**The By-laws**

**Of the Lambda Gamma Chapter**

**Of Tau Kappa Epsilon**

Revised by the TKE Lambda Gamma Constitution Committee

{October 3, 2018}

# **Chapter I: Officers**

**General Requirements of Officers are:**

1. To fulfill all membership obligations before taking, and while holding office.
2. To appropriately advise and guide committees in fulfilling their obligations, duties and responsibilities.
3. To report on and keep the Prytanis informed of activities, events and efforts of his office.
4. To fulfill all responsibilities as delegated to his office in the Chapter Constitution and By-laws, and the Black Book of Tau Kappa Epsilon.
5. To develop and maintain his Officer Manual.
6. To develop a comprehensive report of his office for the end of his term, which will be presented to the Prytanis and the preceding officer.
7. In the event that an officer shall be outside the geographic region of the chapter (35 miles) for the purposes of co-op, an interim officer shall be appointed by the Prytanis for the semester(s) of his co-op.

**The Prytanis duties are the following:**

1. Preside over all meetings of the Chapter.
2. Preside over all meetings of the Executive Board.
3. Enforce the constitution, laws, traditions, rituals and local by-laws at all times.
4. Have all the powers and duties of a president, to serve as chief executive officer of the Chapter.
5. Appoint all committees and committee chairmen, require them to carry out their duties and remove members thereof who may neglect their duties or abuse their powers.
6. Appoint by the end of spring semester the chairman for all committees and the house manager.
7. Enforce attendance at chapter meetings, excusing members there from only for work obligations, death in the family, legal obligations or by the specific permission of the Prytanis.
8. Clarify and carry out goals and wishes of the chapter while promoting welfare of the fraternity and its members.
9. Represent the chapter on the Board of Advisors.
10. Oversee officer operations.
11. Lead the planning and execution of retreat once per year, during the summer semester.
12. Meet with the executive board at least once per month.
13. Prepare and submit the annual report to the Chapter, Chapter Advisor, Board of Advisors, and the Grand Chapter by May 15th each year.
14. Give a state of the Chapter Address at the last meeting of each semester.
15. Live in the TKE house for the duration of their Prytanis term, starting fall semester following elections.

**The Epiprytanis duties are the following:**

1. Assume all duties of the Prytanis in the event of his absence or incapacitation.
2. Hold and maintain copies of the constitution and laws, the By-laws of the chapter and fraternity, and be knowledgeable with their contents; bringing copies of them to all meetings and being prepared to answer or secure answer to any question or interpretation of them.
3. Conduct all correspondence with the International Headquarters regarding interpretation of the Constitution and By-laws.
4. Coordinate and oversee the activities and operations of the committees.
5. Preside over committee reports at Chapter meetings.
6. Regularly hold meetings of committee chairman to act as a cabinet.

**The Hypophetes duties are the following:**

1. Conduct all devotional exercises.
2. Have custody of all ritual equipment and books.
3. Perform all duties of the Prytanis in the absence of both the Prytanis and the Epiprytanis.
4. Extend the hospitality of the house to visitors.
5. Organize and direct chapter participation in all campus activities that will maintain and improve the brotherhood of the chapter.
6. To organize and supervise the athletic participation of the chapter in all appropriate events.
7. Have and conduct a comprehensive Scholarship Assistance Program that guides members through academic and personal progress and achievement.
8. Be responsible for flowers at all initiations.

**The Crysophylos duties are the following:**

1. Act as treasurer, collecting all money due and paying all bills, keeping an accurate record of all transactions.
2. Remit to the International Headquarters all fees from new members and new initiates.
3. Make a complete financial statement each month and to deliver one copy to the chapter, Chapter Advisor, and the Board of Trustees.
4. Perform all other functions of a treasurer, to ensure the financial well‑being of the chapter.
5. To prepare an annual budget for the chapter and be responsible for its proper execution after its approval by the Chapter and the Board of Advisors; starting the development of it no later than the first day of summer semester.
6. Represent the chapter on the Board of Advisors.

