Constitution of the \_\_\_\_\_\_\_ Colony of Beta Theta Pi Fraternity

# Article I—Name and Purpose

Section 1: The name of the Fraternity colony shall be the (colony name) Colony of Beta Theta Pi.

Section 2: Its objects shall be binding upon each initiated and new member, same as those set in the Constitution of Beta Theta Pi, especially as applied to (colony name) under which the colony operates. It is the colony’s objective to cultivate the development of principled men, per the standards of Beta Theta Pi, and to uphold the highest standards of the Greek community at (institution).

# Article II—Laws

Section 1: This colony of Beta Theta Pi shall be governed by the Constitution and Laws of Beta Theta Pi, a fraternity association organized as a non-profit corporation under the laws of the state of (state). Additionally, the colony shall be governed by this Constitution and Bylaws it adopts.

Section 2: This colony of Beta Theta Pi shall comply at all times with federal, state and local laws, the policies of (institution), regulations established by the Interfraternity Council of (institution), and the Code of Beta Theta Pi.

# Article III—Membership

Section 1: Membership shall be conferred only upon male students of (institution) who have met the qualifications set out in Article II in the Code of Beta Theta Pi and Article I, Sections 5-6 of the Bylaws of the (colony name) Colony.

Section 2: Responsibilities and Duties

All members of Beta Theta Pi have the following responsibilities and duties as members of the fraternity:

1. Obey the Constitution, Bylaws and rules of Beta Theta Pi.
2. Follow all federal, state and local laws as well as the policies which govern (institution).
3. Meet all financial obligations to the Fraternity.
4. Participate in the Fraternity experience by attending events and remaining in good standing as outlined in Article III, Section 3 of the Bylaws of the (colony name) Colony.

Section 3: Privileges

Members who have fulfilled all responsibilities and duties are entitled to the following privileges:

1. Have one (1) vote in all colony-wide decisions.
2. Participate in all fraternity activities.
3. If or when applicable, live in the Fraternity house.

# Article IV—Business of the Fraternity

Section 1: The (name) Colony will hold a weekly colony meeting at a regular time and location to conduct its business. The time and location shall be set by the final week of the preceding term.

Section 2: Special meetings may be called according to Article II, Section 1 of the Bylaws of the (name) Colony.

Section 3: Robert's Rules of Order shall govern all meetings.

Section 4: All meetings are public. The colony may restrict the meeting to only members of Beta Theta Pi by a majority vote.

Section 5: A quorum shall consist of two-thirds of members in good standing for the transaction of all business at any regular or special colony meeting.

Section 5: Fraternity business falls under seven (7) general operating areas:

1. Brotherhood
2. Recruitment
3. Education
4. Risk Management
5. Finance
6. Communications
7. Programming

Section 6: The colony will conduct business in each operational area based on the requirements outlined by the General Fraternity and (institution).

# Article V—Leadership

Section 1: An Executive Board of eight (8) members will serve as leaders and officers. These members are responsible for all operational activities and facilitate the development of a positive colony culture congruent with the values of Beta Theta Pi.

Section 2: The purpose of the Executive Committee is to:

1. Facilitate the strategic vision and sustainable operation of the colony.
2. Control financial assets.
3. Report at stated times and intervals on the condition of the colony.
4. Prepare business resulting in orderly and succinct meetings.
5. Determine policy in advance for approval at colony meetings.
6. Provide in all other ways possible for the business-like administration of colony affairs and policies.

Section 3: The Executive Board will consist of the following officers:

1. President
2. Vice President - Brotherhood
3. Vice President - Recruitment
4. Vice President - Education
5. Vice President - Risk Management
6. Vice President - Finance
7. Vice President - Communications
8. Vice President - Programming

Section 4: The Executive Board will meet weekly outside of the regular colony meeting to conduct business. Executive Board meetings are public unless restricted to members of Beta Theta Pi by vote of the Executive Board.

Section 5: All findings and proceedings of the board shall be reported to the colony and advisors. All actions of the board are subject to approval by a majority of active members present and voting at a regularly scheduled meeting with quorum.

Section 6: Each Executive Board member is responsible for all business related to the corresponding operational area. The President is responsible for the operation of the Executive Board. Specific duties for each Executive Board members are outlined in (section) of the Bylaws.

