

The Constitution of Tau Epsilon Phi - Gamma Tau



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Preamble

We the brothers of Tau Epsilon Phi - Gamma Tau, in order to form a more perfect organization, establish brotherhood, insure chapter tranquility, provide for the common satisfaction of our members, promote the general chapter welfare and secure the Blessings of God to ourselves and our brotherhood, do ordain and establish this Constitution for Tau Epsilon Phi - Gamma Tau.

Article 1 - General Provisions

Section 1 - Name

The name of this association is and shall be Tau Epsilon Phi - Gamma Tau Colony.

Section 2 - Incorporation

This Fraternity is and shall continue to be, organized and existing under the Tau Epsilon Phi national fraternity. It is incorporated in the state of Indiana as "TAU EPSILON PHI - GAMMA TAU (IU) LTD."

Section 3 - Ritual

The chapter will abide by rituals set by the Tau Epsilon Phi national fraternity. During orders of business, we will follow *Robert's Rules of Order*.

Section 4 - Good Standing

The term "good standing," as used in the Constitution and in the Statutory Code, shall be applied only to a member who or which has been duly initiated or installed. They also shall not be in arrears with respect to any financial obligations owed to the National Fraternity or chapter. The member must also not be suspended by the Fraternity or chapter, or by Indiana University.

Section 5 - Good Scholastic Standing

The term "good scholastic standing," as used in the Constitution, shall be applied as follows:

1. Candidates for membership:
 - a. In order to join the Gamma Tau Colony of Tau Epsilon Phi Fraternity, a potential new member who has yet to establish a collegiate GPA shall have a minimum high school GPA of 2.50.
 - b. In order to join this colony, a potential new member who has

- established a collegiate GPA shall have at least a 2.8
- c. 0 collegiate GPA.
2. Chapter in Good Scholastic Standing:
 - a. In order to maintain good standing within the Tau Epsilon Phi national fraternity, our chapter is required to establish and maintain a minimum annual cumulative GPA of:
 - i. 2.70 or higher; or
 - ii. One that is at or above the all brother Indiana University GPA, if the all brother GPA is below 2.70.

Section 6 - University Provisions

The following university provisions must be followed by all student organizations at Indiana University.

1. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state and federal laws.
2. Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
3. Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article 2 - Membership

Section 1 - Election and Initiation

1. Candidate Admission

- a. In order to be given an invitation for membership to the Indiana University Colony, a potential new member must have a three-fourths majority of the rush committee in favor of their invitation.
 - i. With approval from the Chancellor in favor of their invitation.
 - ii. Or two-thirds vote from the colony if the Chancellor disapproves.

2. Legacies

- a. A legacy is the son, grandson, stepson, brother or nephew of an initiated member of Tau Epsilon Phi Fraternity. If our colony is notified of a legacy, then we must extend him an invitation to go through the colony's Rush Program. If any member is a direct legacy, with their father, grandfather, stepfather, brother or uncle being an alumnus of the Gamma Tau colony of Tau Epsilon Phi, they will automatically be invited to join.

3. Suspension of Brothers

- a. Reasons for suspension:
 - i. Flagrant violation of the constitution, by-laws, or customs of this colony.
 - ii. Non-payment of fraternity dues.
 - iii. Suspension will be voted upon by the TEΦ Judicial Standards board, and must be approved by the Chancellor, if TEΦ Judicial votes to suspend.
- b. Except in the case of finances, a majority of TEΦ Judicial voting to suspend is required to suspend a member.
- c. A suspended member is relieved of the following privileges:
 - i. He may not vote at meetings.
 - ii. He must relinquish any office that he holds at the time.

- iii. He cannot attend any social function of the fraternity.
- d. A suspension may be lifted if a majority of the executive board should vote to reinstate.

Article 3 - Finances

Section 1 – Dues and Bills

1. All chapter dues must be due by a deadline set by the Bursar. If the payment is not met, the member will not be allowed to participate in fraternity events, pending findings of TEΦ Judicial.
 - a. The Bursar must collect dues by the fourth week of the semester.
2. Any brother that fails to meet the deadlines above must present his case to the Executive Board. The Executive Board has the power to extend payment to a date no later than the last day of the semester by virtue of a majority vote.

