvement
- ?? assists, maintains communication and understands the programs of the undergraduate career placement office,

such as: visitation of on-campus job recruiters, on-campus workshops and seminars, involvement with the career services office

- ?? assists with alumni contacts regarding job searches or job relocation information
- ?? maintains and updates Life Skills Advisor's Manual

Board Member(s)

- ?? is knowledgeable of all chapter operation manuals
- ?? assists with the development of the CAB
- ?? assists with the development and well-being of the chapter, Theta Chi and the Greek community
- ?? maintains and updates CAB Member Manual

Checklist of Information

The following materials should be included or collected with your chapter advisory manual and folder:

- ?? A current copy of the National By-Laws
- ?? A current copy of the local chapter's by-laws
- ?? A current copy of the local chapter's code of conduct
- ?? A current copy of the local chapter's CAB by-laws
- ?? A current list of board members, with addresses, phone numbers and e-mail addresses
- ?? A current list of chapter officers and committee chairmen, with addresses, phone numbers and e-mail addresses
- ?? A current list of the chapter's alumni corporation officers, with addresses and phone numbers and e-mail addresses
- ?? A current copy of all insurance policies, etc. (for chair, legal advisor, corporation representative)
- ?? A current list of emergency numbers in the area, including campus security, local police and fire departments
- ?? A copy of the campus map that shows locations of the health center, counseling and student development center, career placement center, offices of student affairs, security, and any other important campus buildings.
- ?? A current list of campus fraternities and sororities with chapter presidents and phone numbers
- ?? A current set of IFC rules (i.e. recruitment) and constitution
- ?? A current list of IFC and PHC officers and phone numbers
- ?? Any other copies of university and IFC rules should be obtained and reviewed annually by the board. A comprehensive collection of such materials should be maintained in this manual.
- ?? A current copy of the university's student handbook
- ?? Copies of the chairman's reports to the International Headquarters
- ?? Copies of minutes from the CAB meetings
- ?? A calendar of events from the university and the undergraduate chapter

Board members should also review items that can be obtained from the undergraduate chapter such as:

- ?? the various chapter operations manuals
- ?? the new member education program
- ?? the risk management, standards and insurance manual
- ?? Convention or Chapter Leadership Conference resource notebooks

Chapter Advisory Board By-Laws

Theta Chi Fraternity
Alpha Alpha Chapter
123 South Main Street
Indianapolis, Indiana 45678

By-laws of the Chapter Advisory Board Alpha Alpha Chapter Theta Chi Fraternity

For better accomplishing the objectives and purposes set forth, the Alpha Alpha CAB does establish the following by-laws, rules and regulations for its government.

Article I Name

The name of this organization shall be the Chapter Advisory Board of Alpha Alpha Chapter, Theta Chi Fraternity.

Article II Objectives

The objectives of this board shall be to monitor the progress of the chapter, to provide counsel, advice and leadership and to assist in the direction of the chapter. Areas of concentration include academics, leadership, public/community relations, risk management, new member education, standards and ritual education, alumni relations, recruitment, financial management and an emphasis upon the intangible aspects of fraternalism--brotherhood, motivation, unity, caring for one another and life skills such as health, etiquette, interviewing skills and resume writing.

The CAB also is to exist as a separate entity from the chapter alumni corporation board. It will provide the chapter with continuity of goals and a vision for the future, provide consistency in the advisement of chapters, assist in officer transitions, chapter operations, leadership retreats and further training of members. The CAB will act as a liaison between the undergraduate chapter and the International Headquarters, help improve communication between alumnus members, the International Headquarters, National Board of Trustees, Theta Chi Funds for Leadership and Education and the Foundation Chapter, provide alumnus members involved an opportunity to further their service to the fraternity and live the phrase "Theta Chi for life". It will provide more power to our alumnus members in training undergraduate chapter members and creating a more constant contact with these alumnus members and to provide alumnus members as well as community members the chance to communicate effectively with the undergraduate chapter members without dictating which in return will provide a healthy working relationship.

Article III Membership

Membership on the board shall comprise of diverse members who are educated on current issues facing Theta Chi and Greek communities throughout the country. Membership to the board is open to anyone interested in promoting the standards and ideals of Theta Chi Fraternity. Positions on the board are not limited to members of Theta Chi Fraternity.

The advisors and board member(s) to the board shall be appointed by the chair for a three year term.

Any member may be re-appointed by the chair for an additional term.

An undergraduate member of the chapter shall be appointed secretary by the chair.

Article IV Meetings

The CAB shall meet at least once a month for each month that school is in session. Special meetings or postponement of meetings of the board may be called upon order of the chair.

The board advisors shall meet with the undergraduate chapter officers/committee chairs, alumni corporation officers and other chapter advisors as necessary.

Article V Quorum

Quorum shall constitute 50% of the appointed members.

Article VI Positions

The 12 positions on the CAB shall be chair, scholastic advisor, leadership advisor, public/community relations advisor, risk management advisor, new member education advisor, ritual, values, ethics and standards advisor, alumni relations advisor, recruitment advisor, financial advisor, life skills advisor and board member(s). There may be more than one board member.

Article VII Duties of Advisors

The duties of the Chair are as follows:

- ?? is knowledgeable and uses all chapter operation manuals
- ?? organizes, recruits and appoints board members
- ?? organizes training of board members
- ?? meets with chapter president
- ?? offers support, guidance and assistance to board members
- ?? organizes monthly meetings of the CAB
- ?? facilitates goal setting and monitors goals for the Board
- ?? monitors chapter's progress on university sponsored programs
- ?? makes an annual report to the IHQ
- ?? attends chapter executive board meetings (periodically)
- ?? maintains and updates Chairman's Manual

The duties of the Public/Community Relations Advisor are as follows:

- ?? is knowledgeable and uses all chapter operation manuals
- ?? reviews the management of all chapter facilities/property
- ?? reviews the community relations, public relations and philanthropy (service) programs of the chapter
- ?? meets the community relations, public relations and philanthropy chairs of the chapter (chapter vice president also encouraged to attend)
- ?? shares knowledge of local community program resources with the chapter
- ?? supervises House Corporation Board employees
- ?? maintains and updates Public/Community Relations Advisor's Manual

The duties of the Risk Manager Advisor are as follows:

- ?? is knowledgeable and uses the risk management, standards and insurance manual and the vice president's chapter operation manual
- ?? reviews national, chapter and university risk management policies at the beginning of each semester
- ?? reviews and advises the chapter's risk management policy each semester
- ?? meets with the undergraduate risk manager
- ?? reviews all social events (alcoholic and non-alcoholic events) for risk management concerns and encourages non-alcoholic programming
- ?? organizes a monthly inspection of house property, coordinated with the public/community relations advisor
- ?? maintains contact with police, fire inspectors, health inspectors
- ?? maintains and updates Risk Management Advisor's Manual

The duties of the New Member Education Advisor are as follows:

- ?? is knowledgeable and uses the marshal and new member education program manual
- ?? helps replace all facets of hazing with productive and positive new member education programming
- ?? meets with the chapter marshal
- ?? helps facilitate brotherhood building activities and other positive programming
- ?? maintains and updates New Member Education Advisor's Manual

The duties of the Scholastic Advisor are as follows:

- ?? is knowledgeable and uses the scholarship chapter operation manual
- ?? meets with the chapter scholarship chair
- ?? helps develop and implement scholarship programming (i.e. time management, study tables, test taking skills)
- ?? assists with the development of external and internal tutorial assistance for members
- ?? assists with the development and maintenance of scholarship requirements for chapter members
- ?? maintains an accurate membership list of chapter members and new members
- ?? secures and maintains G.P.A. statistics of chapter members from the Office of Greek Life
- ?? reviews and monitors the G.P.A.s of chapter members
- ?? helps develop and maintain scholastic awards
- ?? maintains and updates Scholastic Advisor's Manual

The duties of the Recruitment Advisor are as follows:

- ?? is knowledgeable and uses the membership recruitment and recruitment committee chapter operation manual
- ?? assists with the facilitation of recruitment workshops for chapter members at the beginning of each semester
- ?? assists with the facilitation of recruitment workshops for new members
- ?? meets with the chapter recruitment chair
- ?? assists with the development of a summer recruitment program
- ?? assists with the transformation to a 365-day-a-year recruitment philosophy and program
- ?? evaluates the chapter's recruitment programming, such as goals, quantity and quality of new members
- ?? knows and understands the interfraternity council's rush dates and rules
- ?? maintains and updates Recruitment Advisor's Manual

The duties of the Ritual, Values, Ethics and Standards Advisor are as follows:

- ?? is knowledgeable and uses all chapter operation manuals
- ?? reviews the Ritual of Theta Chi with the chapter officers and members before each initiation
- ?? meets with the Chaplain
- ?? assists with ritual practice before each initiation
- ?? assists and facilitates a ritual workshop for new members
- ?? facilitates programming that discusses the values prescribed in the ritual with chapter members each semester
- ?? assists with the implementation and function of the chapter standards board
- ?? maintains and updates Ritual, Values, Ethics and Standards Advisor's Manual

The duties of the Leadership Advisor are as follows:

- ?? is knowledgeable, uses and maintains copies of all chapter operation manuals
- ?? supervises day-to-day advising of chapter officers and members
- ?? assists with the facilitation of officer transitions and retreats
- ?? assists with the facilitation of chapter retreats
- ?? assists with the development and maintenance of leadership education
- ?? assists with the assigning of chapter members to leadership events, such as: university sponsored leadership events (during school year), regional events (during school year), mid-year leadership challenges (fall), national conventions and schools of fraternity practice (summer), national chapter leadership conferences (summer), Undergraduate Interfraternity Institutes (summer), Greek Leadership Conferences (during school year)
- ?? assists with the development and maintenance of chapter officer manuals
- ?? meets, develops and advises chapter officers regarding leadership
- ?? maintains and updates Leadership Advisor's Manual

The duties of the Financial Advisor are as follows:

- ?? is knowledgeable, uses and maintains copies of the treasurer and financial chapter operations manual
- ?? assists the chapter treasurer with budget planning and completing reports
- ?? assists the chapter treasurer and/or the alumni corporation board with financial standards
- ?? assists with the development and maintenance of special funds, such as: the Alpha Alpha Chapter Foundation, house improvement projects, scholarship funds, leadership development funds
- ?? maintains and updates Financial Advisor's Manual

The duties of the Alumni Relations Advisor are as follows:

- ?? is knowledgeable and uses the alumni relations chapter operation manual
- ?? assists the chapter alumni chair with the alumni newsletter
- ?? helps the chapter to keep track of alumni interest, alumni addresses, and any other programs relating to alumni involvement
- ?? assists the chapter alumni chair with alumni events, such as Homecoming, winter meetings, spring alumni weekends, anniversary events, and other special programs
- ?? encourages alumni officers and board members to attend the national alumni corporation conference
- ?? maintains and updates Alumni Relations Advisor's Manual

The duties of the Life Skills Advisor are as follows:

- ?? is knowledgeable of all chapter operation manuals
- ?? assists chapter members with life skills, such as: resume writing, interviewing skills, etiquette and manners, graduate school applications, financial planning, insurance matters, community involvement beyond graduation, fraternity involvement as an alumnus
- ?? assists, maintains communication and understands the programs of/with the undergraduate career placement office, such as: visitation of on-campus job recruiters, on-campus workshops and seminars, involvement with the career services office
- ?? assists with alumni contacts regarding job searches or job relocation information
- ?? maintains and updates Life Skills Advisor's Manual

The duties of the board member(s) are as follows:

- ?? is knowledgeable of all chapter operation manuals
- ?? assists with the development of the CAB
- ?? assists with the development and well-being of the chapter, Theta Chi Fraternity and the Greek community
- ?? maintains and updates CAB Member Manual

Article VIII Amendments

These by-laws may be amended at any meeting by a 2/3 vote after prior notice.

Chapter Advisory Board

Sample Agenda

1. Opening of Meeting/Welcome/Attendance/Team Building Activity
2. Advisor/Chapter Officer Meetings
3. Reports of the Board
 - ?? Chair
 - ?? Review Campus Standards of Excellence Program
 - ?? Review Alter Award
 - ?? Public/Community Relations Advisor
 - ?? news releases on events/successes/philosophies
 - ?? Legal Advisor
 - ?? pass out info
 - ?? house inspections
 - ?? New Member Education Advisor
 - ?? continuing education
 - ?? Scholastic Advisor
 - ?? finals this week
 - ?? Recruitment Advisor
 - ?? workshop scheduled for next Saturday
 - ?? pass out recruitment philosophy (make events idealistic)
 - ?? review brochure idea
 - ?? Ritual, Values, Ethics and Standards Advisor
 - ?? will facilitate with ritual meetings after ceremonies
 - ?? Leadership Advisor
 - ?? 3 members at IFC Conference in Chicago
 - ?? plan for summer Theta Chi Convention
 - ?? Educational speakers
 - ?? LEC visit April 23-25
 - ?? Financial Advisor
 - ?? books audit
 - ?? Alumni Relations Advisor
 - ?? Chapter roster mailed end of semester
 - ?? spring alumni meeting
 - ?? Life Skills Advisor
 - ?? Financial Workshop for recent graduates (focus on planning)
 - ?? Board Member(s)
4. Unfinished Business
 - CAB By-laws -- ideas/suggestions
5. New Business/Brainstorming Session
6. Closing/Announcements
 - Next Meeting: April 12, 1:30 p.m.
7. Adjournment

CAB Recruitment

As the CAB is organized, you will see that the members consist of many different backgrounds and expertise and were recruited on campus and within the local community. This is an excellent opportunity for people because they will get as much out of it as they put into it. Undergraduates need direction, support, and people who care to be involved in chapter operations. Through this work, advisors will gain team work skills, goal setting and achievement skills, evaluation skills, and most importantly will meet many new people in the surrounding area.