Section 7: Additional officer positions may be appointed by the Executive Board.

1. All appointments will stand unless called to a vote by the colony.
2. All appointments must be approved by a majority vote of the colony.

Section 8: Executive Board members will be selected in accordance with the Bylaws as outlined in Articles II and V of the Bylaws of the (name) Colony.

# Article VI—Advisors

Section 1: An advisor team of a minimum of five (5) members will serve as coaches for the executive committee and general counsel for the colony.

Section 2: The purpose of the advisor team is to provide advice and assistance in colony operations and development of culture and identity, as well as be a sustainable link through multiple executive boards.

Section 3: The advisor team will consist of the following positions:

1. Chapter Counselor – advising the president and coordinating the advisor team.
2. Brotherhood Advisor – advising the Kai Committee and VP Brotherhood
3. Recruitment Advisor – advising the VP Recruitment and Committee
4. Finance Advisor – advising the VP Finance and Committee
5. Risk Management Advisor – advising the VP Risk Management and Committee
6. Education Advisor – advising the VP Education and Committee
7. Communications Advisor – advising the VP Communications and Committee
8. Programming Advisor – advising the VP Programming and Committee
9. Any other advisor roles to advise chair positions that may include but are not limited to: Philanthropy, Service, Social, Alumni Relations, and Lore.

# Article VII—Committees

Section 1: Standing Committees

The colony will maintain the following standing committees to conduct business:

1. Executive Board
2. Kai Committee
3. Brotherhood Committee
4. Recruitment Committee
5. Education Committee
6. Risk Management Committee
7. Finance Committee
8. Communications Committee
9. Programming Committee

Section 2: All aforementioned committees must be chaired by a member of the Executive Board. The chair will preside over all meetings of the committee and is responsible for keeping minutes of the meeting.

Section 3: Special committees may be created by the Executive Committee or vote of the colony at any colony meeting, their terms to be fixed by the appointed authority.

# Article VIII—Amendments to the Constitution

Section 1: This constitution may be amended by the following process:

1. Any active member in good standing as outlined in Article III, Section 3 of the Bylaws of the (name) Colony may present a written proposal consisting of the original language followed by the proposed change or addition in highlighted text.
2. The written proposal must be approved to be presented to the colony by the chapter counselor and a majority vote of the Executive Board.
3. After approval, the amendment shall be introduced at the next regular meeting of the colony.
4. The amendment shall be approved by a three-fourths vote of the active members in good standing present at the next meeting.

Section 2: Any amendment must be consistent with the Constitution and Bylaws of Beta Theta Pi, (institution) policies and all applicable local, state and federal laws.