Section 2 - Bursar

1. The colony Bursar shall oversee and maintain chapter finances, ensuring the colony does not accumulate debt.
2. The Bursar shall oversee the colony bank account.
3. Expenses may not exceed revenues from chapter dues and fundraising.

Section 3 - Expenditures

1. The colony shall vote on all expenditures over \$500.
2. No colony vote is needed to pay regular bills or spend funds deemed necessary or important by the Executive Board, National offices, or Advisor.

Article 4 - Officers

Section 1 - Qualifications of Officers

1. Any active member in good standing in this colony and fraternity shall be eligible for election as an officer of the colony.
2. Any member who wishes to hold an office on the Executive Board must have a GPA of a 2.7 or above.
3. No member shall hold more than one office at any time, unless the membership of the colony is 10 or less active members.

Section 2 - The Executive Board

1. The Executive Board shall consist of the Chancellor, Vice-Chancellor, Scribe, Historian, Bursar, and Warden.
2. The Executive Board shall have 5 votes in total when making decisions. Each office shall receive 1 vote. The Chancellor will only vote in the case of a tie.
3. Members of the Executive Board shall attend every TEΦ function within reason.

Section 3 - Names and Duties of the Executive Board

1. **Chancellor**
 - a. To be the official executive and responsible head of the chapter.
 - b. To preside at all meetings of the chapter, to perform all duties performed by the presiding officer on motions only to make or break a tie, or when his vote would determine the outcome, and on all elections of candidates for admission to the chapter or to an office.
 - c. To enforce strict observance of the Constitution and Statutory Code of the Fraternity and of its traditions and ritual, of the chapter's, by-laws, and of the regulations of the college or university.
 - d. To represent the chapter in all dealings with the officials of the

institution at which the chapter is chartered and with the Grand Council or any of its agents.

- e. To appoint all standing committees and special committees, designate the chairman thereof, to see to it that they carry out their duties, and remove members thereof who may neglect their duties or abuse their powers.
- f. To submit to the Executive Director, at the end of his term of office, and at such times as required by the Grand Council, a written report giving a complete and accurate account of the general condition of his chapter.
- g. To countersign all checks and vouchers for cash payments.

2. **Vice Chancellor**

- a. The duties of the Vice Chancellor shall be to serve at all times as the executive assistant to Chancellor and in the latter's absence, incapacity, or disqualification, to serve as the executive and responsible head of the chapter.
- b. The Vice Chancellor shall oversee risk management.
- c. He must attend all TEΦ events, or request that someone else take his duties for the event. This must be approved by the chancellor.
- d. They shall approve all events held by TEΦ.
- e. They shall consider potential risk and minimize it by altering programs or events, if need be.
- f. They shall ensure that TEΦ is in compliance with all IFC and Student Life and Learning rules and regulations.
- g. They shall have a non-voting temporary position on TEΦ Judicial.
- h. They shall be an ex-officio member of all committees.

3. **Scribe**

- a. To keep an accurate, complete, and impartial account of the proceedings of his chapter and to forward a copy of such record from time to time to the Executive Director.
- b. To keep custody of true and current copies of the Constitution and Statutory Code of the Fraternity and the chapter's by-laws, and of all minutes and records of the chapter, except those pertaining to

other offices hereinafter provided for.

- c. To conduct and file all chapter correspondence and give necessary notices to members and alumni.
- d. To attest the actions of the chapter.
- e. To forward to the Grand Council or any of its agents such forms as are required by statute or as may be requested from time to time.

4. Bursar

- a. To collect monies due to the undergraduate colony giving his receipt thereof.
- b. To hold the funds, securities, vouchers, and account books of the chapter.
- c. To keep the books in accordance with such system of accounts as the Grand Council may require, and to render a monthly statement thereof to the chapter.
- d. To remit to the proper authorities all sums of money lawfully assessed against or owed by the undergraduate chapter.
- e. To forward to the Executive Director a copy of his chapter's annual budget for the coming year at least fifteen (15) days before the end of the scholastic year and such financial statements as may be required by the Grand Council.
- f. To deliver to his successor or anyone designated by the chapter all or any part as directed of the funds, securities, vouchers, and account books of his chapter.
- g. To sign all checks and vouchers for cash payments.