All positions of the CAB may not be filled when you agree to be a part of it. You can be a tremendous amount of help from the beginning by helping to recruit other people to be CAB members. Review the different positions within this manual and brainstorm people you know who may be interested and have the skills necessary to successfully carry out the duties of a particular CAB position.

We are looking for individuals who will be active CAB members. It is important to be able to give a brief summary of role and duties of the advisors. The following pages include a brief summary of the CAB which can be copied and handed out and a sample memo to send to potential CAB members with an interest form.

If a person is interested, you can have a Headquarters staff member or a regional counselor call him or her to explain the position and answer any questions.



Theta Chi Fraternity Chapter Advisory Board

Purpose: To provide the local chapter of Theta Chi Fraternity with a constant source of stability. Whereas a fraternity's membership will have a 100% turnover every 4-5 years, the advisory board will serve as a consistent resource.

Description: Each advisor will be asked to meet with his or her counterpart(s) periodically throughout the school year. The purpose of these meetings will be to keep the advisor up to date on the chapter's progress and for the officers to seek advice and suggestions on how to improve the chapter. Additionally, members of the Chapter Advisory Board (CAB) will meet at least three times per year to discuss the status of the chapter. It is encouraged that the CAB consists of both women and men. Diversity is needed among the areas of knowledge and expertise, to enhance the support that can be given to the chapter.

Chair: Organizes the training of board members, organizes meetings of the CAB, monitors chapter's progress on university sponsored events, meets with the chapter president, and periodically attends chapter and executive board meetings.

Public/Community Relations Advisor: Reviews the community relations, public relations, and service programs of the chapter, meets with the community relations, public relations, and service chairs of the chapter, shares knowledge of local community program resources with the chapter.

Risk Management Advisor: Reviews and advises the chapter's risk management policy each semester, meets with the undergraduate risk manager, reviews all social events for risk management concerns and encourages non-alcoholic programming, and maintains contact with police, fire inspectors, and health inspectors.

New Member Education Advisor: Helps replace all facets of hazing with productive and positive new member education programming, meets with the chapter marshal (fraternity educator), and helps facilitate brotherhood building activities and other positive programming.

Scholastic Advisor: Meets with the undergraduate scholarship chair, helps develop and implement scholarship programming (time management workshops, study tables, test taking skills), assists with the development of external and internal tutorial assistance for members, assists with the development and maintenance of scholarship requirements for chapter members, and reviews and monitors the G.P.A.s of chapter members.

Recruitment Advisor: Assists with the facilitation of recruitment workshops for chapter members at the beginning of each semester, meets with the recruitment chair, knows and understands the interfraternity council's recruitment dates and rules, and assists with the transformation to a 365-day-a-year recruitment philosophy and program.

Ritual, Values, Ethics, and Standards Advisor: Reviews the Ritual of Theta Chi with the chapter officers and members before each initiation, assists and facilitates a ritual workshop for new members, meets with the chaplain, and assists with the implementation and function of the chapter standards board.

Leadership Advisor: Supervises day-to-day advising of chapter officers and members, assists with the facilitation of officer transitions and chapter retreats, and assists with the development and maintenance of leadership education.

Financial Advisor: Assists the chapter treasurer with budget planning and completing reports and assists the chapter treasurer and/or the alumni corporation board with financial standards.

Alumni Relations Advisor: Assists the chapter alumni chair with the alumni newsletter, helps the chapter to keep track of alumni interest, alumni addresses, and any other programs relating to alumni involvement, and assists the chapter alumni chair with alumni events, such as Homecoming, winter meetings, spring alumni weekends, anniversary events, and other special programs.

Life Skills Advisor: Assists chapter members with life skills, such as resume writing, interviewing skills, etiquette and manners, graduate school applications, financial planning, insurance matters, community involvement beyond graduation, and fraternity involvement as an alumnus.

To: Leaders of the Community, University Faculty and Staff,
and Alumni of the Alpha Alpha Chapter of Theta Chi Fraternity
From: John Doe, Regional Counselor and Alumnus Advisor
Date: October 21, 1998
RE: Chapter Advisory Board

Fraternity life, by its very nature, centers around the undergraduate years. But the fraternity professes that Theta Chi is not for a day, a year, or a college career only, but for a lifetime. Strong support of the community and alumni is critical to the long term success of any college based organization. Studies have proven that fraternity chapters which are the strongest year after year have one thing in common--active, interested community and alumni members who are involved with the chapter. A good chapter welcomes and encourages involvement.

College covers a span in life that holds tremendous possibilities for the development of an individual. People of any age develop best in a congenial, stimulating atmosphere, and this is especially true of young men in their late teens and early twenties.

The fraternity helps individuals learn how to get along with people, learn how to adjust to others in the give and take of chapter life and helps individuals learn the value of service, leadership and mutual understanding and appreciation. The fraternity chapter also assists in helping in orientation, provides a valuable service to the undergraduate and to the college by furnishing living quarters where the discipline and tradition of the group take the place of former parental restrictions, vows to crystallize good habits through the opportunity to study a constitution and rituals that any parent would be proud, offers advice and counsel, encourages scholarship, broadens outside interests, increases social poise, provides business training and parliamentary practice, and fosters high ideals. It is these thoughts of service to others, of honor and of truth, that community, university and alumni leaders will be able to help chapters set a solid foundation for the future.

Theta Chi Fraternity will soon have a system in place in which the community can come together to form a chapter advisory board, made up of members who advise and share their expertise with undergraduates and officers of the chapter. The purpose of the chapter advisory board is to monitor the progress of the chapter, provide counsel, advice, leadership and to assist in the direction of the chapter. A few areas of concentration include academics, leadership, recruitment, financial management and an emphasis upon the intangible aspects of fraternalism--brotherhood, motivation, unity, caring for one another and life skills such as health, etiquette and interviewing skills.

The chapter advisory board has a separate and distinct function as compared with the alumni corporation boards that would continue to serve as the landlord and work with the members of the chapter in house maintenance and finances. The role and purpose of the chapter advisory board is to:

- ** consist of diverse members who are educated on current issues facing Theta Chi and the Greek community*
- ** provide chapters with continuity of goals and a vision for the future*
- ** act as a liaison between the undergraduate chapter and the International Headquarters*
- ** provide consistency in the advisement of chapters*
- ** help improve communication between alumnus members, the International Headquarters, National Board of Trustees, Theta Chi Funds for Leadership and Education and the Foundation Chapter*
- ** assist in officer transitions, chapter operations, leadership retreats and further training of members*
- ** provide alumnus members involved an opportunity to further their service to the fraternity and live the phrase "Theta Chi For Life."*
- ** provide more power to our alumnus members in training undergraduate chapter members and creating a more constant contact with these alumnus members*
- ** provide alumnus members as well as community members the chance to communicate effectively with the undergraduate chapter members, without dictating, which in return will provide a healthy working relationship*

Because it is the mission of Theta Chi Fraternity to develop strong leaders, good students, good citizens and to provide our undergraduate members the skills and knowledge needed to succeed, the chapter advisory board is made-up of the following positions:

- ** Chair*
- ** Public/Community Relations Advisor*
- ** Risk Management Advisor*
- ** New Member Education Advisor*
- ** Scholastic Advisor*
- ** Recruitment Advisor*
- ** Ritual, Values, Ethics and Standards Advisor*
- ** Leadership Advisor*
- ** Financial Advisor*
- ** Alumni Relations Advisor*
- ** Life Skills Advisor*
- ** Board Member(s)*

Members of the board will be able to assist with the development of the chapter advisory board and the development and well-being of the fraternity. Members also will be educated to accomplish his/her mission as an advisor with the expertise of regional counselors, a leadership and education consultant in the area, the International Headquarters staff, chapter advisors and the university administration, including the Greek advisor, to implement ideas and programs.

Our goals for implementing the board are:

- ** September 24 - introduction of program to Greek advisor, Angela Flinn*
- ** October 5 - introduction of the program to alumni and undergraduates at Homecoming meetings*
- ** November 16 - first advisory board meeting*
- ** November 21 - Retreat with Chapter, Chapter Advisory Board, and Alumni Corporation*
- ** December 7 - first full report of board, review goals*
- ** January 11 - board meeting, possibly organize a constitution*
- ** February 1 - board meeting*
- ** March 15 - board meeting*
- ** April 12 - board meeting*
- ** May 10 - board meeting*
- ** August 30 - board meeting*

I invite you, as a leader in our community, to become a member of the board. On the form provided, please indicate whether or not you are interested and able to attend the first meeting. It will be held on Saturday, November 16 at 1:30 p.m. at the Theta Chi Fraternity house, located at 123 South Main Street in Indianapolis.

If you have comments or questions, you can reach me at (work) (419)772-2048.

I look forward to seeing you on November 16.

You are invited to participate in the Theta Chi Fraternity Chapter Advisory Board for Alpha Alpha Chapter at Rowe University

Please return this form as soon as possible indicating whether or not you plan to attend the first meeting on November 16, 1998.

_____ Yes, I am interested and able to attend.

_____ Yes, I am interested but not able to attend.

_____ No, I am not interested.

Name:

Address:

Telephone Number:

E-mail address:

I am interested in the following position(s):

___ Leadership Advisor

___ Life Skills Advisor

___ Financial Advisor

___ Alumni Relations Advisor

___ Public/Community Relations Advisor

___ New Member Education Advisor

___ Scholastic Advisor

___ Legal Advisor

___ Recruitment Advisor

___ Board Member

___ Ritual, Values, Ethics and Standards Advisor

HOW DOES THE CHAPTER ADVISORY BOARD (CAB) ASSIST THE CHAPTER?

Alter Award Criteria

The Alter Award for Chapter Excellence is dedicated to Howard R. Alter Jr., Omega/ Pennsylvania State University 1942. Brother Alter has been National President, National Board of Trustees President, and Executive Director of the Fraternity.

It is the highest honor the Fraternity can bestow on an undergraduate chapter. The Alter Award is presented annually to those chapters which exemplify excellence in chapter organization and operation. The following areas/criteria must be met and documented, and the Alter Award application must be submitted to the International Headquarters on time (in April of each year):

Scholarship Programming. Emphasize and encourage scholarship and academics through a chapter scholarship program. Chapters should be above the all men's and all fraternity grade point average. The scholarship program should contain scholarship programming for new members, should contain speakers and seminars, a tutoring system, awards and incentives.

Recruitment Programming. Maintain or increase the size of the brotherhood through an organized and effective recruitment program. The recruitment program should contain publications/promotions, events outside the "normal" recruitment periods (365 days a year), program evaluation, recruitment teams, recruitment workshops or seminars, programs free from the use of alcohol and a detailed outline of the program.

New Member Education Programming. Utilize a constructive, non-hazing new member education program that teaches the ideals and heritage of Theta Chi as well as individual responsibility and chapter operations. The new member education program should contain a general philosophy on new member education, a strong position against hazing, a program limited to at least 8 weeks, a well documented program that includes requirements of new members, as well as members, a documented big brother program that includes requirements for eligibility to be a big brother, a well cleaned environment that does not discriminate against new members, a well documented pre-initiation program that describes all pre-initiation activities and should contain speakers or educational seminars for all members as part of a continuous education program.

Philanthropy Programming. Exemplify the motto of "Extend a Helping Hand". The philanthropy program should contain a general philosophy of the chapter towards community service, a philanthropy chairman and philanthropy programs that include names of organizations/persons assisted, number of members and other groups that participated, total hours worked and total dollar amount contributed. The program also should contain press coverage and/or any other correspondences (i.e. thank you letters from organizations).

Alumni Programming. Establish and maintain positive relations with alumnus members of the fraternity. The alumni program should contain an active alumni corporation, alumni activities, newsletters and awards to alumni or other unique aspects of alumni programming.

Chapter Finances. Operate the chapter on a sound financial basis. The chapter finances programming should contain a detailed budget and a tracking system of all fraternity activity, a two signature checking account, accurate records of accounts receivable and payable, a billing system and should contain the use of promissory notes, housing contracts and any other forms used (i.e. 990 tax forms).