Bylaws of the \_\_\_\_\_\_\_ Colony of Beta Theta Pi Fraternity

# Article I—Membership

Section 1: Active Members

1. All fully initiated brothers will be considered “active members,” unless otherwise stated or designated.
2. While all members are responsible for holding one another accountable to these standards, failure to uphold the expectations outlined below is grounds for a referral to the Kai Committee for appropriate sanctions.
3. Each brother of Beta Theta Pi is expected to hold themselves to a high standard. Our brotherhood aids the individual, builds the fraternity, and strengthens the host academic institution through lifelong devotion to intellectual excellence, high standards of moral conduct, and responsible citizenship. Expectations of membership for brothers of Beta Theta Pi include, but not limited to:
   1. Intellectual Growth
      1. All members must maintain a GPA at or above the all-men’s average (hereinafter: AMA).
      2. All members must attend at least one academic or personal development seminar outside of Beta Theta Pi annually.
      3. All members must uphold the highest ethics and integrity in academic work. Cheating, plagiarism and academic dishonesty of any kind are not tolerated.
   2. Responsible Conduct
      1. Members will be urbane in deportment, courteous in expression, and steadfast in friendship.
      2. Members are to model positive behavior and conduct becoming of a Beta when interacting with all internal and external parties of the fraternity.
      3. Conduct of each member will be in accordance with all policies set forth by \_\_\_\_\_\_\_ (institution), the Beta Theta Pi Risk Management Policy, and all local, state, and federal laws.
      4. Members are expected to exhibit behavior that demonstrates they can contribute to a safe and responsible social atmosphere.
      5. Members will not abuse alcohol, and through their actions will create a culture of responsibility.
      6. Fighting will not tolerated, and any disagreements between brothers must be resolved in an orderly fashion.
      7. Members are responsible for their guests when attending a social function, athletic event, or Beta-sponsored event of any kind.
   3. Mutual Assistance
      1. Each member is required to complete at least 20 hours of volunteer community service annually.
      2. Take an active role in at least one other student organization and pursue officer positions in those organizations when possible.
      3. All members will attend at least one leadership development experience offered through Beta Theta Pi Fraternity (The Wooden Institute, Keystone Regional Leadership Conference, Chapter President’s Leadership Academy, or Leadership College), the North-American Interfraternity Conference (UIFI or Futures Quest), or the host university/college.
   4. Trust
      1. All active and new members will attend all ritual ceremonies and events relevant to them.
      2. Members should make every possible effort to attend all colony events. If a member must miss a colony event, it is their responsibility to contact the executive officer in charge of the event ahead of time.
      3. All members will serve as a mentor for newly educated members both during and after the new member period.
      4. Hazing (as defined by the risk management policy) will not be tolerated.
      5. Members will treat others with respect through their attitude and actions.
   5. Integrity
      1. Members will uphold and maintain the standards of Beta Theta Pi even if campus culture or college expectations are lower.
      2. Alcohol will not be present during any event, discussion, or interaction with potential new members.
      3. Beta Theta Pi will maintain a substance and alcohol-free fraternity house in perpetuity (including all interior and exterior areas).
      4. Members will meet all predetermined financial obligations and outstanding balances by the dates outlined by the advisory team, Vice President of Finance, and the General Fraternity.

Section 2: New Members

1. Members that have accepted a bid to join Beta Theta Pi, but have yet to be initiated as brothers, will be considered “new members.”
2. Removal or De-pledging
   1. Any new member may leave the new member process at any time.
   2. Any new member who leaves the process after the first 14 days will still be responsible for all predetermined financial obligations to the fraternity.
   3. A new member may be removed from the process if recommended by Kai to chapter review with a simple majority vote.

Section 3: Other Membership Statuses

1. Financially Inactive Status
   1. Financially Inactive members do not pay dues and do not participate in any fraternity events or activities for one academic term.
   2. Members may change their status to Financially Inactive for a maximum of one term during their collegiate career. This excludes study abroad programs, military leave, full-time internships, or any situation deemed appropriate by the Vice President of Finance.
   3. Any brothers Financially Inactive for more than one term without approval will be sent to the Kai Committee with recommendation for Trial by Chapter.
2. Suspended Status
   * 1. Suspended members’ rights and privileges are determined by the Kai Committee.
     2. Length of suspension will be determined by the Kai Committee, but may not exceed a year without reevaluation.
     3. Financial obligations will be determined by rights and privileges afforded to the member, including General Fraternity dues.
3. Disaffiliation
   1. Active brothers who wish to discontinue their association with Beta Theta Pi may voluntarily leave at any time.
   2. Disaffiliating brothers must notify the President, Vice President of Finance, and Vice President of Brotherhood.
   3. Members who disaffiliate will not be refunded dues and will still be expected to meet any outstanding financial obligations to the fraternity.

Section 4: Member Selection

1. Membership selection shall not, in any way, be affected by race, color, creed, religion, age, disability, ethnic background, sexual orientation or national origin.
2. The following procedure will be used to select new members of Beta Theta Pi. Note that this criterion should not be viewed as a checklist that a potential new member must complete; rather, the potential new member should be assessed against it holistically.