5. Historian

- a. To keep a history of the colony.
- b. To keep a Fraternity and colony social media.
- c. To keep a true and accurate roster of the members of his colony.
- d. To prepare and forward to the editor of the PLUME any colony information and updates whenever required by that officer.
- e. To be responsible for the issuance of publicity matter at such times as will be for the best interests of his undergraduate colony and Fraternity.

6. Warden

- a. To perform the duties of a sergeant-at-arms at all colony meetings.
- b. To render prayers at such time as directed by the Chancellor.
- c. To be responsible for the religious welfare of the colony.
- d. To oversee TEΦ Judicial.
- e. To keep the rituals and ritual paraphernalia securely guarded and to preside at all initiations and to prevent such conduct in connection with initiations that might reflect discredit upon the Fraternity.

Section 4 - Names and Duties of Other Officers

1. New Member Education Chairman

- a. There shall be 1 New Member Education Chairman appointed by the Executive Board.
- b. They shall be directly in charge of educating pledges and serving as liaisons between the active brothers and the pledge class.
- c. They shall assist the Chancellor in the initiation ceremony.
- d. They shall assist the Chancellor in counting ballots at the election after the pledgeship period.

2. Social Chairman

- a. There shall be 1 Social Chairman appointed from the active brothers in the fraternity.
- b. They shall be responsible for all sorority relations regarding social functions.
- c. They shall be responsible for the planning of all social activities of the fraternity, including but not limited to all socials, date nights, and formal parties.
- d. They shall have the authority to make purchases on behalf of the fraternity for social events, with the approval of the Chancellor and Bursar.

3. Philanthropy Chairman

- a. There shall be 1 philanthropy chairman elected by the active

- brotherhood.
 - b. They shall be in charge of planning and organizing philanthropy events.
 - c. They shall form and lead a philanthropy committee at their discretion.
 - d. They shall be in charge of promoting other fraternity and sorority's philanthropies to the colony.
4. Rush Chairman
- a. There shall be one Rush Chairman elected by the active brotherhood.
 - b. They shall be in charge all recruiting and rush events.
 - c. They shall form and lead the rush committee.

Section 5 - Committees

1. Upon completion of each major event, the chairmen of each committee shall type a monthly report to be submitted to the Historian to be retained for future reference.
2. Rush Committee
 - a. They shall be led by the Rush Chair and assist in any and all duties regarding membership recruitment.
 - b. There shall be no limit to the amount of members able to join the committee.
3. Philanthropy Committee
 - a. They shall be led by the philanthropy chairmen to assist in any and all duties regarding fraternity-hosted philanthropy events.
 - b. The selection and organization of committee members shall be up to the discretion of the philanthropy chairman.
 - c. They must attend each and every philanthropy event hosted by the fraternity.
4. Special Committees
 - a. Special committees may be formed at discretion of a simple majority vote of the Executive Board.

Section 6 - Advisors

1. There shall be one faculty advisor at all times. Their role is up to the discretion of the advisor and the Chancellor. They must agree on this prior to the faculty advisor beginning.
2. There will be an advisor board compiled of alumni, national board members and the TEΦ National Director of Expansion and Chapter Development.

Article 5 - Elections

Section 1 - General Elections

1. Formal elections shall be held after November 1 of fall semester to elect: Chancellor, Vice Chancellor, Bursar, Scribe, Historian, and Warden.
2. Nominations for positions shall be conducted by the current Chancellor. All candidates interested in serving on the Executive Board must fill out an application, specifying which position(s) they are interested in serving as. Then, candidates will be interviewed by the chancellor and nominated at his discretion.
3. Two-week notice is required prior to election meetings.
4. Elections shall be by a majority of those active, present, and voting by a closed ballot.
5. No member may leave elections for an extended period of time. If a member is not present for the entirety of the speeches and discussions for a certain office, that member may not vote for that office.
6. No proxy votes are allowed.
7. The Chancellor and the Warden shall count ballots at elections.