The Ritual. Properly conducted, impressive and meaningful ritual ceremonies strengthen the member's sense of brotherhood and responsibility. Ritual programming should contain ritual meetings, ceremonies and installation of officers, educational programs to explain each degree, alumni involvement, preparation and attendance policies and should contain the good condition of ritual books, robes, roster books, fraternity flag, photographs of Freeman and Chase, and other materials used during the Ritual.

Chapter Operations. Develop an organized and efficient means of operating the chapter that involves all members. The chapter operations program should contain a well documented election/appointment process for officers and committee chairmen, an effective chapter by-laws that is not in conflict with the National by-laws, a written code of conduct, written chapter goals, meetings conducted according to the format of the Ritual and Robert's Rules of Order, minutes kept including meetings of the executive council held weekly, a documented committee system with chairmen using committee report forms which are entered into the chapter minutes, a standards/judicial board that is effective, a documented officer transition program that contains retreats, officer notebooks or other materials and chapter retreats that may include new member retreats, chapter retreats, leadership retreats.

Procedures and Involvement. Operate the chapter according to all policies of the Grand Chapter and the International Headquarters as well as participate in all national and regional Theta Chi programs. The procedures and involvement program should contain submitting all pledge registration forms, registration fees, pledge initiation request forms, initiation fees, members personal records (E-1), new officer reports (E-5), roster of members forms, summer officers forms and risk management certification forms on-time. The chapter roster book must be up-to-date. Members must attend the Chapter Leadership Conference (CLC), the B. Nelson Deranian President's Conference and the Mid-Year Leadership Challenge. At least one member must be nominated for the Colley Award. Chapter visits must be well prepared for a leadership and education consultant and for a regional counselor.

Campus Involvement. Maintain a leadership role on the campus and within the Greek community. The campus involvement program should contain involvement of all members in other campus or community organizations, involvement of the chapter in campus activities such as Greek week, homecoming and service projects, involvement of the chapter in interfraternity activities, a good relationship with the Greek advisor, improvements in relations with the administration, faculty and staff and participation in intramural events.

Risk Management Practices. Maintain complete adherence to the Theta Chi risk management policy and the assurance of a safe environment. The risk management practices program should contain steps taken by the chapter to ensure all chapter events are conducted according to the risk management, standards and insurance manual of Theta Chi, all events are registered with the office of Greek life, a well organized standards committee, educational programs for new members and members on safety and emergency procedures, an inspection of the facilities by the fire marshal and health inspector, a chapter risk manager officer, a chapter procedure for emergencies, fire drill plans in every room and drills conducted and current property insurance.

Recommendations. The chapter may submit up to three letters of recommendation with the petition for the Alter Award. The letters must state that the sender understands it is a recommendation for a chapter excellence award, the highest award in Theta Chi Fraternity. Greek advisors or other university administration or faculty as well as community officials are all good sources for recommendations. Recommendations from alumni or advisors from the chapter are not accepted.

ANALYSIS OF CHAPTER

When working with a chapter it is helpful to have general knowledge of the chapter's operations. Listed below are several questions you may ask the chapter to assist you in analyzing the chapter.

General Officer Programming

- ?? Does the Executive Board meet at least 24 hours before the chapter meeting?
- ?? Do the officers have manuals and have they been read?
- ?? Do the officers have updated notebooks and how are they organized?
- ?? Do the officers have regular retreats?
- ?? What type of officer transition takes place?

Chapter Management

- ?? Does the Executive Board, chapter and committees meet weekly?
- ?? Are agendas followed at meetings?
- ?? Are goals formed, followed and achieved?
- ?? Are chapter by-laws updated?
- ?? Does the chapter have a code of conduct?
- ?? Does the chapter utilize a standards board?
- ?? Does the chapter plan chapter retreats?

International Fraternity

- ?? Did the chapter submit a Risk Management Certification Form for the year?
- ?? Did the chapter submit a Summer Officer list by the end of the academic year?
- ?? Did the chapter submit the New Officer Form within seven days of elections?
- ?? Did the chapter submit a Membership Roster (each April)?
- ?? When and where is the next Mid Year Leadership Challenges and who will attend?
- ?? When and where is the next Convention or Chapter Leadership Conference and who will attend?
- ?? Are plans being made for the next Leadership and Education Consultant visit to the chapter?
- ?? Are officers using past Leadership and Education Consultant's recommendations?
- ?? Does the chapter communicate with the International Headquarters on a regular basis?
- ?? Are fees and forms sent to the International Headquarters at the appropriate time?
- ?? Does the chapter communicate with their regional counselor?

University Administration Relations

- ?? Who is the advisor to fraternities and how often are meetings held with this person?
- ?? How is the Interfraternity Council organized and what is the chapter's involvement?
- ?? Are all members involved in at least one campus or community organization besides Theta Chi?
- ?? Is the chapter involved in Greek Week, Homecoming, and other campus events?
- ?? Does the chapter promote a positive image of Theta Chi Fraternity?

Public Relations

- ?? Who are the chapter's "publics" and are there programs designed to effectively reach each?
- ?? How are the relations with the neighbors and campus officials?
- ?? How well are the chapter's events publicized?

Philanthropy

- ?? What community service projects does the chapter participate in?
- ?? Does the entire membership participate in the projects?
- ?? Are the projects evaluated for future improvements?
- ?? Does the chapter submit photos or articles to the campus and or local newspaper and/or to the Headquarters about any projects?
- ?? Do community service projects contain man hour service projects to document for the Alter Award application?

Financial Management

- ?? Is a chapter budget prepared and followed?
- ?? How does the chapter handle past due accounts?
- ?? How is the financial bookkeeping system maintained?
- ?? Does the chapter have a two signature checking account?
- ?? How often are the chapter's financial records reviewed and by whom?
- ?? How many accounts exist and what are they?
- ?? Is the chapter current with the International Headquarters?

Risk Management

- ?? Does the chapter have a risk management committee?
- ?? Are event planning forms and checklists utilized?
- ?? Has the chapter educated all members on crisis management?
- ?? Has the chapter conducted a risk management seminar and how recently?
- ?? Has the chapter read and fully understood the Risk Management and Standards Manual?
- ?? Does the chapter ever plan alcohol-free social events?
- ?? Was the chapter insurance paid to the Headquarters on time?

Recruitment

- ?? How is IFC recruitment organized and what restrictions are there?
- ?? Are recruitment workshops utilized?
- ?? Does the chapter set goals and meet the goals of recruitment?
- ?? Does the recruitment chairman give weekly reports to the chapter?
- ?? Is the entire recruitment program free from the use of alcohol?
- ?? Does the chapter continually recruit-365 days a year?

Ritual

- ?? Does the chapter practice Ritual prior to the ceremony?
- ?? Does the chapter conduct formal meetings and how often?
- ?? Does the chapter conduct itself with proper dress and decorum at Ritual meetings?
- ?? Is the ceremony free of all tobacco and alcohol use prior and during Ritual?
- ?? Is the Ritual explained to all members following initiation?

Scholarship

- ?? Does the chapter have minimum standards set to hold office and to be a member in good standing?
- ?? Does the chapter have a documented scholarship program?
- ?? Is the chapter's G.P.A. above the all men's average?
- ?? Have any members received any academic recognition in the last year (Dean's List, Order of Omega, Phi Beta Kappa, and other honor societies)?
- ?? What is the chapter's grade point average and how is it in relation to the other fraternities and men on campus?
- ?? Does the chapter give awards and incentives for academic excellence?

New Member Education

- ?? Do all members participate in new member education?
- ?? Do the new members participate in chapter events?
- ?? Is the new member education program on paper and well documented?
- ?? Are new members given adequate time to study?
- ?? Does the new member education program contain guest speakers on a variety of topics?
- ?? Does the chapter have a continuous member education program?
- ?? How is the chapter house cleaned? Do all members participate?

Alumni Programming

- ?? How often does the chapter publish an alumni newsletter and does it contain at least 80% alumni news?
- ?? Does the chapter have an updated list of alumni?
- ?? Does the chapter host at least two alumni events per year?
- ?? Does the chapter have a positive and working relationship with the alumni board?
- ?? Are awards and recognition presented to deserving alumni?

House Management

- ?? Is the chapter house at capacity?
- ?? Are house rules established and followed?
- ?? Are fire prevention and house safety measures organized?

*Theta Chi Fraternity
Rowe University
Alpha Alpha Chapter - Goals for 1998-99*

1. *Get back to the basics of fraternal ideals*
 - ?? *Continued ritual education*
 - ?? *Utilize more brotherhood building activities*
2. *90% attendance at all chapter functions*
 - ?? *Offer incentives for members*
 - ?? *Become more organized*
 - ?? *Improve internal communication*
3. *Improve officer transition*
 - ?? *Hold a transition retreat*
 - ?? *Utilize past officers (experience)*
 - ?? *Create and use officer notebooks*
4. *To double membership by the end of fall semester*
 - ?? *Hold a recruitment retreat each semester*
 - ?? *Know and use the five step recruitment process*
 - ?? *Conduct non-alcoholic functions*
 - ?? *Back to basics*
5. *3.0 chapter GPA by the end of fall semester*
 - ?? *Establish and use study tables*
 - ?? *Match brothers up with others who are the same major or shares common classes*
 - ?? *Raise Alpha Alpha's standards as far as potential new member's grades*
 - ?? *Keep updates on member's class progress through the forms available from the university*
 - ?? *Offer positive incentives for members doing well*
 - ?? *Create awards for end of the year banquet and invite faculty members*
 - ?? *Establish scholarship program (maintained by the chair)*
6. *Develop and enforce standards*
 - ?? *Establish a code of conduct and post it*
 - ?? *Review local and National By-laws*
 - ?? *Hold members accountable for their actions*
 - ?? *Use the standards board (in place)*
7. *Improve community service/philanthropy efforts, including public relations!*
 - ?? *Use the resources in the community and on campus*
 - ?? *Work with IFC (Adopt-a-School)*
 - ?? *Increase the number of service projects*
8. *Improve chapter finances*
 - ?? *Use payment plans and hold members accountable to the plan*
 - ?? *Stay current with the finances*
9. *Improve the chapter house*
 - ?? *Plan work weekends for house improvements*
 - ?? *Take pride and respect the property*
 - ?? *Initiate alumni involvement and help with the house improvements*
 - ?? *Setup on organized list of duties and workers*

10. *Increase campus involvement*

- ?? *Get involved with other campus organizations (every member join at least one)*
- ?? *Remember, getting involved with other groups is the best way to meet leaders who would be great members*

11. *Resolve inner conflicts*

- ?? *Use brotherhood building activities*
- ?? *Create respect for each other*
- ?? *Work on confrontation skills*
- ?? *Learn how to separate fraternity business with personal business*

12. *Improve ritual ceremonies*

- ?? *There's a time to work, and a time to play*
- ?? *Practice and mandate attendance for ritual ceremonies*
- ?? *Organize and schedule practices and ceremonies ahead of time that will allow members a chance to plan and get off work*

13. *Improve chapter operations and committee system*

- ?? *Re-evaluate committee system*
- ?? *Improve organization of events/meetings*
- ?? *Use and develop leadership skills in all chapter events*
- ?? *Mandate attendance and hold members accountable*
- ?? *Develop a quarterly committee/meetings/events calendar*
- ?? *Develop a list of committees and members*
- ?? *Delegate authority and don't wait for a few members to do all the work*
- ?? *Assign every member to a committee*
- ?? *Conduct committee goal-setting meetings often (review goals)*

REFERENCE SECTION

The Objectives of Theta Chi Fraternity

To make Theta Chi Fraternity a positive influence for constructive and continued development of the highest type of citizenship among its members and to perpetuate the fundamentals of the fraternity, the following Theta Chi Objectives are established for attainment by the individual members and the various chapters.

1. The Fraternity. To recognize that the fraternity, ever an independent institution, is a valuable part of higher education, cooperating at all times with the university with which it is associated, to make the chapter house serve as a campus home to the members; to render a definite service as a socializing agency whose success must be measured by the degree of improvement shown between the new member and the graduating senior; to provide experience in making and enforcing regulations for mutual forbearance and cooperation while living together, in selecting leaders, and in participating in other democratic processes, as excellent preparation for life after graduation, and to provide the opportunity for making life long friendships, one of the most valuable contributions of college life.

2. Obligation. To impress each member with an appreciation of the fact that privileges and honors conferred carry with them obligations and duties to be properly performed, and to inculcate in all members a sense of responsibility which will serve them well in civil life when the members of today become the leaders of tomorrow.

3. Code of Conduct. To develop a definite practical code of conduct for fraternity men which will reflect in every day life the ideals of our founders and by its general observance will enable our members to set an example of true gentlemanly conduct that will be generally recognized by campus and community as a definite contribution by a fraternity to society in general. This code will include absolute honesty, respect for others, temperance, square dealing, clean living, citizenship responsibility, cooperation and assistance to the less fortunate.

4. Chapter House. To make the chapter house a home in which members may live, study, and play with reasonable comfort and convenience, keeping constantly in mind that the appeal of a real home is based on things more vital than ornate architecture or pretentious display. The chapter house, designed for the needs of an adequate number of men, should be well built, well planned, well managed, comfortably furnished, kept in good repair, and of an appearance both inside and out that conforms to good taste and reasonable home standards.