Section 5: New Member Recruitment

1. Recruitment Committee Selection
   1. A recruitment committee will be slated by the Executive Board, chapter counselor, and recruitment advisor at the first meeting of the new Executive Board.
      1. Any active member in good standing is eligible to be slated.
      2. The committee shall consist of \_\_\_\_\_\_\_\_\_\_\_ members and the president, and chaired by the Vice President of Recruitment. (Needs to be an odd number).
      3. The recruitment committee should reflect the diversity of the colony.
   2. The slate will then be introduced at the next meeting of the colony.
   3. The slate will then be eligible to be voted on and installed by a majority vote at the next meeting after it has been introduced.
2. New Member Selection
   1. To be eligible to be voted on by the recruitment committee, potential new members must:
      1. Meet a minimum of two (2) times individually with member(s) of the recruitment committee.
      2. Complete an application for membership.
      3. Agree to the established membership expectations of the colony as outlined in Article I, Section 1 (C).
   2. Voting
      1. Each member of the recruitment committee, including the President and Vice President of Recruitment, have one vote of equal weight on the selection of each potential new member.
      2. In order for a potential new member to be eligible to receive a bid, the recruitment committee must approve him with a two-thirds vote.
      3. At least one advisor must be present at any voting meeting of the recruitment committee, though he/she will not have a vote.
   3. Membership Evaluation Criteria
      1. Potential new members will be evaluated based on quantitative factors such as, but not limited to, GPA, leadership positions held, and amount of community service hours.
      2. Potential new members will also be evaluated based on qualitative factors such as, but not limited to, demonstration of Beta Theta Pi’s values, strength of character, and depth of personal experiences.
      3. Any active member in good standing with the colony can submit recommendations or specific input on a potential new member to the Vice President of Recruitment. This information will be factored into every committee vote.

# Article II—Meetings

Section 1: Meeting Procedures

1. Weekly colony meetings will be held at a set time to be established no later than the final weekly meeting of the preceding term.
2. Special meetings of the colony may be called with \_\_\_\_\_\_\_ (# of hrs.) hours advance notice by (select one or more):
3. The President
4. The Executive Board
5. The advisory team
6. Motions made at a colony meeting may not be voted upon until a subsequent meeting. However, if two-thirds of the active members present and eligible to vote deem it necessary, this provision may be set aside and the motion considered immediately.

Section 2: Voting

1. All present active members have one vote.
2. Unless otherwise stated, a hand vote will be used.
3. The Vice President of Communications will count and record all hand votes in the minutes.
4. No vote may occur without an advisor of the colony present.

Section 3: Attendance Policy

1. Attendance will be taken at colony meetings by the Vice President of

Communications.

1. Absences
   1. Members may not miss more than three colony meetings in one term.
   2. If absent, members must submit their reasons for missing the meeting to the Vice President of Communications. This submission must be in writing and made no later than 24 hours in advance of the meeting.
   3. The Vice President of Communications will determine whether the absence is excused or unexcused.
   4. Should a member be absent to more than three meetings, the Vice President of Communications will refer him to the Kai Committee with the record of attendance including whether absences were excused or unexcused.
2. Tardiness
   1. Colony meetings will promptly start at the predetermined time.
   2. Any member arriving after the predetermined starting time will be marked as “tardy.”
   3. Any member arriving more than 15 minutes into the meeting will be marked as “absent.”
   4. Two instances of tardiness will constitute one absence.

# Article III—Self-Governance

Section 1: Kai Committee

1. The Kai Committee shall be chaired by the Vice President of Brotherhood and includes an additional four (4) or eight (8) members: one or two elected senior delegate(s), one or two elected junior delegate(s), one or two elected sophomore delegate(s), and one or two at-large delegate(s). The size will be determined based on simple majority vote of the colony. All delegates need to be in good standing. Members of the Executive Board, other than the Vice President of Brotherhood, are ineligible for Kai Committee membership.
2. Kai Committee nominations will be proposed immediately following the election of the executive officers, and Kai Committee elections will be held the week after the election of the new Executive Board.
3. In the case that a nominee is deemed unfit to fulfill the duties and responsibilities of Kai by both the Vice President of Brotherhood and the advisor, they can refer the candidate to the Executive Board for review and potential removal from the ballot.
4. The Kai Committee is responsible for adjudicating all breaches of membership expectations and obligations, and as a mediating body.
5. The Kai Committee will meet weekly to review any referrals.