**The Grammateus duties are the following:**

1. Keep a permanent record of all proceedings of the chapter, passing this record on to his successor in office.
2. Attend to all correspondence not otherwise delegated, keeping a file of all chapter correspondence with the University, International, Headquarters, and other interested parties.
3. Distribute minutes of the chapter meetings and executive board meetings on the chapter list serve, the same night of the meeting.
4. Report to the chapter at each meeting all old business.
5. Execute and forward to the International Headquarters all paperwork related to Conclave.
6. Certify to the International Headquarters nominations for Chapter Advisor.
7. Update the chapter module and promptly keep a record of each new member, initiate, reinstated or newly affiliated transfer member.
8. Update and manage the chapter contact list (phone, address, e-mail, and chapter list-serve) monthly.
9. To maintain and update the chapter website and other social media sites on a regular basis.
10. Give updated officer positions and emails to the Interfraternal Council as needed.
11. Update and maintain the calendar/bulletin and scheduling of fraternity events, activities, and meetings.

**The Pylortes duties are the following:**

1. Act as doorkeeper at meetings, maintaining order as needed or directed by the Prytanis.
2. Be responsible of the ritual equipment, keeping it clean and orderly and properly set up before a ritual meeting.
3. Be the chapter risk manager and perform all of the duties outlined in the Risk Management Policy enforcing international headquarters and chapter risk management guidelines at all fraternity functions.
4. Be the custodian of all flags, properly displaying them whenever customary.
5. To make sure members and candidates complete the eCompliance each year and/or semester.

**The Histor duties are the following:**

1. Act as Chapter Historian, preparing an annual History book, and preserving all items of historical importance.
2. Promptly provide information for The Teke Magazine.
3. Safely keep and transmit to his successor the scroll of the chapter.
4. Report to the chapter all contact with and correspondence from alumni.
5. Execute the Grammateus' duties in the absence of the Grammateus.
6. To maintain contact with, and regularly attend Alumni Association meetings.
7. To arrange chapter events with alumni.

**The Hegemon duties are the following:**

1. Serve as the fraternity new member and continuing member educator.
2. Have final authority over all matters of the new members from the time of their affiliation until their initiation is completed.
3. Prepare and execute a program covering all aspects of the new member education, including scholarship assistance program
4. Be in charge of the selection of the new members Big Brothers and Apollos.
5. Conduct and approve a rehearsal of the initiation ceremony prior to each initiation.
6. Set up events following the blueprint to help members achieve status of Knights of Classic Lore and Order of the Founders.

**The duties of the Chapter Advisor are the following:**

1. Attend chapter meetings.
2. Attend Executive Board meetings.
3. Head of election committee.
4. Communicate frequently with International Headquarters and District Officers.
5. Have an active role in District Leadership Conferences and TKE Conclave.
6. Assist the chapter and its officers in any way possible.
7. Appoint an Academic Advisor for the Chapter.

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# **Chapter II: Boards of Governance**

**Rights, duties, responsibilities and obligations of the Executive Board are:**

1. To govern the everyday business of Chapter at all times, except during Chapter meetings.
2. All decisions of the Executive Board shall be final, unless they are repealed by the Chapter in a regular or special meeting.
3. The decision of the Chapter shall be final.
4. To meet before every regular Chapter meeting to develop an agenda and deliberate on specific items of Chapter of business.
5. Assist the Prytanis in developing and executing an annual Chapter goal-setting retreat.
6. To act as the Corporate Board of Directors for the Chapter
7. Membership of the Executive Board is defined as stated in Article IV of the chapter constitution.

**Rights, Duties, Responsibilities, and Obligations of the Membership Quality Board are:**

1. To consider, enact and enforce, as necessary, rules and regulations
2. governing the conduct of all members while in the House, at Chapter events and activities, in the relationships between and amongst Members, and all other such matters that promote or injure fraternal harmony and the well-being of the Chapter.
3. To arbitrate differences between members and resolve disputes.
4. To assist the Prytanis in enforcing the laws of the chapter.
5. To levy fines for the infractions of laws and rules subject to review and revocation by the MQB and subject to appeal and revocation by the Board of Advisors.
6. To review the qualities of possible new members, extend a bid to individual who meets the MQB requirements and the Chapter’s Membership Standards, and report these findings to the chapter.
7. Membership of the Membership Quality Board is defined as stated in Article IV of the chapter constitution.

**Rights, Duties, Responsibilities, and Obligations of the Tribunal Panel are:**

1. To prosecute and take action against any member of Lambda Gamma who in any way violates the Code of Honor. This Tribunal will hold no discrimination against any member and will be impartial and just, in all its actions.
2. Membership of the Tribunal Panel is defined as stated in Article IV of the chapter constitution.