5. Chapter Government. To recognize and maintain in chapter government those principles of democracy, cooperation, discipline, and control which make for efficient operation and prepare for useful citizenship.

6. College Cooperation. To work in close cooperation with the college or university at all times, to maintain contact between the officers of the chapter and officials of the institution; and in every way possible, to assist the institution in maintaining or enhancing its ideals, spirit, and the size and quality of its enrollment, always remembering that the fraternity takes the attitude of "Alma Mater first and Theta Chi for Alma Mater."

7. Pledging Standards. To base the standards for pledging entirely on character, inherent ability, capacity for leadership, and general promise for constructive citizenship, it being the definite purpose of the chapter to correct defects in dress, demeanor, ambition, and attitude.

8. Scholarship. To strive to maintain the scholastic average of the chapter above the all men's campus average to enjoy the satisfaction that comes with knowing that the important work for which individual members came to the university has been well done.

9. Activities. To take an active interest in worthwhile college activities by encouraging and assisting members to participate in those for which they are best fitted, never permitting excess participation in any activity to interfere with scholastic standing or graduation.

10. Library. To build up a well-selected library of not fewer than 2,000 volumes, supplemented by some well known chosen current magazines and newspapers, and provide adequate facilities for proper care, preservation, cataloging, and use, and to develop the general recognition of use of the library as part of an organized scheme for the more beneficial use of leisure.

11. Alumni. To keep in active contact with all alumni members by sponsoring at least two alumni gatherings a year and by publishing and distributing a chapter newsletter to alumni members at least twice, preferably four times a year.

12. Chapter Meetings. To make the chapter meetings an opportunity not only for the expeditious handling of routine business, but also for an intelligent interchange of opinions and ideas on matters of importance in fraternity and citizenship responsibilities.

13. Interfraternity Council. To work out a constructive program and urge the other fraternity chapters to cooperate promptly and fully to make their interfraternity council a vital, controlling force in campus life, with membership based on demonstrated leadership and ability so that the council, in cooperation with institutional authorities, may make real contributions to student welfare.

14. Inter-Chapter Relations. To develop and increase national consciousness in the individual by encouraging frequent contact with other chapters in the fraternity by means of group and personal visits.

15. Conferences and Conventions. To promote greater interest and activity in and better attendance at regional conferences and national conventions as another means of developing national consciousness.

16. Guest Night. To designate one evening each week as guest night, at which time a member of the faculty or staff or a prominent citizen will be present for dinner and to give a brief after-dinner talk to the members on some pre-arranged subject, this to be followed by round-table discussion.

17. Mother and Father. To make mothers and fathers of members and new members feel that their interests are welcomed and appreciated; to keep them informed of the chapter's activities by sending copies of the chapter newsletter; to foster in all chapter Mother's Clubs (and where possible Father's Clubs) as another means of keeping them interested at all items in the chapter and the fraternity.

18. Chapter Endowment Fund. To create an endowment fund from monies set aside from initiation fees and other sources and to preserve this fund for future emergencies or to make loans to worthy undergraduate members.

19. Cash Operation. To maintain a cash basis of operation as prescribed in the Theta Chi finance system so that indebtedness will be promptly met and so that the chapter will operate strictly on a - pay as you go-basis.

20. Chapter Credit. To establish a high credit rating for the chapter by continuously keeping within its income and meeting all obligations when due, by giving notice to all local creditors through the chapter financial advisor and the university authorities that in granting credit each chapter is to be considered on the same basis as any other individual or corporation requesting credit, the credit to be granted or withheld by the creditor on the basis of the chapter's current financial condition, it being clearly understood by all parties concerned that neither the national organization nor the chapter's alumni corporation is in any sense responsible for the debts of the undergraduate chapter, and it being further fully understood by all concerned that neither the national organization nor the alumni corporation is to be considered as a collecting agency. Any merchant who extends credit beyond the point justified by sound business practice in dealing with an organization whose membership changes completely every four years will do so entirely at his own risk.

21. House Ownership. To arrange the financial plan and structure of the chapter so that as quickly as possible it will own its house free and clear; then with normal carrying charges an active member can live, eat, and enjoy all fraternity privileges for no greater financial outlay than that required for board and room in a dormitory or rooming house.

22. Internal Cooperation. To maintain at all times a high degree of cooperation with the Grand Chapter, the International Headquarters, the regional counselor and the staff of the Rattle.

The Encyclopedia of Theta Chi Information

ACTIVE CHAPTER: A group of undergraduates at an institution which has been granted a charter and installed by the Grand Chapter.

ACTIVE CHAPTER SERVICE AWARD: An award, authorized by the Grand Chapter for chapters to present each year to the undergraduate member selected by the chapter as, "The brother who has contributed most to the welfare of the chapter."

"ALMA MATER FIRST AND THETA CHI FOR ALMA MATER": A maxim used in Theta Chi to emphasize our commitment to the mission of the institution in all aspects and our responsibility to be an active participant in campus affairs and the community.

ALTER AWARD, THE: The Howard R. Alter, Jr. Award for Chapter Excellence is the highest award for chapters in our fraternity. Named in honor of Howard R. Alter, Jr., Omega/Pennsylvania State '41, Executive Director Emeritus, who served Theta Chi as National President from 1962 to 1966, as Executive Director from 1968 to 1984, as an officer of the National Board of Trustees and as a director for the Board of the National Interfraternity Conference. The award is given each year to those chapters which demonstrate excellence in overall operations and in twelve specific areas. A committee of former Field Representatives and Leadership and Education Consultants reviews applications submitted by chapters, with input from the International Headquarters staff. Alter Award chapters receive a certificate and the name of the chapter is engraved on a plaque in the International Headquarters.

ALUMNA: A female graduate of a college or university. The plural form of alumna, when describing two or more women who graduated, is alumnae.

ALUMNI: Two or more alumnus members. Sometimes used incorrectly in describing a single male graduate of a college or university.

ALUMNI ASSOCIATION: An organization of alumni from a chapter, often combined with an alumni corporation or house corporation.

ALUMNI AWARD: The third highest honor that is bestowed by the Fraternity. This award must be authorized by the Grand Chapter and is presented to alumni, or in exceptional cases to undergraduate members, who have made meritorious contributions at a local, regional or national level of Theta Chi Fraternity. The Alumni Award with ruby is presented by the Grand Chapter.

ALUMNI CHAPTER: A group of alumni from different chapters in a particular locality who join together for fellowship, usually through monthly meetings. Theta Chi currently has 39 active alumni chapters. Alumni Chapters are coordinated through Theta Chi Funds for Leadership and Education, our public foundation.

ALUMNI DIRECTORY: A directory of alumnus members of Theta Chi Fraternity was published in 1981, 1988, and 1993. A fourth edition is to be published in the spring of 1998. All alumnus members whose addresses are on file with the International Headquarters are contacted, and they have the opportunity to be included in the directory. Copies of the directory can be purchased from Harris Publishing. A 1-800 number for the publisher is available from the International Headquarters.

ALUMNUS ADVISOR: An alumnus elected by an undergraduate chapter to serve as chapter advisor.

ALUMNUS, ALUMNUS MEMBER: A member who has completed his undergraduate academic career.

ALUMNUS INITIATE: A man not already initiated as an undergraduate member of Theta Chi Fraternity may be initiated by an active chapter provided that he meets three of five qualifications listed in the National By-Laws, Article VI, Section 5. An application for initiation, along with the appropriate fee, must be submitted to the International Headquarters for approval by the Grand Chapter.

APPLAUSE: In many chapters the standard clapping of hands has been replaced at meetings by snapping fingers.

APPRECIATION AWARD: An award authorized by the Grand Chapter in 1946 to recognize outstanding service to Theta Chi Fraternity by women. The Appreciation Award has been given to housemothers, wives of national officers, Greek Advisors and International Headquarters staff members, among others.

BADGE OF THETA CHI: Pursuant to legislation approved at the 54th Anniversary Convention held in 1910, the badge of Theta Chi "shall be worn at all times on the left side in the vicinity of the heart, and no preparatory, class or other fraternity pin shall be worn in the same locality."

Legislation from the 69th Anniversary Convention, held in 1920, provides that, "The Fraternity badge shall be worn at a distinctive angle, the long axis of the O bisecting the angle formed by the head and right shoulder." A more practical instruction provides that the badge is worn so that the left sword points vertically to the ground.

The badge should only be worn at appropriate times and with clothing consistent with displaying the badge. When wearing a suit or jacket, the badge should be worn on the shirt and not on the lapel of the coat.

BY-LAWS OF THETA CHI: Published by the Grand Chapter, and available through the International Headquarters. All new members/pledges are required to read and become familiar with the National By-Laws of Theta Chi Fraternity before initiation. In 1996, the Constitution and Legislation of Theta Chi were merged with the National By-Laws into one document.

CHAPMAN LIBRARY: A historical display area located in the International Headquarters, dedicated to Past Executive Director George W. Chapman, Omega/Pennsylvania State '32. The library contains books by or about Theta Chi members as well as cabinets containing memorabilia recognizing former Executive Directors Chapman, Alter and Slivinske.

CHAPTER ADVISORY BOARD: First considered by the Fraternity in 1996, the Chapter Advisory Board (CAB) Program is to be introduced formally at the 1998 Convention. The CAB program was adopted and expanded from our Colony Advisory Boards, which are used to assist colonies in growth and development.

The CAB program operates under the premise that alumni or house corporations have the house and/or financial aspects of the chapter as primary responsibilities. Therefore, a second group of advisors is needed to assist the chapter in the other areas of operation, including recruitment, new member education, scholarship, community service and alumni relations. However, rather than a small group of alumnus members who meet on a regular basis, the CAB uses a larger group of volunteers who do not meet except under special circumstances.

The CAB can be composed of as many as 15 different men and women, each of whom has a specific area of expertise to share with the chapter. Each individual member of the CAB offers advice and help on an "on call" basis, except for the alumnus advisor. CAB members, as noted above, may be non-members of the Fraternity. Chapters using the CAB program have recruited men and women from the faculty, campus administration and community.

CHAPTER ETERNAL, THE: Term used to describe the death of a member; that a member has joined the Chapter Eternal.

CHAPTER EXCELLENCE AWARDS: Presented annually to chapters or colonies which demonstrate excellence in twelve areas of chapter operations. Consideration is by application only. Chapters which apply for the Alter Award are automatically considered for Chapter Excellence Awards in each category. The categories include programming in Scholarship, Recruitment, New Member Education, Philanthropy/Community Service, Alumni Relations, Chapter/Colony Finances, Ritual, Chapter Operations, Theta Chi Procedures, Theta Chi Involvement, Campus Involvement, and Risk Management. Chapters and colonies may apply for individual Chapter Excellence awards.

CHAPTER GUARD FOR THE BADGE: Members are permitted to wear a guard for their badge, consisting of the Greek letter or letters designating the chapter. The guard is fastened to the badge by a small chain. The guard can be worn above, at the same level or below and to the left of the badge.

CHAPTER LEADERSHIP CONFERENCE: A leadership

conference held on a college campus on odd-numbered years during July or early August. The CLC, as it is known, is specifically designed to provide officers and members with leadership experience, skills and techniques for use in their chapters and colonies. The first Chapter Leadership Conference was held in 1985. CLC VIII will be held in the summer of 1999.

CHAPTER NAMES: Chapters are designated by a letter or letters of the Greek alphabet, assigned in order from Alpha through Omega. In Theta Chi, the same two letters are not used to designate a chapter (Alpha Alpha, Beta Beta), thus each series of chapters after our single letter series has 23 chapters. The Theta Chi Chapter of Theta Chi Fraternity designation was set aside through legislation approved at the 132nd Anniversary Convention in 1988, for use as a special chapter to honor individuals who were not members of our fraternity. An individual selected shall be of "Good character who can be expected to be a credit to Theta Chi Fraternity, and by his conduct and actions can be expected to labor for the advancement, interests and welfare of Theta Chi Fraternity, but for reasons acceptable to the Grand Chapter has not previously become a member of Theta Chi Fraternity." The first initiate into Theta Chi Chapter of Theta Chi Fraternity was Bruce D. Slivinske, of East Brunswick, New Jersey. Bruce was the older brother of our late Executive Vice President, Dale A. Slivinske. Brother Bruce Slivinske was initiated into Theta Chi Fraternity on May 3, 1990, in the former executive office in Trenton, New Jersey. The second initiate of Theta Chi Chapter was James P. Chapman in 1992. James is the brother of George Chapman Sr., our Executive Director from 1948 to 1968.

CHAPTER NEWSLETTERS: It is recommended that all chapters publish, on a regular schedule, a chapter newsletter to be sent to all chapter alumni, to the Grand Chapter, Norwich Housing Corporation, the International Headquarters, the appropriate members of the Regional Staff, parents of members, and other chapters.

CHAPTER NUMBER: All Theta Chi chapters are assigned a three digit number, beginning with Alpha Chapter as #101, according to the order in which the chapters were installed.