Section 2: Accountability Proceedings

1. Case Recommendation and Referral
   1. Should an active member or new member violate membership expectations, any active or new member may submit a Kai referral form to the Vice President of Brotherhood.
   2. The Vice President of Brotherhood reserves the right to dismiss any case recommendation or referral that does not constitute a significant breach in membership expectations.
   3. If a member or members’ violations are clearly apparent, the Kai Committee may take action without a written case recommendation.
2. Initial Meeting
   1. The Vice President of Brotherhood will meet with the accused members within a week of receiving the referral and create a summary of facts.
   2. Should the accused accept the facts as summarized, he will then be subject to sanctions determined by the Kai Committee and the matter will be considered resolved.
   3. Should the accused dispute the facts as summarized and wish to provide a different account, a hearing will be held to resolve the case.
3. Kai Committee Hearing
   1. The Kai Committee will review the referral and hear testimony from both parties.
   2. The committee formulates and recommends courses of action to take in accordance with the severity of the action. These sanctions will be mandated in accordance with the colony-approved Kai Committee guidelines.
   3. Members may appeal their sanctions as the next regular colony meeting. If the colony agrees by a three-fourths vote that the sanctions are inappropriate, then new sanctions will be determined at the next Kai Committee meeting.
   4. An advisor should be present at all Kai Committee hearings, though they are not a voting member.
4. Violations & Sanctions
   1. Class “A” Violations
      1. Class “A” Violations include but are not limited to: possession and/or use of any illegal drug, all forms of hazing, committing a felony, reckless endangerment of any person, possession and/or consumption of alcohol on fraternity property, DUI Violation, or any other action deemed worthy of Class “A” sanctions by the Kai Committee.
   2. Class “A” Sanction: Automatic expulsion from membership (pending Trial by Chapter). If expulsion from membership is not passed by the colony, the Kai Committee will apply class “B” sanctions.
   3. Class “B” Violations
      1. Class “B” Violations include but are not limited to: failure to fulfill assigned risk management duty, destruction of property, financial delinquency, any action defacing the name of Beta Theta Pi, MIP, failure to fulfill assigned responsibilities, and a violation of any aspect of the Risk Management Policy of Beta Theta Pi.
   4. Suggested Class “B” Sanctions
      1. Sanctions for Class “B” violations may include but are not limited to: removal from office, suspension, social probation, recommended counseling, additional nights of sober brother duty, assessment of fees related to damage caused, and any other sanctions found appropriate that relate to community service, service to the colony, or personal growth on the part of the brother in violation.
   5. Class “C” Violations
   6. Class “C” Violations include but are not limited to: any accidental property damage, attendance policy violations, failure to make grades, personal injury or conduct in bad taste and unbecoming of a Beta.
   7. Class “C” Sanctions
      1. Class “C” sanctions may include but are not limited to: a formal apology, any repairs required, fines, or education in the area of wrongdoing.
5. Failure to fulfill any assigned sanctions will result in the assignment of more sanctions from the next highest class level by the Kai Committee.

Section 3: Academic Assistance Plan

1. All members are expected to maintain a Grade Point Average (GPA) at or above the All Men’s Average (AMA) each term.
2. The President, the Vice President of Brotherhood, and the colony advisor will receive a grade report for each member following every term.
3. Terms of Academic Standing
   1. Good Standing: At or above AMA
   2. Warning: Within .2 points of AMA
   3. Probation One: Within .4 points AMA
   4. Probation Two: More than .4 points below the AMA
4. Warning Status
   1. Members on warning status must meet with the Kai Committee to review their academic performance.
   2. Members on warning status will have (predetermined number) required study hours per week.
   3. Two or more consecutive terms on warning status will constitute being moved to probation one.
5. Probation One
   1. Members on probation one must meet with the Kai Committee to review their academic performance.
   2. Members on probation one must meet with either the Vice President of Brotherhood or the Scholarship Chair each month to review his academic standing and address any concerns.
   3. Members on warning status will have (predetermined number – double warning status) required study hours per week.
   4. Members on probation one for more than one term in a row are to be referred to Kai with a recommendation of Trial by Chapter.
   5. If a member is not removed via Trial by Chapter after consecutive semesters on probation one, suggested sanctions include but are not limited to:
      1. Social Probation
      2. Suspension
      3. Additional Academic Assistance
6. Probation Two
   1. Members on probation two are automatically referred to the Kai Committee with a recommendation of Trial by Chapter.
   2. If a member is not removed via Trial by Chapter after being on probation two, suggested sanctions include but are not limited to:
      1. Social Probation
      2. Suspension
      3. Additional Academic Assistance
7. Types of Academic Assistance
   1. Required study hours: these may be proctored and/or recorded by the Scholarship Chair, Kai Committee member, or any other Executive Board officer.
   2. Required educational sessions (e.g., time management, work-life balance, healthy study habits, etc.)
   3. Assigned tutor (internal or external)
   4. Office hour visits or meeting with professor.
   5. Pairing incoming members with a mentor in their same major.