**Chapter III: Committees**

**General Requirements of Committees are:**

1. To develop specific goals and objectives for each semester by the last week of each preceding semester.
2. To establish regular dates and times for the committee to meet
3. To report to the chapter at each regular meeting, and as necessary to the Epiprytanis before chapter meetings, the business conducted by the Committee each week.
4. To assist the Cysopholos in the development of the Chapter budget.
5. To develop and maintain a Committee Manual
6. To develop a comprehensive report of the Committee for the end of each semester, which will be presented to the Epiprytanis and preceding chair.
7. To act upon business as delegated by the Chapter, the Prytanis, or by the Constitution and By-laws for approval by the Chapter.
8. To assist coordinating Officers in the fulfillment of their duties as delegated by this Constitution and By-laws.

**The duties of the House Manager/House Committee are:**

1. To meet regularly with the Board of Advisors Housing Committee, assisting in assessment of all room damage charges by the Board of Advisors, keeping permanent record of all damages room by room.
2. To approve replacing daily use items of the house and submit them to the Crysophylos for payment.
3. To direct all cleaning and maintenance activities for the house and grounds.
4. To call at least two house work sessions each semester or as many as he deems necessary for the general upkeep of the house and grounds. The house manager must give at least 14 days advance notice for each work session.
5. To develop and direct a house cleaning and maintenance policy.
6. To coordinate with the Board of Advisors Housing Committee to update and implement house maintenance and improvements plans.

**The duties of the Recruitment Committee are:**

1. To develop and execute an appropriate and effective program to attract new members to the Fraternity.
2. To coordinate with the IFC Recruitment/Rush Chair.

**The duties of the Social Committee are:**

1. To appropriately participate in the development of Greek Week events, and to keep the Chapter informed of said events.
2. To oversee Chapter participation in IFC events and campus events.
3. To be responsible for the TKE Sweetheart Search.
4. To supervise and direct the Social and events for the Chapter; contracting halls, bands, services and purchasing supplies.
5. To be responsible for assuring adequate beverages and snacks for each social function.
6. To register all social events with the Interfraternity Council.
7. To be responsible for the planning and execution of the Red Carnation Ball.
8. Manage the chapter’s public relations at the University, within the Fraternity and within the community at large.

**The duties of the Philanthropy Committee are:**

1. To organize the participation of the chapter and members in projects and events that benefit the community, charities, or those in need, having at least two per Semester.
2. To be responsible for arranging at least one fundraising activity each academic semester.

**The duties of the Elections Committee are:**

1. To verify candidate qualifications as established by the Chapter.
2. To operate the campaigning and balloting procedures.
3. To verify election results.
4. The elections committee shall consist of at least three of the following: Chapter Advisor, any alumni present, or graduating member if eligible.

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# **Chapter IV: Elections, Appointments & Terms of Officers, Boards of Governance, Committee Chairs, and Committees**

# **Officers shall be elected in the following order:**

1. Prytanis
2. Epiprytanis
3. Recruitment Chair (The Recruitment Chairman shall be elected during the election of officers and should not hold another position if possible. The Recruitment Chairmen will be considered a committee in all other regards.
4. Grammateus
5. Crysophylos
6. Histor
7. Hypophetes
8. Pylortes
9. Hegemon
10. IFC Delegate (All newly elected officers are automatically nominated for the position of IFC Delegate. This nomination cannot be declined)
11. Elections for the Chapter Advisor shall take place upon the vacancy of the Chapter Advisor position.

**Impeachment of an Officer:**

1. In case any Officer shall be charged with: Violating the laws of the Fraternity, or with malfeasance, misfeasance, or nonfeasance, while in office which may warrant his removal, the Prytanis shall call a meeting of the Executive Board and Chapter Advisor, which shall thereupon, exclusive of the accused member, sit as a court to try him, where the Chapter Advisor has two votes and if the Chapter Advisor fails to vote, the votes will be for the status quo, and if found guilty by a two-thirds vote, exclusive of his own, he shall be removed from office.