CHAPTER PRESIDENT'S KEY: An insignia of office to be worn by chapter presidents. A key is presented at installation to the new chapter by the Grand Chapter, and the key is to be worn by each succeeding chapter president. Many chapters purchase and present a smaller version of the key to a chapter president when he completes his term of office. The key may be ordered through the International Headquarters.

CHARTER: The formal certificate issued by the Grand Chapter to new or reinstated undergraduate chapters or alumni chapters. The charter contains the names of the undergraduates or alumni who formed the original group which petitioned the Grand Chapter for recognition as a chapter. It also contains language relating to the rights and responsibilities of the chapter and provides that the chapter "shall remain subject to the Grand Chapter and shall conform to all requirements of the National By-Laws." In the event a chapter is reinstated after being declared inactive, the original charter is returned to the chapter.

CHASE, ARTHUR: One of the two founders of Theta Chi Fraternity, who was born on October 21, 1835, and died on November 20, 1888.

CHASE MEMORIAL PLAQUE: A plaque placed at the grave of Arthur Chase at the cemetery in Claremont, New Hampshire.

CITATION OF HONOR: A certificate authorized by the International Headquarters for presentation to members for outstanding service to the Fraternity. It is also used to honor men who are not members of Theta Chi Fraternity and women for outstanding service to the fraternity movement.

COAT OF ARMS: Sometimes mistakenly called the crest, the Fraternity Coat of Arms is described in heraldic phraseology, as: "Or on a bend gules, a nowed serpent between two swords, points downward, pale wise, all of the first. On an Esquire's helmet the crest an eagle displayed Or". The crest is actually the eagle, the top portion of the Coat of Arms.

COLLEY MEMORIAL AWARD AND TROPHY: An award recognizing distinguished undergraduate service to alma mater, fraternity and chapter. The Colley Award is presented annually to an undergraduate member chosen by a Grand Chapter committee. The original award was in the form of a trophy, which was presented by Frederick W. Ladue, Iota/Colgate, in memory of Reginald E.F. Colley, Phi/North Dakota State, who was a member of the Grand Chapter from 1925 to 1926. Each chapter is encouraged to submit a nominee for the Colley Award each year. The recipient of the Colley Award receives a certificate and his name is engraved on a plaque at the International Headquarters.

COLONY: A group organized at a college or university for the purpose of petitioning the Grand Chapter for a charter. A colony begins as an interest group, and is then granted recognition as a colony by the Grand Chapter after achieving a membership of at least 25 members, in addition to other requirements. Under current practices, colony members may not be initiated into the fraternity until the date of installation. Our colonies must meet a variety of requirements before petitioning for a charter, including a minimum size of 45 members.

CREED OF THETA CHI: Written by Frank H. Schrenk, Kappa/Pennsylvania '15, the Creed has become an important part of our traditions and an expression of our ideals and objectives as a fraternity. The Creed should be recited in a serious, level voice. It should not be chanted, shouted, or yelled. Brother Schrenk's name, chapter and year of graduation are not part of the Creed and should not be recited at the end of the Creed. Many chapters use the Creed as a teaching device for new members. New members are asked to analyze, with their Big Brothers, each phrase, to note the significance of the use of three terms or words throughout the Creed, and to apply the words and concepts to our fraternity for the modern year.

CROSSED SWORDS, THE: The Risk Management and Standards newsletter of Theta Chi Fraternity. Published six times each year through the International Headquarters for chapter officers, alumni and house corporation officers, and the Official Family.

DEATH OF A MEMBER: Our National By-Laws provide that, "In the event of the death of a member of an undergraduate chapter or the Grand Chapter, each undergraduate member shall wear his badge over a square field of black ribbon for a period of one week. In the death of an active member, only chapter brothers will wear the black ribbon".

DERANIAN PRESIDENTS CONFERENCE: Named in honor of B. Nelson Deranian, Alpha Iota/Indiana '31, and held each January in Indianapolis for chapter and colony presidents and emerging leaders. Brother Deranian bequested a number of works of art to The Foundation Chapter of Theta Chi Fraternity. Those items were sold at auction and the proceeds used to establish a fund to support the conference. The Deranian Presidents Conference was first held in 1995. Sherwood Blue, Alpha Iota/Indiana '26, was instrumental in arranging for the bequest and the subsequent support for the Presidents Conference, and Dr. Wesley K. Wicker, Alpha Phi/Alabama '79, who served as Director of Foundations for the Fraternity at the time, coordinated the auction of the items.

DIAMOND BRIGADE: Composed of men who have been members of Theta Chi Fraternity for seventy-five years or a combination of seventy-five years through a local fraternity or Beta Kappa Fraternity and Theta Chi Fraternity. Membership is honorary and without application or approval. A certificate and lapel pin are available through the Headquarters.

DISTINGUISHED SERVICE AWARD: This award is the highest honor in Theta Chi Fraternity. It was authorized and established by the Grand Chapter on December 12, 1938. It may be presented to those members of the Fraternity who have made distinguished contributions on a national scale to the lasting good and welfare of Theta Chi Fraternity. The number of awards is limited to the number of years which the Fraternity has existed.

DREAM GIRL, THE: Some chapters select an undergraduate woman as the Chapter Dream Girl for the school year. Her photograph is included in the chapter composite, and she is recognized at an annual, formal event such as The Red Carnation Ball. Criteria for the selection often includes service by the woman to the campus and community, academic achievement, and leadership. The title comes from one of our Fraternity songs, "The Dream Girl of Theta Chi"

EXECUTIVE BOARD, EXECUTIVE COUNCIL: The five ranking officers of a chapter or colony, composed of the president, vice president, secretary, treasurer and marshal. Some chapters have added other officers to the board or council, but common practice refers to the five ranking officers.

EXECUTIVE DIRECTOR: An alumnus selected and appointed by the Grand Chapter to manage the International Headquarters and to administer the affairs of the Fraternity. In turn, the executive director hires employees to assist him in these duties. The International Headquarters staff works at the direction of the Grand Chapter, and they are compensated as employees of the Fraternity.

EXPANSION: The term used to describe the addition of colonies and new chapters to our Fraternity. Standards for expansion were adopted by the Grand Chapter in 1991 in order to facilitate the process of selecting campuses at which Theta Chi would like to be represented.

EXPANSION COORDINATORS: Two Leadership and Education Consultants who visit existing colonies and interest groups and start up new groups on campuses at which Theta Chi Fraternity has received permission to colonize.

EXPULSION: When a member of Theta Chi Fraternity is expelled, it means that his name is stricken from the roll of the chapter and the national fraternity and that he is no longer a member of the Fraternity. The authority to expel a member is vested only with the Grand Chapter. Chapters or alumni corporations may suspend an individual, and then petition the Grand Chapter to have an undergraduate or alumnus member expelled. The procedure for suspension and request for expulsion is outlined in detail in Article VI, Section 13, of the National By-Laws. Members frequently confuse expulsion with suspension. A chapter or alumni corporation may suspend an individual, but only the Grand Chapter can expel an individual.

FIPG: Once known as the Fraternity Insurance Purchasing Group, FIPG has now adopted the acronym commonly used and has become a risk management consortium for 46 men's and women's national fraternities and sororities. All members of FIPG agree to comply with specific policies relating to risk management. Theta Chi Fraternity joined FIPG in 1992.

FLOYD FIELD AWARD, THE: An award approved by the Grand Chapter in 1997, to be awarded annually beginning in 1998 to Greek Advisors or Deans for exceptional service to the Greek movement. The Leadership Education Committee will review nominations from chapters and individuals, and the recipient will be invited to participate in our summer leadership event and be recognized at the event. The award is named in honor of Floyd Field, a 1902 graduate of Harvard University who became head of the Mathematics Department at George Institute of Technology in 1909. After becoming head of the Mathematics Department, Brother Field petitioned the university board of trustees to create the position of Dean of Men, in order to focus more attention on the personal development aspect of college for students. He was ultimately appointed the first Dean of Men at Georgia Tech. He was the first initiate of Alpha Nu Chapter at Georgia Tech on May 25, 1923, and continued to work with students at the University until his retirement in 1945. Among other leadership positions, Brother Field served as President of the National Deans of Men Association.

FOUNDATION CHAPTER OF THETA CHI FRATERNITY, INC.: The Foundation Chapter of Theta Chi Fraternity was incorporated under the laws of the State of Indiana on October 16, 1953. It is a private educational foundation. It received a charter from the Grand Chapter, and exists to accept gifts, bequests and contributions in order to provide scholarships and grants to Theta Chi undergraduate and graduate students. The founder, first president and Chairman Emeritus of the Foundation Chapter is Past National President Sherwood Blue, Alpha Iota/Indiana '26.

FOUNDER'S BADGE: The badge originally owned by Arthur Chase, one of the founders of Theta Chi Fraternity. It is similar in design but slightly larger than the badge we use today. A facsimile of the Founder's Badge is presented by the Fraternity to each national president as he assumes office. The original Chase badge is on display in the International Headquarters.

FOUNDERS DAY: Our By-Laws provide that, "All undergraduate chapters should, if possible, observe the evening of the tenth day of April as Founders Day. This anniversary of the founding of Theta Chi Fraternity should be celebrated as the several chapters may deem proper; except that at nine o'clock of that evening, if an undergraduate chapter is in secret session it shall stand, and in unison and in low voice, repeat the third oath of the Fraternity; if however, the observance is a public affair, all activities shall cease for two minutes, one minute before and one minute after the hour of nine." Many chapters and alumni chapters celebrate Founders Day with a special dinner and an opportunity for all present to reflect upon their memories of their chapter or Theta Chi in general. Our colonies are also encouraged to recognize and celebrate this day.

FOUR-ONE-FOUR (4-1-4) NEW MEMBER PROGRAM: In response to the trend of reducing or shortening the period between joining and initiation, Theta Chi Fraternity has developed the 4-1-4 New Member Program. The 4-1-4 provides for four weeks of education and preparation for Initiation, followed by one week for Initiation, followed by at least four more weeks of education. Many of the chapters using the 4-1-4, which was introduced in 1996, refer to it as the "4-1-Forever", meaning that the education of being a member never truly ends. Our chapters currently have a maximum of eight weeks to educate new members before initiation. Chapters using the 4-1-4 have found that they can recruit and initiate as many as three groups of men each semester instead of just one. The 4-1-4 is a reflection of the movement in men's and women's fraternities and sororities away from traditional semester-long pledging, which usually includes hazing, and towards member education--the concept that learning should never stop, and that it is impossible and counter-productive to attempt to teach "everything" before initiation.

FRATERNITY BADGE: Our Constitution provides that, "The badge shall be a rattlesnake which, shall be bent so as to form the Greek letter Theta. The rattlesnake's head shall be on the upper right-hand side near the center of the letter, and its tail shall pass around by the head behind the neck down half way to the letter. It shall then come in sight and pass across, forming the bar of the Theta. It shall be of gold, chased (decorated by engraving or embossing) in an appropriate manner. The eye of the snake shall be a precious ruby. This shall be surmounted (placed below, in this usage) by two swords placed saltire (sometimes referred to as saltire, which means a cross formed by two diagonal members) ways points downwards, thus forming the Greek letter Chi, these are also to be of gold. The name of the owner shall be engraved on the back of the badge, also the letter (or letters) signifying the chapter to which he belongs." Rubies, pearls, and diamonds only may be used as ornamental jewels in the manufacture of the Theta Chi Fraternity badge and only in ways approved by the Grand Chapter. When jeweled, the jewel shall be crown set. Our badge is sometimes incorrectly referred to as a pin. The historical and proper term is badge.

FRATERNITY COLORS: The colors of the Fraternity are military red and white. In 1909 the Grand Chapter designated, as the standard fraternity color, the same shade of red that is used in the flag of the United States of America.

FRATERNITY FLAG: At the 64th Anniversary Convention, held in April of 1920 in New York City, the following specifications for a flag were adopted: "Size 6 feet by 9 feet, made of fine wool bunting, doubled and sewed back to back, white field with 8-inch red border; Greek letters OX, coiled rattlesnake and 1856 appliqued on both sides in fine finish felt." Two sizes of this flag are offered for sale through the International Headquarters: A 6' x 9' flag and a 4' x 6' flag. In 1996, a second flag was introduced with the approval of the Grand Chapter. That flag, modeled after the flag used in our Fraternity prior to 1920, is made of nylon and displays the coat of arms of the Fraternity on a white field next to the Greek letters Theta and Chi in red on a white field. This flag is

weatherproof and is also available for purchase through the International Headquarters.

FRATERNITY FLOWER: The flower of Theta Chi Fraternity is the red carnation.

FRATERNITY FOUNDERS: Frederick Norton Freeman, Alpha/Norwich 1857, and Arthur Chase, Alpha/Norwich 1856, are the founders of Theta Chi Fraternity. Freeman is considered to be the founder, Chase the co-founder, and Egbert Phelps, who later became a member of Chi Psi Fraternity at Union College, is considered an assistant founder.