Section 2 - Removal of an Officer

1. Temporarily by the regional director or local advisor as provided by national regulations.
2. Permanently by the $\frac{3}{4}$ vote of the active brotherhood present and voting. The charges must be presented to the chair one week prior to voting.
3. The Chancellor may remove appointed officers with the consent of the Executive Board.

Section 3 - Vacancies

1. An office shall be declared vacant when the incumbent is expelled

- from school, or the fraternity, or has resigned or graduated.
2. The successor shall be elected for office at the next regular chapter meeting. The procedure shall be at the discretion of the chancellor.

Article 6 - Meetings

Section 1 - Calling a Colony Meeting

1. Regular colony meetings shall be held every Sunday at a time determined by the Chancellor.
2. The Chancellor or a petition of at least twenty percent of the active membership may call a meeting.
3. Regular colony meetings shall be canceled at the Chancellor's discretion.
4. At least two days notice is required before calling a chapter meeting.
5. Special meetings with extenuating circumstances may be called on shorter notice.

Section 2 - Colony Meetings

1. Colony meetings shall inform the brotherhood of upcoming events and important chapter information.
2. Every meeting shall include an open forum at the end for the betterment of the fraternity.
3. A quorum consisting of more than fifty percent of the active brotherhood is required before commencing a meeting.
4. The meetings shall be conducted in an orderly fashion and the Chancellor has the power to adjourn a disorderly meeting at any point. The Chancellor also establishes the order of business.
5. The Scribe may require a motion to be submitted to him in writing whenever he deems it necessary.

Article 7 - TEΦ Functions

Section 1 - Classification of Functions

1. Date nights, band parties, socials, and anniversary formal shall be considered social functions.
2. Good and welfare, the GLIT, chapter, family weekend, and pledge events shall be considered brotherhood functions.
3. The Executive Board shall classify other TEΦ functions.

Section 2 - Attendance at TEΦ Functions

1. Inactive brothers of TEΦ shall not be allowed to attend TEΦ functions.
2. Anyone who declined a bid to TEΦ shall not be allowed to attend TEΦ functions. Anyone who was offered a bid to TEΦ but dropped before initiation shall not be allowed to attend TEΦ functions.

Article 8 - TEΦ Judicial

Section 1 - Purpose

1. The purpose of TEΦ Judicial shall be to evaluate instances of alleged brotherhood misconduct. If deemed necessary, TEΦ Judicial shall have the authority to deliver sanctions to any brother.
2. The membership of TEΦ Judicial shall remain a secret from the rest of the brotherhood in order to keep sanctioning anonymous.

Section 2 – Organization

1. TEΦ Judicial shall be composed of one brother from each graduating class and the current Warden. The risk management chairman will have a non-voting position, but must be present for TEΦ Judicial hearings and meetings.
2. The brothers from each graduating class will be appointed to TEΦ Judicial for the tenure of their membership in TEΦ.
3. The Warden shall oversee TEΦ Judicial.
4. The Warden and Chancellor shall select new members of TEΦ Judicial based on an application process that they shall create.
5. Candidates for TEΦ Judicial must be active brothers in good standing.
6. Should any members of TEΦ Judicial be the subject of sanctioning, the rest of TEΦ Judicial shall conduct meetings without their participation or vote.

Section 3 – Authority

1. TEΦ Judicial shall have the authority to deliver sanctions to brothers including but not limited to fines, suspension, and social probation.
2. If TEΦ Judicial determines by majority that a brother should be suspended, the Warden must bring the decision to the Chancellor for approval.
3. If TEΦ Judicial determines unanimously that a brother should be expelled from the chapter, the Warden must bring the decision to the

Executive Board for a vote.

4. A unanimous vote of the Executive Board will expel a brother from the chapter.

Article 9 - Amendments and Ratification

Section 1 – Ratification

1. The constitution shall be ratified by 2/3 vote of the active brotherhood present and voting.

Section 2 – Amendments and Revisions

1. Any amendments to this constitution shall be in force with a 2/3 vote of the active brotherhood present and voting. All amendments and revisions must be sent out to the brotherhood 2 days before voting.