

***Presidential Duties***

1. Prepare weekly, an agenda which is to be presented to the executive council and the chapter.  
This is to include
  1. Personal Policies and items from your election platform
  2. Correspondence received from the national office, other triangle chapters and from other sources, which require presidential or chapter action.
  3. All past business requiring action, i.e. Motions.
2. All requirements/responsibilities as set forth in the national and chapter constitutions.
3. Relations:
  1. With the Interfraternity Council (especially President's Assemblies) and report on the pertinent actions of the active chapter in meeting.
  2. With the Alumni Organization Board, the President as a Board member should sit in on all board meetings and inform the active Chapter on their proceedings.
  3. The President is the official representative of the Chapter in the eyes of the University, our National Council, and the public. He must deal with all three and report to the chapter on all pertinent matters. He sets the public image of the Fraternity to the aforementioned three. He or the chapter may delegate some of these responsibilities temporarily to a representative, if deemed necessary.
  4. The President is the channel of communication between the chapter and the chapter advisor. He should keep the advisor well informed on all chapter activities of importance.
4. The President shall preside at all chapter meetings.
5. The President, before the start of each semester, shall set up at a meeting of at least the Executive Council, to discuss the programs and policies that are to be followed during the semester. Accompanying this shall be a list of goals to be accomplished that semester and all policies, goals and programs shall be submitted to the Chapter for discussion, approval and the Chapter's support. Future semester's policies can also be planned at this time.
6. The President should act with the dignity of his office.
7. The President's advice should be sought on all pertinent Fraternity business.

## *Presiding Officer Duties*

- Open the Chapter Meetings
- Announce any business before the Chapter
- Recognize brothers entitled to the floor
- State and put to a vote all questions which are regularly moved
- Protect the chapter from frivolous/dilatory motions by refusing to recognize them
- Expedite the business in every way that is compatible with the rights of the members
- Moderate discussion when Brothers are engaged in debate
- Ensure all questions and comments are directed toward the chair (the chairman may then request another brother to provide information).
- Inform the chapter on any matter pertinent to the pending business.
- Know parliamentary law.

The chairman may not close or hasten debate unless he is ordered to do so by the quorum. On the other hand, he should not permit the purpose of the meeting to be defeated by a few militant brothers who, by the use of proper parliamentary form, are obviously obstructing business. The chairman should refuse to recognize the actives whom are making dilatory motions.

If the chairman wishes to take part in a debate which directly affects him, he should relinquish the chair to the vice-president until the debate is resolved.

The chairman should not flaunt his knowledge of parliamentary law. He should never be more technical or stricter than is absolutely necessary for the good of the chapter.

The chairman can call a special meeting for any time he deems necessary, and any three voting members may do the same.

As an active member with voting rights, the chairman is entitled to take part in all votes made by secret ballot, and any open vote in which his vote will change the result. (The chairman may vote against a motion in order to create a tie [killing the motion] or in favor of it to break a tie [passing the motion]). Under no circumstance is the chairman allowed to vote twice, or after the results of a secret ballot have been announced.

### ***Executive Vice-Presidential Duties***

1. All committee chairmen are accountable to the Vice-President and must keep him well informed of their committees' activities.
2. Weekly draw up of an agenda, which he shall submit to the Executive Council on all pertinent activities of all the committees, standing and special. This report will include all pending old business.
3. Responsible for Initiation, ritual equipment and the actual ceremony
  1. The security and maintenance of all equipment
  2. Setting the Initiation date and informing New Members, Actives and national (including forms and badges).
4. Jointly responsible with the New Member Educator
  1. Providing New Member pins and manuals
  2. Selecting Big Brothers
  3. Selection Order of Initiation
5. Keeps the membership books of the chapter up-to-date
  1. Ensures all new actives sign in
  2. Assigns chapter numbers to new actives
  3. Encourages all members to keep their page up-to-date.
6. Responsible for the planning and organizing of Founder's Day.
  1. Informing Actives, Alumni, and National Council of the date and time of the event.
7. Assuming all approved presidential duties in the President's absence and relinquishing said duties at the president's return.
8. Ensure the internal chapter functions run smoothly.
  1. Ensure all officers are performing their duties properly
  2. Arbitrate disputes between brothers

### ***Administrative Vice-President***

1. Ensure members maintain a Maximum of cleanliness and order in the house's common areas at all times.
2. Be responsible for all tools and equipment belonging to the chapter which is not under the care of the executive vice-president.
3. Ensure that the chapter maintains all supplies and equipment necessary for the maintenance of the chapter house.
4. Prepare and supervise Saturday work sessions
  1. Draw up an agenda of tasks to be accomplished
  2. Obtain supplies to complete all tasks
  3. Assign duties
5. Set up an agenda for the choosing of semester duties, parking spaces and room assignments as per the standing motions.
6. Monitor the performance of active members with regards to their assigned duties.
  1. Assess and levy all penalties concerning duties.
  2. Read weekly a list of all members not completing duties.
7. Maintain all chapter appliances.
8. Presents all excuses given to him regarding absences or missed duties to the executive council for approval.
9. Preparing the chapter room for all house meetings
- 10.** Ensure that the house combination is changed as specified by Article VI Section 6 of the Michigan State University Chapter's bylaws.