FRATERNITY OF DEANS: At one time Theta Chi Fraternity was nicknamed "The Fraternity of Deans" in recognition of the number of alumnus members who served in that capacity for colleges and universities across North America.

FREEMAN, FREDERICK NORTON: One of the founders of Theta Chi Fraternity. Born March 2, 1839; died March 28, 1867.

FREEMAN MEMORIAL PLAQUE: A plaque erected at the grave of Frederick Norton Freeman at the cemetery near Plainfield, New Hampshire. It bears the following inscription: "Frederick Norton Freeman, class of 1857, co-Founder of Theta Chi Fraternity at Norwich University, April 10, 1856. Unveiled by the 75th Annual Convention of Theta Chi Fraternity, August 29, 1931"

GOLDEN GUARD OF THETA CHI: Composed of those members of the Fraternity who have been members of Theta Chi and their local fraternity or Beta Kappa Fraternity for a total of fifty years or more. Membership is honorary and without application or approval. Certificates and lapel pins are available through the International Headquarters.

GRAND CHAPTER: The Grand Chapter is the administrative, executive and judicial head of the Fraternity. It is composed of eight members whose class shall have been graduated from college at least six years. Members are elected by delegates to the National Convention, for a four year term, and can serve two consecutive terms or eight years out of twelve years. The members are volunteers.

GRAND CHAPTER BADGE GUARD: Present and past Grand Chapter members are privileged to wear, as a guard for their badge and as a symbol of their office or former office, a specially designed small gold eagle with wings spread over crossed swords and snake. The guard is attached to the badge by a small chain.

GRAND CHAPTER COMMITTEES: The Grand Chapter may establish committees to assist in the operation of the Fraternity and to address specific issues, concerns or needs. The committees also provide opportunities for alumnus and undergraduate members to become involved in the Fraternity and to share time and expertise on behalf of Theta Chi. The Grand Chapter currently has 12 different committees. The committees and their responsibilities range from Credentials and Historical Archives to Leadership Education, Legal Affairs, The Regional

Plan, and Risk Management and Standards.

GRAND CHAPTER JEWEL: Sometimes referred to as a medallion, the jewel is a small, gold colored disc bordered with a laurel, with crossed swords and snake with a ruby eye. It is worn with a red ribbon. Present and past Grand Chapter officers wear the jewel at meetings, conventions, and other formal Theta Chi or interfraternity events. National Board of Trustees members also receive and wear the jewel, and directors of the board of our public foundation, Theta Chi Funds for Leadership and Education, receive a similar medallion.

GRAND CHAPTER OFFICERS: The officers of the Grand Chapter, in order of precedence, are the National President, the National Vice President, the National Secretary, the National Treasurer, the National Counselor, the National Marshal, the National Chaplain, and the National Historian. The president and vice president are elected by the delegates to the national convention after elections are held for the Grand Chapter. The other six offices are then filled by elections within the Grand Chapter.

GRAND CHAPTER SERVICE PLAQUE: A special plaque bearing the Fraternity Coat of Arms and an engraved plate noting the years of service and office(s) held by a member of the Grand Chapter. It is presented by the Fraternity to members of the Grand Chapter in recognition of their service upon their retirement from office.

HAZING: Illegal and unlawful practices usually associated with pledging. Theta Chi Fraternity subscribes to the definition of hazing contained with the Fraternity Executives Association Statement of Position on Hazing and Pre-Initiation Activities, which can be found in this Manual. The definition encompasses physical, mental or psychological and emotional hazing, all of which are forbidden. Questions regarding the definition of hazing, and positive practices to eliminate and replace hazing, can be directed to the International Headquarters staff. The terms "hell week" or "hell night", relating to activities involving new members, are antiquated and sadly misrepresentative. The terms communicate every possible negative connotation that fraternity chapters can be associated with in the education of new members. These terms have no place in any fraternity, and especially in Theta Chi Fraternity. Over 35 states have now passed criminal statutes to punish those who involve themselves in hazing practices. Many young men have died or have been injured as a result of hazing, and a number of major lawsuits have been filed against undergraduate members and alumni by undergraduates or their families as a result of hazing. A number of men's fraternities have drastically reduced or eliminated their pledge education programs in order to eliminate hazing. Colleges and universities which have abolished men's and women's fraternities on their campuses cite hazing practices as the primary concern and basis for that action.

Theta Chi Fraternity first enacted legislation regarding the prohibition of hazing in 1926, and has reiterated and reinforced that stance through additional legislation and by disciplining individuals and chapters for hazing practices. Our Fraternity has

suspended members, and reorganized and closed chapters involved in hazing practices.

HISTORY OF THETA CHI FRATERNITY: Edited by former Executive Secretary Robert H. Hoge, Rho/Illinois '24, and published in 1927 by the Fraternity. This book is now out of print. A few copies are on display in the International Headquarters.

HOGUE SCHOLARSHIP: Twenty Hoge Scholarships are provided each year to twenty chapter and colony members for our summer event--the School of Fraternity Practices and Convention or the Chapter Leadership Conference. The scholarship covers the cost of a registration fee for the event. In exchange, the recipient agrees to work with members of the International Headquarters staff at the event for 12 to 15 hours. Theta Chi Fraternity is the only men's national fraternity to offer this program on this scale.

These scholarships were developed to help twenty undergraduates attend a national event which they might not be able to afford to attend without this assistance.

HONORARY CHAPTER MEMBER: An undergraduate or alumnus member of the Fraternity who, by vote of an undergraduate chapter other than his own, has been made an honorary member of that chapter. As a practice, all undergraduate and alumnus members of the fraternity who participate in the re/installation of a chapter become honorary members of that chapter and receive a certificate designating them as such. Many chapters honor alumnus members of the Fraternity who have contributed to the welfare of the chapter by electing them honorary members. The procedure to be used is described in the National By-Laws, Article VI, Section 8. A chapter cannot "initiate" an individual as an honorary member who is not already a member of Theta Chi Fraternity.

INACTIVE CHAPTER: A chapter of Theta Chi Fraternity of which the charter has been revoked by the Grand Chapter, and thus is no longer recognized as an active chapter. The reasons for the revocation of a charter range from disciplinary, such as hazing, risk management violations, or anti-social conduct, to consistently low membership which cannot support the chapter or the house. One of the stated goals of our expansion policy is to recolonize and ultimately reinstall a large number of our inactive chapters.

INACTIVE MEMBER: There is no such status in Theta Chi Fraternity. Unfortunately, a few members of a chapter may attempt to "go inactive" for a semester or quarter because of financial concerns or other problems. When a request is made to "go inactive", the proper response from the chapter is to assist the member or to suspend him. There is no process or procedure to become "inactive" in our Fraternity.

INITIATE, INITIATED: The term used to describe a member of the Fraternity, and the proper term to describe the fact that he has become a member. Theta Chi Fraternity does not recognize such terms as, "activated", "activation", "brotherize", or "brothered up". The use of such terms demeans and cheapens the initiation of men into our Fraternity.

named in honor and in memory of James Ralph "Shug" Jordan, Chi/Auburn '32, who was head football coach at his alma mater from 1951 through 1975 and led Auburn to a national championship in 1957.

INSTALLATION: The ceremony through which a colony is installed as a chapter in Theta Chi Fraternity. Installations are normally held on a Saturday, following the initiation of all members into Theta Chi on the preceding Friday. All undergraduate and alumnus brothers from other chapters who participate in the installation or reinstallation ceremony are made honorary members of the chapter. A banquet to celebrate the new or reinstalled chapter is held on Saturday evening. The installation of an inactive chapter is known as a reinstallation.

INTERFRATERNITY COUNCIL: Most campuses utilize an interfraternity council as the governing organization for all men's fraternity chapters. Our Theta Chi chapters and colonies are expected and encouraged to take a strong, active leadership role in their campus interfraternity councils. The role of interfraternity councils is even more important as we approach the 21st century with campus-wide risk management policies and the need for coordinated, unrestricted recruitment programs.

INTERNATIONAL HEADQUARTERS: The headquarters of the Fraternity provides support and services to undergraduate and alumnus members and organizations and our volunteers at all levels. The headquarters is located at:

3330 Founders Road
Indianapolis, Indiana 46268-1333
(317) 824-1881
FAX: (317) 824-1908
General E-Mail Address: ihq@thetachi.org

THE JAMES MICHAEL HOLLAND AWARD: Presented annually by the Grand Chapter to the chapter which initiates the greatest number of men from July 1st to June 30th of the current year. The information is obtained from the membership records of the International Headquarters. Two runners-up are also recognized. This award is named in honor of James Michael Holland, Alpha/Norwich '83, who was in the fall of 1881 the only remaining Theta Chi undergraduate member at Norwich. With the assistance of two alumnus members, Brother Holland recruited and initiated two men, thus keeping Alpha Chapter and Theta Chi Fraternity alive.

THE JAMES RALPH "SHUG" JORDAN AWARD: The "Shug" Jordan Award is presented annually by the Grand Chapter to an undergraduate scholar-athlete in the Fraternity who exemplifies the qualities of leadership, citizenship, brotherhood and commitment to excellence in intercollegiate athletics. Consideration is by nomination and application from chapters and colonies, and the chapter or colony must complete the application for the member who is nominated. The "Shug" Jordan Award was established in 1996. National President Patrick T. O'Connor, Chi/Auburn '78, chaired the committee which developed the award. The award is

KEY MAN AND KEY MAN WITH "E" AWARDS: Theta Chi Fraternity recognizes those undergraduate and alumnus members who attend all required sessions at the School of Fraternity Practices or the Chapter Leadership Conference with a Key Man Certificate. The term "Key Man" was developed to reflect the education that a member received at the School or CLC, which he then can share with his chapter and region. The Key Man with "E" Award was first awarded at the 24th School of Fraternity Practices held in 1988 at the National Convention. Those undergraduate and alumnus members who attend extra credit leadership sessions, held in the early morning or late evening, receive a Key Man certificate with a seal decorated with an "E", reflecting extra effort and excellence. A Key Man key can be purchased from the International Headquarters to wear or display.

LADUE MEMORIAL FUND: Established by Past National President Frederick W. Ladue, Iota/Colgate '12 during World War II, to provide an emergency fund for loans to chapters. The Ladue Memorial Fund is administered by the Norwich Housing Corporation. Loans are made to chapters in cases of great necessity or emergency, but the emphasis today is placed upon short term loans for life safety improvements. Applications and assistance are available through the International Headquarters.

LEADERSHIP AND EDUCATION CONSULTANTS: Our Leadership and Education Consultants are employed by the International Headquarters. They are recent graduates who serve Theta Chi in a most important role, by visiting chapters and colonies across the United States. Their duties include counseling and advising officers, members and new members, working on a variety of problems and challenges, preparing reports describing their visits and following up with alumni, Greek Advisors, and Official Family members during and after their visits. Our Consultants must be extremely dedicated, organized and motivated brothers. They participate in an extensive training program at the International Headquarters during the summer and then visit chapters and colonies from late August to May, with a vacation in December. As paid professional staff members of Theta Chi, they represent our Fraternity in a variety of situations and circumstances.

In 1996, two senior Leadership and Education Consultants were appointed as Expansion Coordinators. Their duties focus on the establishment and development of interest groups and colonies. Applications for the position of Leadership and Education Consultant and information are available from the Director of Chapter Services in the International Headquarters. The interview process for the Consultant staff is held in January.

LEWIS MEMORIAL TROPHY: The Sidney Ann Gilpin Lewis Memorial Trophy was presented to the Fraternity in 1938 by James

G. Lewis, Alpha Xi/Delaware, in memory of his daughter. The Lewis Award is presented on an annual basis by the Grand Chapter to that chapter which has made the greatest progress in the previous year. The International Headquarters staff makes recommendations to the Lewis Award Committee for the winner and two runners-up for the award.

LIABILITY INSURANCE FEE: As with nearly all other men's national fraternities, Theta Chi Fraternity has a liability insurance program which provides coverage for chapters, alumni corporations and the national organization under specified conditions and circumstances. Chapters and colonies are billed each fall on a per-man basis established the previous spring for liability insurance.

MAN-MILE AWARD: An award given at each School of Fraternity Practices/Convention and each Chapter Leadership Conference to the chapter or colony which accumulates the greatest number of man/miles, using a formula of the number of men in attendance times the number of miles from the campus round trip to the site. To be considered, all men must qualify for the Key Man Award at the event, meaning that they attended all required sessions. The first and second runners up are also recognized.

MEMBERSHIP CARD: A durable plastic membership card, first approved at the 1990 Convention, which includes the name of the member, his chapter, roster number and date of initiation into Theta Chi Fraternity. The card is sent to each newly initiated member once his initiation fee and E-1 form are received along in the International Headquarters. The cost of the card is included in the initiation fee.

MEMBERSHIP CERTIFICATE: The certificate of membership, sometimes referred to as a shingle, which is sent to each new member after his initiation fee and E-1 form are received in the International Headquarters. The cost of the membership certificate is included in the initiation fee.