# Article IV—Finances

Section 1: Billing & Dues

1. All members will receive and pay General Fraternity fees, local dues, and other fines via Billhighway.
2. Active member bills will be distributed no later than the second week of classes each term.
3. New member bills will be distributed on or before the first pledge class meeting or pledge induction, whichever is first.
4. All members have two weeks to pay the bill in full or make the first payment on a payment plan.
5. All members are eligible for a payment plan. A member must request to be on a payment plan before receiving his bill. The Vice President of Finance will have the authority to evaluate each request to be on the payment plan. Requests for payment plans will not be accommodated after bills are sent.
6. The Vice President of Finance will automatically refer any member delinquent on his dues, fees or other fines to the Kai Committee.

Section 2: Budget

1. The Vice President of Finance will create a budget in collaboration with the Finance Committee and President.
2. The budget must be approved by the Finance Advisor and Chapter Counselor prior to being voted on by the colony.
3. The colony must have a budget approved by simple majority vote for each term no later than the final weekly meeting of the preceding term.

Section 3: Spending

1. All bills shall be paid by check or Billhighway card.
2. All transactions must be approved by two of the following: Vice President of Finance, President, Finance Advisor, or Chapter Counselor.
3. All funding requests must submitted to the Vice President of Finance at least 48 hours in advance of the transaction. The Vice President of Finance and finance committee have the right to reject a funding request at their discretion.

# Article V—Officers

Section 1: Officer Elections and Appointments

1. Colony officers will be elected in the period of time between initiation of the fall new member class and the end of that academic term.
2. Nominations for officers will be solicited two meetings prior to the election. New and active members in good standing with the colony will be eligible to nominate and be nominated for officer positions.
3. All nominated members must be vetted by an advisor of the colony, preferably corresponding with their position(s) of interest, in order to be on the ballot. A nominee must have a conversation via phone call or an in-person meeting with the advisor.
   * 1. Vetting should include the advisor asking the nominee about intentions behind running for a position, goals for the position, and qualifications they possess.
4. All nominated members must meet with the incumbent officer(s).
5. In the case that a nominee meets with the incumbent officer and the corresponding advisor, and both the officer and advisor feel the candidate is unfit to fulfill the duties and responsibilities of the office, they can refer the candidate to the Kai Committee for review and potential removal from the ballot.
6. Voting
   1. Each nominee will have the opportunity to give a speech for a predetermined amount of time.
   2. After all speeches conclude for that position, the colony will have a discussion in the format of pro-con-pro for a predetermined amount of time.
   3. Voting shall follow Robert’s Rules of Order procedures.
   4. Voting shall be done by a secret ballot for each office.
   5. A majority, defined as fifty percent plus one of eligible, active, voting members present, is required for a valid election.
   6. In the case that a majority is not reached, the two candidates with the most votes will participate in a run-off election.
7. Positions will be elected in the order listed below. Unelected nominees are eligible for subsequently elected positions.
   1. President
   2. Vice President - Brotherhood
   3. Vice President - Recruitment
   4. Vice President - Education
   5. Vice President - Risk Management
   6. Vice President - Finance
   7. Vice President - Communications
   8. Vice President - Programming
8. Any vacancy in the Executive Board at any given time outside the annual election period will be filled by special election.
   * 1. Special election will follow the same process as the aforementioned voting procedure including nominations, vetting, speeches, and voting via secret ballot.
9. Other officers will be appointed by the Executive Board and approved by the colony with a majority vote.
10. Other officer include, but are not limited to: Sergeant-at-Arms, Philanthropy Chair, Social Chair, Community Service Chair, Scholarship Chair, House Manager, Ritual Chair, Chorister, and IFC Representative.