### ***Treasurer Duties***

1. Keep track of the chapter's funds
  1. Money paid in by actives
  2. Miscellaneous income
  3. Petty cash
2. Collects all active chapter accounts receivable and records them *currently* in the computer files and updates the journal with print outs of these files.
3. Pays all chapter bills in a timely manner.
4. Submit weekly to the chapter a financial statement.
  1. Current account balances
  2. Projected outstanding bills
  3. Active member accounts including monies paid in and owed
  4. Projected financial result of the semester
  5. Provide a general recounting of accounts and any concern
5. Keeping the checkbook *currently* balanced
6. Plan budgets for each school year and submit them for the chapter's approval.
7. Ensure the semester budgets are adhered to.
8. Ensure all funds are deposited at least weekly.

9. Calculate interest occurred on all outstanding debts.

### ***Member Educator Duties***

1. Educating the New Members
  1. History of the Chapter and national organization
  2. Operation of the active and alumni chapter
  3. Respect of all *Triangle* Brothers
  4. Chapter social manners
  5. Prioritization of responsibilities/time management
2. Keep records of the New Members
  1. Personal history
  2. Study time
  3. Grades
  4. Evaluation
3. Working jointly with the Executive Vice President to determine both big brothers and Initiation order.
4. Maintains constant communication with the active chapter as to progress of new members and dates of upcoming events.
5. Holds at least one seminar on Member Education for both Actives and New Members.

6. Selects and designates work to assistant on approval of the chapter.

### ***Secretary Duties***

1. Taking minutes at all meetings.
  1. Take roll at the beginning of each meeting and keep a record of absences
  2. Posting the typed minutes within three days
  3. Sending copies of the minutes to the active chapter and corporation presidents.
  4. Maintaining a file of all approved minutes
2. Completing all national forms required of his office.
3. Reading and assigning the synopsis of *Everyman* and the history of *Triangle* as submitted to him by the new members and notifying the New Member Educator promptly if they fail to meet his approval.
4. Keeping available (especially during chapter meetings) the recent chapter minutes.
5. Bringing before the house all motions which need to be updated or re-approved (unless the job is specifically assigned to a committee).
6. Fill out all external chapter correspondence.
7. Send flowers to girls of Active Brothers and new members who have been pinned, engaged or married.
8. Edit and publish at least one issue of *Triangle Triumphs* per semester.
9. Ensure the news of events are continuously sent to the National Council and/or the Michigan State newspaper to be published.

### ***Caterers Duties***

1. Work with Chapter Treasurer to ensure a reasonable budget.
2. Purchase and prepare food for chapter meals in a timely manner

### ***Sergeant At Arms Duties***

1. Be familiar with the constitution, By-Laws, Standing Motions and Roberts Rules of Order as they apply to the chapter.
2. Have available for reference copies of the documents listed in part 1 at all meetings

3. Advise the chairman when possible conflicts of inconsistencies may arise (the chairman decides if a problem does exist and the course of action that is to be taking to correct it).
4. Assist active members in writing amendments or standing motions.
5. Keep order at all official house functions.
6. Keep records and update all governing documents and amendments; including the Constitution, Officer Duties, and By-Laws.

### ***Historian***

1. Document/photograph Brotherhood activities and social events.
2. Provide media to the Webmaster upon request.
3. Update the seniority list from the previous semester.
4. Create, with the Social Chairman, an online photo album for the semester.

### ***Alumni Relations***

1. Maintain a contact list of all Triangle alumni.
2. Keep alumni informed of events that the chapter is hosting.
3. Organize alumni events.

### ***Recruitment Chairman***

1. The organization of all events during rush week.
2. Planning events throughout the semester that inform possible rushees about Triangle.
3. Follow up with the previous semester's deferred bids.

### ***Webmaster***

1. Maintain and Update the Triangle Website
2. Maintain all e-mail lists



### ***Leadership Advantage Liaison***

1. Make sure the principles of Triangle are upheld in the decisions that are made regarding the Leadership advantage program
2. Inform the active chapter about the on goings of Leadership Advantage
3. Attend All Leadership Advantage meeting and if possible contribute to the planning and facilitation of the event

### ***Student Group Liaison***

1. Discuss viable student groups with the Executive Vice President.
  1. Attend regular meetings of above groups
2. Inform the chapter of relevant events and decisions.

### ***Social Chairman***

1. Plan brotherhood activities and social events.
2. Maintain a reasonable budget.
3. Maintain a relationship with other fraternities and sororities on campus
4. Create, with the Historian, an online photo album for the semester

### ***Philanthropy Chair***

1. Plan philanthropy events for the chapter to host
2. Choose philanthropy events held by other fraternities and sororities to participate in.
3. Organize the events chosen to participate in

### ***Academic Chair***

1. Keep track of grades of all Active Brothers and New Members.
2. Keep track of all Active Brothers and New Members on academic probation as listed in the Chapter Bylaws

### ***Greek Week Chair***

1. Represent Triangle at meetings of the Greek Week Leadership Team
2. Represent Triangle in Greek Week Team meetings
3. Inform the house of times, dates, and important information discussed at Greek Week Leadership and Team meetings.
4. Assist and ensure that Triangle men are represented and participating in all Greek Week events
5. Ensure that Triangle meets the attendance quotas established by the Greek Week Leadership Team.
6. Any other business involved in a successful Greek Week including, but not limited to, fundraising, set building, and shirt distribution.

### ***Relations***

1. Maintain a relationship with Fraternities and Sororities of Michigan State University.
2. Attend meetings involved in maintaining Greek relations.
3. Maintain a relationship with the neighbors and the city of East Lansing
4. Attend all meeting involved in community relations.

### ***Risk Management Chair***

1. Give a semesterly Risk Management/Drug seminar
2. Create shifts for social events when necessary
3. Predict nights that festivities may occur and appoint sober monitors.