MEMORIAL SERVICES: A memorial service is conducted at the beginning of each National Convention by the National Chaplain for those members who joined the Chapter Eternal in the time since the previous Convention. Undergraduate chapters are requested to send the name and year of graduation of all deceased members to the International Headquarters by June 1st of the Convention year so that those names may be read at the service. A Memorial Service is also included in our Public Rituals.

MID-YEAR LEADERSHIP CHALLENGES: Developed to replace regional conferences and first used in the fall of 1996, the Mid-Year Leadership Challenges (MYLCs) are now held each year in the late autumn in each region of Theta Chi Fraternity. The format, schedule and session topics are standardized for the Challenges each year, with a core group of experienced faculty members leading discussion and presenting programs. Undergraduate and alumnus members may attend any MYLC in any part of the country. In the fall of 1997, over 1,000 Theta Chi undergraduates attended the MYLCs.

MINUTE BOOK: A book provided by the Fraternity to each new or reinstalled chapter for the purpose of keeping and maintaining the minutes from each meeting of the chapter.

MOTHER'S OR PARENT'S CLUB: Chapters are encouraged to organize a Mother's Club, made up of the mothers of undergraduate members and new members, or a Parent's Club. Most clubs meet once each year, usually during an event held for mothers or parents. Many of the clubs contribute items to improve the appearance of the chapter house.

MOTHER'S DAY: Theta Chi Fraternity may have been the first national fraternity to publicly recognize Mother's Day and to recommend that all chapters observe this day (the second Sunday in May) each year in an appropriate manner. Our Fraternity made this official in 1920. Alpha Gamma chapter at Michigan was the first to begin this custom. Recognition of Mother's Day includes having the mothers of undergraduate members and new members as guests at the chapter.

NECKTIE: There are two official neckties for Theta Chi undergraduates and alumnus members. The first and more traditional necktie is a club tie with numerous miniature tri-color coat of arms displayed. A more recent version is deep blue with military red and white stripes.

NEW MEMBER: Term used to describe a man who is joining Theta Chi Fraternity. Most frequently used in conjunction with the 4-1-4 New Member Program.

NEW MEMBER/PLEDGE WORKBOOK: Provided to each new member or pledge, along with [The Manual of Theta Chi Fraternity](#), when he is registered with the International Headquarters. The workbook contains teaching materials and outlines, supplemental data and current information about the Fraternity.

NORTH-AMERICAN INTERFRATERNITY CONFERENCE: An association of men's national fraternities. Founded in 1909, the NIC maintains a headquarters in Indianapolis and serves to promote and further the interests of member fraternities. A yearly meeting is held in December in conjunction with the Association of Fraternity Advisors. Theta Chi Fraternity has been a member of the North-American Interfraternity Conference since 1912 and has consistently supported the goals and objectives of the NIC through membership and leadership.

NORWICH HOUSING CORPORATION: The Norwich Housing Corporation (NHC) was formed in 1927 to receive, hold, invest and conserve the National Endowment Fund of Theta Chi Fraternity. The National Endowment Fund was started in 1927 to assist our chapters by making loans available to chapters with alumni or house corporations for the purchase or repair of chapter houses. NHC consists of five alumnus members of the Fraternity. The term of office is five years, and members can be reelected for a second

consecutive five year term. Members of the NHC are volunteers. Loan applications and information about loans are available through the International Headquarters.

NORWICH UNIVERSITY: The institution at which Theta Chi Fraternity was founded. Originally located in Norwich, Vermont, the university moved to its current location in Northfield, Vermont, in 1866. The move to Northfield was made after a fire destroyed the Old South Barracks in 1866. In 1960, Norwich University abolished all fraternities and our Alpha chapter was closed. The university displays some of our historical items in the library on campus, and the role of Theta Chi Fraternity in the development of the university is included in orientation courses.

OBJECTIVES OF THETA CHI FRATERNITY: The twenty-two objectives of our Fraternity were adopted by the Grand Chapter in 1935. The Objectives were developed as a means of clearly establishing our goals and relationships with others as a national fraternity. Theta Chi was one of the first national fraternities to adopt and publicize our objectives. The Objectives can be divided into four categories: Personal, Social, Cultural and Financial.

OFFICIAL FAMILY: A term used to describe present and past members of the Grand Chapter, National Board of Trustees and other boards, current members of the Regional Staff, and the International Headquarters staff.

OLD SOUTH BARRACKS: The site of the founding of Theta Chi Fraternity on April 10, 1856. Located on the campus of Norwich University, Norwich, Vermont, the Old South Barracks was completely destroyed by fire in 1866.

PATHWAY OF BROTHERHOOD: A representation of the New Member button of Theta Chi Fraternity located in front of the International Headquarters which is composed of engraved bricks. The bricks can be purchased from our public foundation, Theta Chi Funds for Leadership and Education, Inc., in honor of or in memory of individuals and chapters.

PETITION: A document submitted by a colony to the Grand Chapter. The petition is the final step in the approval process required for a colony to be installed or reinstalled as a chapter in Theta Chi Fraternity. If approval is granted by the Grand Chapter, and two of the three nearest chapters also recommend that the colony be granted chapter status, copies of the petition are sent to all active chapters. A three-fourths vote of the chapters responding to the petition is required for approval. If a colony is established on a campus at which a Theta Chi chapter once existed, approval of the petition is needed by the Grand Chapter only for the colony to be reinstalled as a chapter.

PHELPS, EGBERT: Although he was never an undergraduate member of Theta Chi Fraternity, Egbert Phelps is considered to be our "assistant founder" for lending his help and advice to Brothers Freeman and Chase before and after our founding. Phelps attended Norwich University from 1852 to 1854, and was a member of the class of 1856. He is credited with developing the name of our fraternity and the design for our badge. Phelps transferred to Union College in Schenectady, New York in 1854 and became a member of Chi Psi Fraternity. Union College is often referred to as the "mother of fraternities" with six national fraternities founded on the campus, including Chi Psi in 1841. It is thought that this influenced Phelps to continue his interest in Theta

Chi even after he transferred from Norwich. Egbert Phelps was born on December 8, 1835, and died on July 26, 1916. He is buried in Joliet, Illinois. He was posthumously made an honorary member of Theta Chi Fraternity at the 83rd Anniversary Convention on April 22, 1939, in Champaign, Illinois.

PLEDGE: A man who has pledged himself or agreed to join the Fraternity. A number of men's and women's national fraternities and sororities have eliminated the word, "pledge", and now use terms such as associate member, Alpha, or new member. Two men's national fraternities have eliminated pledging in favor of initiation immediately after recruitment is completed, with a member development program following initiation which involves the entire chapter. In Theta Chi Fraternity, the terms "pledge" and "new member" are used to indicate the status of a man who is joining our Fraternity through two different programs. A new member is usually joining through the 4-1-4 New Member program. Theta Chi chapters using a pledge program have a maximum of eight weeks after the start of the program to initiate men who are joining that quarter or semester.

PLEDGE/NEW MEMBER BUTTON: An insignia worn at appropriate times by men who are joining Theta Chi Fraternity. Our pledge/new member button is a small metal oval, red in color, with a white edge, and crossed diagonally with white stripes forming an "X". The pledge/new member button should be worn with an appropriate shirt, sweater or more formal dress, just as the badge is to be worn by members. It should always be worn over the heart, and not on a belt, pantleg, shoe or sock. The pledge/new member button was adopted to be worn just as our badge is to be worn, symbolizing membership in Theta Chi. Unlike our badge, the pledge/new member button may be worn on the lapel of a suitcoat or blazer. The button was not adopted to be burdensome, or to become part of a rigid requirement that it be worn at all times. The button should be worn at times that it would be appropriate for members to wear the badge of Theta Chi Fraternity. Our button should be worn with respect for and an understanding of the Fraternity which it represents.

PUBLICATIONS: Theta Chi Fraternity has a number of publications for undergraduates and alumni.

The Rattle: The magazine of Theta Chi Fraternity, published by Theta Chi Funds for Leadership and Education, Inc., two times each year.

The Crossed Swords: The risk management newsletter of Theta Chi, published five times during the school year.

Undergraduate Fraternal Link: An electronic newsletter geared to the undergraduate members and leaders of the Fraternity.

All publications are edited by members of the International Headquarters staff. Copies of undergraduate publications are sent to house and alumni corporation presidents. Copies of all publications are sent to all members of the Official Family. Other publications include Chapter Operations Manuals for chapter and colony officers, the Marshals manual, the workbook for use with the Manual of Theta Chi, and the Songs of Theta Chi. The International Headquarters also maintains a supply of the National By-Laws of Theta Chi.

THE RATTLE OF THETA CHI: The magazine of our Fraternity, published by our public foundation, Theta Chi Funds for Leadership and Education, Inc., twice each year.

RECHARTERING FEE: Each active chapter in our Fraternity must pay a rechartering fee each year. The fee is based upon the size of the chapter as of April 10th of the preceding spring semester. Currently, there are three tiers for the payment schedule for chapters. Once the fee has been received, a package of current manuals, forms and materials is sent to the chapter.

RECOGNITION BUTTON: A small button which is worn on a coat lapel. The recognition button comes in two forms. One version is a miniature coat of arms, while a second version utilizes the fraternity letters.

RECOGNITION DANGLES: Dangles are miniature representations of various items representing chapter offices. For example, a gavel represents the office of president, while a quill represents the office of secretary. A number of different dangles are available through the official Fraternity jeweler. Contact the International Headquarters for information.

REGION: A geographical division of North America developed to enhance the operation of the Regional Plan. In 1996, a major reorganization of the previous eighteen regions was completed, resulting in eight large regions identified by geographical location. Each region contains a number of chapters and colonies and is serviced by a number of Regional Counselors. The regions in Theta Chi Fraternity are Northeast, Atlantic, Mid-Atlantic, Southeast, Great Lakes, Plains, Southwest and West.

REGIONAL COUNSELOR: An alumnus volunteer, appointed by the Grand Chapter, who is charged with the responsibility to work with and assist chapters and colonies in his region. Our Regional Counselors are an integral part of the Regional Plan, and spend many hours each year visiting, helping and counseling our undergraduates, organizing special regional events, and participating in national events such as the School of Fraternity Practices and National Convention, the Chapter Leadership Conference and Mid-Year Leadership Challenges. Members interested in serving on the Regional Staff should contact the International Headquarters for an application form and information. Theta Chi Fraternity is always in need of alumnus volunteers for these important positions.

REGIONAL COUNSELOR LAPEL PIN: A special pin awarded to Regional Counselors in recognition and in appreciation of their service to Theta Chi Fraternity. As the name implies, the pin may be worn on the lapel of a suitcoat or jacket.

REINSTALLATION: The installation ceremony for a chapter which was declared inactive, subsequently recolonized, and whose members have met or exceeded the requirements to be reinstalled. The same ceremony is used for installation of a new chapter and reinstallation of an inactive chapter. The colony of an inactive chapter submits a petition to the Grand Chapter for reinstallation. The petition does not require approval from other undergraduate chapters once the Grand Chapter has approved the petition.

REINSTALLATION CHARTER: The founding fathers of a recolonized chapter which is reinstalled are honored by having their names placed on a document which resembles a charter. These men are recognized for their energy, commitment and dedication to bringing an inactive chapter back to life, just as the founding fathers of a new chapter have their names placed on the charter to recognize them for displaying the same qualities. The reinstallation charter is presented to the founding fathers of the reinstalled chapter during the reinstallation ceremony.

REORGANIZATION: The reorganization of a chapter takes place as a result of problems within the chapter which cannot be resolved through probation, alumni intervention or other sanctions or procedures. A reorganization is a very serious action, and is normally taken as a final effort to resolve problems before the charter of the chapter is revoked. A reorganization must be approved by the Risk Management and Standards Committee or the Grand Chapter. Once that action is taken, all undergraduate members and new members are placed on suspended status. Then, a team of International Headquarters staff members, often joined by Regional Counselors and alumni from the chapter, visits the campus. Undergraduate members and new members must then interview with staff members and volunteers to be invited to rejoin the chapter. The interviews serve two purposes. The first: to exclude any members or new members who will not support the changes which are needed to change the chapter culture. Members who are not invited to rejoin will remain on suspended status until they graduate. New members who are not invited to return are free to join another fraternity, but they will not be allowed to join Theta Chi Fraternity.

Secondly, the interviews provide staff members and others with the opportunity to identify those who have taken a positive role in the chapter and those who have not. This assists the interview teams when final decisions must be made. Without exception, a chapter which has been reorganized is placed on probation, and requirements and procedures are developed with the members to assist the chapter in changing and improving. In most cases, the officers are replaced by new officers who are elected or appointed by the Alumni Probationary Committee or the interview teams. Reorganizations have been conducted because of problems with hazing, drug usage, risk management concerns, critically low membership, consistently poor chapter operations, or a combination of some or all of these factors. From 1993 to 1998, a total of 15 reorganizations were performed in Theta Chi Fraternity. Most of the reorganizations were successful; those that were not resulted in the revocation of the charter of the chapter.

within a year.