**Method of election of officers:**

1. Elections for officers shall take place during the ninth week of spring semester and shall be governed by the Elections Committee
2. All members that wish to seek a office(s) must submit to the Elections Committee, by the end of the 7th week of spring semester, a "Letter of Intent to Run for Office" for each office he wishes to run for. Said letter of intent must address at least the specific qualifications set forth by the Elections committee for each office that is being sought.
3. A person may be nominated from the Floor during the regular business meeting during the Seventh and Eighth week of spring semester, any person who has not nominated himself for positions with a letter of intent. If a nomination from the floor is accepted that person shall have up to three days after the meeting at which they were nominated to turn a letter of intent to the Elections Committee.
4. During the regular Chapter meeting of the ninth week of spring semester, the Elections committee will present the qualified Candidates to the chapter and will govern the proceedings for the elections during said meeting.
5. Absentee ballots must be prepared for all excused in town members and presented to said members no later than the day of elections. All absentee ballots must be returned to the elections committee within 7 days of the election.
6. Absentee ballots must be sent to all out of town members three days after the last regular Chapter meeting before elections.
7. All out of town members must submit letters of intent to the Elections Committee no later than the last regular Chapter meeting before elections.
8. Elected officers shall be given the oath of office; and assume their duties and powers at the next meeting after their election.

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# **Chapter V: Membership Standards**

**Academics:**

1. All members are required to follow the guidelines of Academic Probation as laid out in Appendix A, Section A.

**Social and Risk Management:**

1. All members are required to follow the guidelines of Social Probation as laid out in Appendix A, Section B.

**Meeting Attendance:**

1. Every in‑town member shall be present at every meeting, rush function or any other mandatory event unless written excuse is placed in the Prytanis mailbox 24 hours in advance. There are to be no unexcused absences or last minute telephone calls or notes. All excuses must be submitted at least 24 hours in advance.
2. If a member shall be absent from any meeting without excuse, he shall pay a fine of $10.00 which shall be entered upon the role, reported to the Crysophylos for collection, and added to the current account of said member.
3. In case such absence is caused by a reason which prevents the obtaining of an excuse (in the Prytanis opinion), the fine may be remitted on appeal to the MQB.

**General Requirements:**

1. All Undergraduate Members must meet all University/College academic & general student policy requirements.
2. All Undergraduate Members must meet the Chapter’s academic requirements as established by these By-laws, and as further delineated in any Scholarship Assistance Program from the Hypophetes and the Scholarship Committee.
3. All Undergraduate Members should carry no less than six credit hours during the academic year, unless special circumstances dictate a course load of less than six credit hours.
4. All Undergraduate Members should be in good academic and financial standing in order to attend any social event, especially Red Carnation Ball.
5. All Undergraduate Students on Co-op are exempt from the stipulations of this section.
6. Further membership requirements may be delineated at any time by the MQB, or a regular vote of this Chapter.
7. All final general membership decisions are to be made by MQB.

**Chapter VI: Meetings**

**Types of Meetings**

**Regular Meetings:**

1. Regular meetings of Lambda Gamma chapter shall be held in the fraternity house every Tuesday evening of the academic semester at 7:00 p.m. The only exceptions are the week before and the week of final exams, and provided that, in case of emergency or necessity, the day, hour or place may be changed by the Prytanis (or the Chapter Advisor with ¼ of the Chapter’s Approval) with 24 hours notice being placed on the official medium of communication decided by the Prytanis and list serve.
2. However, if the first day of the semester falls on any day other than Monday or Tuesday, a regular meeting of the chapter shall take place on the evening of the first day of classes for the new semester, beginning at the normal time in the chapter house.

**Special Meetings:**

1. Special meetings may be called at any time by the Prytanis and shall be called by him on written request of not less than ¼ of the Chapter. The purpose of the meeting shall be clearly stated in any such request, and also in the call. Notice of special meetings may be given by posting the time and reason for it on the official medium of communication decided by the Prytanis at least 24 hours in advance of the time fixed for the meeting.

**Ritual Meetings:**

1. A minimum of two ritual meetings are required each semester. Only initiated members or candidates ready to be initiated may attend.

**Rules & Regulations of Meetings**

**Order of Business for Meetings:**

1. Opening of meeting by presiding officer.
2. Roll Call by the Grammateus.
3. Reading of any minutes from the prior meeting.
4. Approval of the minutes from the prior meeting.
5. Officer/ Committee reports
6. Chapter Advisor
7. Board of Advisors
8. MQB Report
9. Old Business.
10. New Business.
11. Chapter Highlights
12. Discussion, announcements, questions, and answers.
13. Passing of the gavel.
14. Closing of the meeting by the presiding officer.