Section 2: Officer Positions Descriptions

1. All officers will perform their respective duties and responsibilities as set forth below.
2. All Executive Board members will:
3. Attend the Keystone Regional Leadership Conference annually
4. Attend weekly business meetings of the Executive Board and colony
5. Communicate with his respective advisor at least once per week
6. President
   1. Coordinate the activities of the different committees and chairmen to facilitate the smooth running of the fraternity and to ensure that each is properly doing his job to the fullest.
   2. Fulfill all responsibilities required by the local Interfraternity Council (IFC), Greek Life Office, and North American Interfraternity Conference (NIC).
   3. Act as the colony's official delegate to the General Convention.
   4. Attend Beta Theta Pi’s Chapter Presidents Leadership Academy annually.
   5. Attend Beta Theta Pi’s Keystone Regional Leadership Conference annually.
   6. Call and preside over colony meetings.
   7. Call and preside over Executive Board meetings.
   8. Appoint or nominate for election such individuals or committees as he deems necessary to assist him in carrying out colony functions and policies. The power of appointment and the power of dismissal are concurrent.
   9. Represent Beta Theta Pi at interfraternity meetings, functions, activities, and any other occasions requiring a representative of the colony.
   10. Act as primary liaison between the colony and its advisors.
   11. Organize the review of the colony’s bylaws at least once during his term.
   12. Plan and execute an Executive Board transition workshop at the conclusion of his term.
   13. Attend all colony/area alumni meetings and house corporation meetings.
7. Vice President - Brotherhood
   1. Act as President in case of temporary absence.
   2. Account for all ritual equipment and keep track of all Beta memorabilia.
   3. Ensure that all songs and parts are known for all rituals.
   4. Ensure that all rituals are performed with dignity and in correlation with all General Fraternity, IFC, and state policies.
   5. Schedule ritual rehearsals prior to all performances.
   6. Provide brotherhood development programs including a retreat and an "Eye of Wooglin" once a term.
   7. Promote self-governance by holding members accountable to membership standards.
   8. Manage the academic assistance plan.
   9. Promote scholarship opportunities offered through various sources.
   10. Work with the President to recognize members at colony meetings who exemplify Beta’s core values in and out of the classroom.
8. Vice President - Recruitment
9. File all recruitment recommendations in the form of correspondence from alumni.
10. Solicit referrals from sororities and other campus organizations.
11. Maintain an active list of all potential new members the colony may be interested in using the tracker.
12. Oversee all recruitment related activities.
13. Educate all active members of acceptable recruitment practices.
14. Ensure that all recruitment events (formal and informal) are alcohol-free.
15. Be familiar with the institution and Inter-fraternity Council recruitment regulations.
16. Develop and present a recruitment calendar of events.
17. Promote the involvement of brothers in campus leadership positions.
18. Conduct the Men of Principle Scholarship annually and submit necessary paperwork to the Administrative Office when applicable.
19. Lead recruitment workshops.
20. Supervise the values-based membership selection process.
21. Vice President - Education
22. Educate newly initiated members on the objects, emblems, and insignia following the formal initiation ceremony.
23. Carry out all correspondence concerning initiates or new members as required by the university/college.
24. Conduct the new member education program within all General Fraternity, campus, and state guidelines.
25. Present the new member program for approval by the Positive Pledge Education Assessment, the Fraternity & Sorority Life Office, Chapter Counselor, and Education Advisor.
26. Schedule and preside over all new member meetings
27. Ensure that all new members attend the appropriate new member sessions.
28. Responsible for the education of new members in Beta lore and music.
29. Responsible for the overall operation of the new member program
30. Submit rosters of all new members to the General Fraternity and Fraternity and Sorority Life Office.
31. Responsible for the scheduling of all rituals and ceremonies in coordination with the Vice President – Brotherhood.
32. Strive to have least 90% of men formally pledged are initiated.
33. Vice President - Risk Management
    1. Ensure that risk management policies is implemented at all events.
    2. Present risk management programming to the colony at least once a month.
    3. Submit all required risk management documentation to the Administrative Office.
    4. Submit all required risk management documentation to \_\_\_\_\_\_\_ (institution).
    5. Develop a Crisis Management Plan.
    6. Organize an alcohol awareness program each year and make an effort to partner with other Greek organizations to give presentations on drug abuse, sexual harassment and hazing, and alcohol awareness.