RHODES SCHOLARSHIP: A fixed amount of money in the form of a scholarship, provided to one member of each active chapter and colony each summer to be used for attendance at the School of Fraternity Practices and National Convention or the Chapter Leadership Conference. In order to receive the scholarship, the member must receive his Key Man Award, meaning that he attended all required sessions. If he does not receive a Key Man Award, the chapter or colony forfeits the scholarship. The Rhodes Scholarships are named in honor of Past National President Earl D. "Dusty" Rhodes, Delta/RPI '21.

RISK MANAGEMENT AND STANDARDS MANUAL: The manual which contains our risk management policies, practices and procedures, along with a information relating to a wide variety of topics such as fire safety.

RITUAL: A confidential ceremony of Theta Chi Fraternity through which men are initiated into our Fraternity. The term, "Ritual" also includes other secret ceremonies. Each chapter, when installed or reinstalled, receives a new set of Ritual books for use in meetings, initiation, and other formal events.

ROBES: A set of robes for use during meetings, initiation and other events is provided to each chapter at re/ installation. Contrary to popular opinion, the robes may and should be cleaned professionally; the robes are not "secret". Chapters may purchase new robes from the International Headquarters or make their own robes.

ROSTER BOOK: The record book, provided to each chapter at installation or reinstallation, which is the permanent record of all initiated members of the chapter. The chapter secretary is charged with the responsibility to maintain the Roster Book and promptly and correctly enter information regarding each initiate within 24 hours of initiation. The roster number is a number assigned to each new initiate. Numbers are assigned in ascending order and equal the total number of men initiated into the chapter since installation. Many chapters have developed a seniority system using roster numbers, based upon the grade point average of the initiates or other factors. This, in turn, becomes useful in a variety of situations. For example, room requests in a chapter house may be filled by seniority, or the opportunity to move out of the house if there are a sufficient number of members to fill the house. The assignment of roster numbers by the International Headquarters will not affect this practice, in any way.

SCHOOL OF FRATERNITY PRACTICES: Held in conjunction with the National Convention since 1939, the School of Fraternity Practices will celebrate its 30th anniversary at the 144th Anniversary Convention in Indianapolis, Indiana in July of 2000. The School of Fraternity Practices is a three day program of workshops, general sessions, small group meetings and presentations covering aspects of chapter operations and issues facing Theta Chi and all men's fraternities today.

SIGNIFICANT INCREASE IN MEMBERSHIP AWARD: This award is presented annually to the chapter demonstrating the greatest increase in percentage of membership in comparison with the previous school year. This award is often presented to a chapter which had a small membership, whose members launched an aggressive recruitment program and doubled or even tripled the size of the membership in one year. The recipient of the award and two runners-up are identified by utilizing membership records from the International Headquarters.

SILVER LEGION OF THETA CHI FRATERNITY: Composed of alumni of our Fraternity who have been members of Theta Chi for at least twenty- five years, including members of local fraternities which were installed as Theta Chi chapters. Membership is honorary and granted without approval. A certificate and lapel pin are available from the International Headquarters.

SONGS OF THETA CHI: The songs of our Fraternity are available in a song book and on a cassette tape. Both items can be ordered from the International Headquarters.

STANFORD SCHOLARSHIP TROPHY: A large plaque presented to the chapter which records the highest grade point average in the fraternity each school year. The plaque was given to the Grand Chapter by our Alpha Epsilon/Stanford University chapter in 1928, and is named in honor of that chapter, which is currently inactive. The name of the chapter receiving the award is engraved on the plaque. A formula is utilized to properly gauge academic performance for each chapter, regardless of the grading system used on campus.

SUSPENSION: Chapters and alumni corporations may suspend undergraduate and alumnus members by following the procedures set forth in the National By-Laws, Article VI, Section 13. A suspended member or alumnus continues to be a member of the Fraternity but shall not participate in any activities of the Fraternity. Members and New Members/pledges may also be suspended through the reorganization procedure and by the Grand Chapter or Risk Management and Standards Committee when the chapter is placed on probation or under other specified circumstances. In order to recommend that an undergraduate or alumnus member be expelled by the Grand Chapter, a chapter or alumni corporation must first follow the suspension procedure. The Grand Chapter may also expel an undergraduate or alumnus member upon receiving a request for same from various persons or entities outlined in the National By-Laws.

SWEETHEART PIN: A smaller reproduction of the official badge which members are permitted to give to mothers, wives, sisters and fiancées.

SUCCESS IN RECRUITMENT AWARD: This award is presented annually to all chapters which have initiated 25 men or more during the previous school year. Recipients are identified by utilizing records from the International Headquarters.

THETA CHI FOR LIFE AWARD: This award was authorized and established by the Grand Chapter in 1976, and is the second highest award of Theta Chi Fraternity. It is named in honor of Past National President Earl D. "Dusty" Rhodes, who is known as Mr. Theta Chi. Brother Rhodes, who graduated in 1921 from Rensselaer Polytechnic Institute and was a member of our Delta chapter, was the first recipient of this award in 1976. The award recognizes those who devote a lifetime of outstanding service to Theta Chi Fraternity.

THETA CHI MONUMENT: This monument was dedicated at the 75th Anniversary Convention in 1931, held at Norwich, Vermont. Made of Vermont granite, it displays a bronze tablet with the following inscription: "On a site 200 feet northeast of this monument in the Old South Barracks of Norwich University, Frederick Norton Freeman, '57, and Arthur Chase, '56, founded Theta Chi Fraternity at 9 p.m., April 10, 1856". The monument is located on ground adjacent to the local Episcopal Church and deeded to the Episcopal diocese of Vermont. Our fraternity makes annual donations to the church to provide for perpetual care of the site.

THETA CHI SCHOLAR: A publication by our public foundation, Theta Chi Funds for Leadership & Education, Inc., which focuses on academic achievement, scholarship programming, and recognition of academic success. The Theta Chi Scholar is published several times each year.

TRANSFER: An undergraduate member of the Fraternity, in good standing, who wishes to transfer his membership to an active chapter other than that at which he was initiated may do so provided that he follows the procedure outlined in the National By-Laws, Article VI, Section 7. His status in the Fraternity must be verified by the International Headquarters and the transfer of membership must be approved by a majority vote of the chapter to which he wishes to transfer. A form must be completed by the chapter to which he is transferring and submitted to the International Headquarters before the transfer is official. Notice of the transfer must be made promptly to the chapter from which he wishes to transfer and to the International Headquarters. Members of the Fraternity wishing to transfer to a Theta Chi colony or interest group must obtain the permission of the Director of Chapter Services in addition to the approval as outlined above. Members may not hold the office of Marshal in a colony or interest group.

UNDERGRADUATE INTERFRATERNITY INSTITUTE (UIFI): The Undergraduate Interfraternity Institute (UIFI) is a program offered through the National Interfraternity Conference. The UIFI sessions are four days in length and are designed for undergraduate interfraternity and panhellenic council and chapter leaders from colleges and universities in North America. Seven to nine UIFI sessions are held each summer. Theta Chi Fraternity

offers at least twenty scholarships for our undergraduate members to the UIFI programs each year in the belief that these programs enhance the development of our undergraduate leaders and to emphasize our commitment to the Greek system. UIFI Scholarship applications are available through the International Headquarters.

WITHIN THESE WALLS: A book edited by Past National President George Starr Lasher, Alpha Gamma/Michigan, which contains interior and exterior photographs of all chapter houses from Alpha/Norwich to Beta Delta/Rutgers. Although out of print, a copy is on display in the International Headquarters. It was published in 1933.

SAYING IT RIGHT IN THETA CHI

"NATIONAL(S)": There is no "s" in the word "national." It is NATIONAL in the singular. We sometimes receive letters from undergraduates addressed to "nationals." In our response, we write, "Dear Gregorys," or "Dear Tims," to emphasize that there is only one national organization.

It does demonstrate knowledge of, and an appreciation for, our Fraternity to use the appropriate title for each organization within our national organization. These are:

- The Grand Chapter
- The Norwich Housing Corporation
- The International Headquarters
- The Foundation Chapter
- Theta Chi Funds for Leadership and Education, Inc.

"REGIONAL(S)": There is no "s" in the word "regional."

"RITUAL(S)": There is no "s" in the word "Ritual." We have only one Ritual in Theta Chi Fraternity.

"INITIATE": We do not "brother up," "brotherize," or "activate" our neophytes. Our neophytes do not "cross the line". We INITIATE our neophytes into Theta Chi Fraternity.

"INACTIVE": There is no such status in Theta Chi Fraternity. A member cannot "go inactive". Brotherhood is not a faucet that one may turn off and on depending upon his financial situation or other circumstances.

"PLEDGE (sic) MARSHAL": The brother charged with the responsibility to educate our new members is THE MARSHAL. We have seen great improvements in this aspect of terminology on the composites sent to the Headquarters.

"HOUSE": You belong to a CHAPTER or a COLONY of Theta Chi Fraternity. The physical structure in which some members live has nothing to do with the status of the chapter.

"PLEDGE (sic) MANUAL", or, worse yet, "THE RED BOOK": We use THE MANUAL OF THETA CHI FRATERNITY, or THE MANUAL, as a teaching device for new members. However, this book, which contains information on all aspects of the Fraternity, was written to be a source for each member for life.

"ALUMNI": Often misused when referring to a single ALUMNUS. Alumni is the plural form of alumnus. For

women, a single female graduate is an ALUMNA, while two or more are referred to as ALUMNAE. Alumni can also be used to describe men and women who have graduated from an institution.

If you had one graduate visit your chapter house to speak to guests, you had an **alumnus** over to help with rush.

"N.I., SHINY PIN, J.A.": These are terms used to describe men who were recently initiated into our Fraternity. However, ***we do not recognize such terms.*** One reason is that we are an organization of brothers--not old, not young, not undergraduate or alumni only. We are all brothers. As well, the use of these terms implies that seniors, for example, would be "O.I." (Old Initiates), "S.A." (Senior Actives), "Dull Pins"....

"PIN": We do not have "pins" in Theta Chi Fraternity. Initiates are given a BADGE. New members wear a BUTTON. We do utilize recognition pins, but those are not the distinctive badge which signifies membership in our Fraternity.

THE CREED OF THETA CHI: The Creed of Theta Chi is an expression of our goals and objectives as a national organization. It is to be recited, and not chanted, yelled, mumbled, or shouted.

We do not precede the Creed with, "The Creed of Theta Chi". We do not end the Creed with, "Frank H. Schrenk, Kappa Fifteen"! The Creed is recited. It begins with, "I believe in Theta Chi...", and concludes with, "...thereby serving my God, my country and my fellow man."

In fact, Frank Schrenk did not graduate with the undergraduate class of '15 from the University of Pennsylvania. Frank H. Schrenk joined Theta Chi at Penn on April 21st, 1914 and was in law school. He graduated from Penn in 1909, and received an MBA degree in 1912. He received his Juris Doctorate degree in 1915. Kappa chapter was installed in 1912.

We are certain that if Brother Schrenk was alive today, he would cringe at the thought that a few undergraduates recite his name as part of the Creed. That is the equivalent of ending the Star Spangled Banner by shouting, "Francis Scott Key"! In the latest edition of The Manual of Theta Chi Fraternity, we have not included Brother Schrenk's name under the Creed. Rather, we prepared a biographical review of his life and his contributions to our Fraternity on the pages following the Creed.

"THE RATTLER": Our magazine is The Rattle of Theta Chi. It was named in recognition of the role a rattlesnake plays in

our beliefs and in the design of our badge. Our magazine was not named after a baby toy.

"OX": Where there is nothing we can do to change the combining of our letters to form the word "Ox", we can and do discourage the portrayal of our Fraternity in the form of bulls, oxen, or minotaurs, real or mythical.

There is only one fraternity, of which we are aware, that emphasizes the correlation between the fraternity name and a living creature, and that is Alpha Chi Rho (the "Crows"). Pi Kappa Alpha Fraternity, often referred to as the Pikes, discourages that reference and encourages the use of "Pika". We have not seen Pike chapters displaying fish, or creatures with the upper body of a fish and the lower body of a man.

An important question to ask: "Why would you want to portray our Fraternity as a slow, usually dumb, castrated animal?" An ox is not a bull. It is a beast of burden. It has been subjected to ridicule for centuries -- "Dumb as an ox!" And, the day will arrive when an enterprising attorney for Merrill Lynch files suit against one of our chapters for using the ML trademark logo.

"THETAS": The term "Thetas" has long been used for chapters of Kappa Alpha Theta women's fraternity. It is a generally accepted practice. If you attend an interfraternity meeting, and refer to the "Thetas," others in attendance will assume you mean the women. On some campuses at which Kappa Alpha Theta is not represented, our members refer to themselves as "Thetas". You can gently remind them that a better colloquial reference might be "T-Chi".

"NATIONAL CONVENTION, CHAPTER LEADERSHIP CONFERENCE, AND MID-YEAR LEADERSHIP CHALLENGE": We do not have "national conferences," "chapter leadership conventions," or "regional conclaves."

Saying it right is a matter of pride in Theta Chi.