**Quorum:**

1. A majority of the undergraduate in-town members, plus one, shall constitute a quorum for the conducting of business.

**Voting:**

1. Voting on new members, and all other voting activities of the chapter shall be open and by the usual sign, except when the Prytanis may call for a division of the house or a roll call and must do so if requested by a member.
2. The only exceptions are that voting for the chapter sweetheart and elections of officers are done in secret ballot.
3. Should no candidate receive a simple majority, the bottom candidate will be removed and another vote taken. This shall proceed until a candidate is elected by receiving a simple majority.

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# **Chapter VII: Finance**

# **Dues and fees:**

1. All members are to pay dues and fees as assessed by the Chapter and/or Board of Advisors.
2. All dues and fees charged must be presented to members by an invoice that explicitly details the structure of the dues and fees being charged.
3. The active Chapter and the Board of Advisors must approve all changes in dues and fees by majority vote, unless otherwise stated in this Constitution and By-laws.
4. All changes in regular dues and fees cannot take effect until the beginning of the next academic semester, unless stated otherwise in this Constitution and By-laws.

**Special Assessments:**

1. Special Assessments may be levied only by a 2/3-majority vote of a quorum of the Undergraduate Members.
2. A special assessment may only be levied once in a school year and must have the approval of the Chapter's Board of Advisors; or as so decreed by the Grand Chapter.

**Rendering of Invoices:**

1. The Crysophylos shall distribute invoices before the first of every month.
2. However, if said bills are not distributed under extreme circumstances, all members shall be responsible for arranging payment with the MQB.

**Payment of Bills and Delinquencies:**

1. All debts to the chapter for dues and fees are due on the 25th of September and January.
2. If an individual cannot pay his bill by the above date, he is required to submit a payment plan to the MQB at the second regularly scheduled MQB meeting (which will immediately follow the third regular chapter meeting of the semester). These payment plans will then be either approved or denied by the MQB and the Board of Advisors.
3. Payment plans regarding chapter dues and assessments will be considered automatically approved by the Board of Advisors under the following conditions:
   1. There is no debt carryover to the following semester.
   2. The payment plan is paid in full no less than one (1) week before the first day of the following semester.
   3. A promissory note is completed and signed by the maker.
   4. The promissory note is signed by a Board of Advisors Finance Committee member, the Board of Advisors Treasurer, or the Board of Advisors Chairman.
   5. Should the payment plan be denied, the individual must revise the plan to meet the above constraints, and resubmit the plan to the MQB by the next regular MQB meeting.

**Financial responsibility:**

1. Any member wishing to leave the chapter for financial reasons must submit a "Letter of Financial Distress" to both the Membership Quality Board and the Board of Advisors.
2. Any member who defaults on an approved payment plan shall be subject to Trial by Chapter Court, as defined in the Black Book Chapter XXVI. The member is subject to recourse up to and including termination of membership should they be found guilty.

**Expenditures:**

1. All Chapter expenditures shall be accounted for within the approved budget and approved according to an appropriations process as delineated by the Finance Committee, or Crysophylos in the absence of a Finance Committee.
2. No expenditure shall be made, indebtedness incurred, by any person not expressly authorized to do so within these By-Laws.
3. No person authorized to spend chapter monies or incur indebtedness shall exceed his authorized budget.

**Bill payments and disputes:**

1. No invoice shall be paid without presentation of a receipt.
2. Any and all financial institution accounts holding any amount of money greater than $.01 shall require no less than two signatures of the following: Prytanis, Crysophylos, and Board of Advisors.
3. Any dispute in an amount owed by a Chapter Member, or to a Chapter Member shall be heard by Finance Committee, or Crysophylos in the absence of a Finance Committee, and then referred to the Membership Quality Board for a final decision.

**Fines shall be assessed by the following:**

1. $10.00 fine for unexcused absences from a Tuesday meeting.
2. $20.00 fine for unexcused absences from a House Work session.
3. $15.00 fine for unexcused absences from a scheduled rush event.
4. $10.00 fine for unexcused absences from any other scheduled fraternity event.
5. $10.00 fine during any week for not doing their weekly house jobs.
6. A graduated scale of fines for failure to properly clean the kitchen (dishes, trash, etc.) beginning with $10 is implemented by the House Manager.
7. The Membership Quality Board has the final say in any fining procedure.