    7. Monitor and address all fire, health, and safety issues regarding member housing (if applicable).
    8. Appoint the necessary number of social monitors, door monitors, and designated drivers for each social function when applicable.
    9. To be responsible for the overall cleanliness of the fraternity house.
    10. Schedule an annual fire/insurance inspection of colony’s property.
    11. Keep an up to date list of needed property repairs along with estimates of cost.
34. Vice President - Finance
35. Prepare the colony's financial budget in conjunction with financial advisor.
36. Issue bills and collect payments.
37. Pay all bills promptly.
38. Keep all financial records in good working order.
39. Submit the names of members delinquent on any bills to the Kai Committee.
40. Monitor and control each officer's use of his portion of the budget.
41. Ensure that the colony has an excellent financial rating from the Assistant General Treasurer of Beta Theta Pi.
42. Vice President - Communications
43. Keep all colony historic files in working order.
44. Take pictures at colony events.
45. To maintain a list of local media sources (television, newspaper, radio).
46. Invite faculty/administrators to functions as appropriate.
47. Maintain proper correspondence etiquette with sororities, administration, alumni, and colony friends.
48. Send annual reports/correspondence to the Administrative Office (online reporting). This includes all applications, photos, letters of recommendation, and copies of alumni newsletters.
49. Send articles to the Administrative Office when due, along with photographs when appropriate.
50. Initiate and answer general colony correspondence which is not specifically concerned with another colony office.
51. Send shingle orders, notice of admission, pledge cards, and initiation forms to the Administrative Office within one week after pledging or initiation.
52. Make sure that all necessary order blanks and colony stationary are on hand.
53. Organize the fraternity composite (or group photograph).
54. Send general correspondence to parents and other guests for pledging, initiation ceremonies, and banquets.
55. Compile and distribute seasonal newsletters.
56. Maintain the website and social media accounts.
57. Record the minutes of regular and special colony meetings and entering them in the official minute book of the colony and posting them online through ChapterSpot.
58. Take and record roll at all regular and special colony meetings and entering them into the official minute book of the colony.
59. Keep the official Roll Book of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Colony of Beta Theta Pi and ensuring that each member completes his information directly after initiation.
60. Plan and implement at least four alumni events per year and recognize one outstanding alumnus each year.
61. Keep an updated mailing list of all local Beta alumni.
62. Contact all alumni to inform them of the colony's status and of any events that will be held in their honor.
63. Vice President - Programming
64. Schedule and organize all colony social activities.
65. Plan and organize details pertaining to colony social functions.
66. Register all colony social functions as necessary.
67. Enforce all General Fraternity Risk Management Policies and campus regulations during colony social functions.
68. Inform all active members and new members of events through an operating calendar
69. Organize at least one alcohol-free social event each semester.
70. Oversee all sanctioned colony athletic events and coordinate the colony’s involvement in as many intramural activities as possible.
71. Organize one service and one philanthropy event each term (100% colony attendance).
72. Coordinate participation in of any other campus, all Greek, or colony philanthropy events.
73. Organize the Fraternal Milestones Ceremony when necessary.
74. Keep record of community service hours performed by each member and report those records accordingly.

# Article VI—Committees

Section 1: Committee Guidelines

* + 1. Each committee will be appointed by the Executive Board with the exception of the Kai Committee and the Recruitment Committee.
    2. Each committee will meet once a week at a predetermined day, time and location.

Section 2: Brotherhood (Kai) Committee

* + 1. Adjudicate violations of membership expectations.
    2. Recognize outstanding brothers through weekly and annual awards.
    3. Implement the Academic Assistance Plan

Section 3: Programming Committee

* + 1. Schedule and organize intramural activities, social activities, community service, philanthropic activities, and any other special events.
    2. Organize participation in community-wide competitions such as Greek Week.

Section 4: Recruitment Committee

* + 1. Maintain the recruitment names list of all potential new members and referrals
    2. Acknowledging and following up regarding the status of and outcome of all referrals
    3. Overseeing all recruitment related activities and promoting effective recruitment practices
    4. Developing and distributing a recruitment calendar for members
    5. Conducting the Men of Principle Scholarship program annually
    6. Supervising the values-based membership selection process.

Section 5: Education Committee

1. Pledging periods should last \_\_\_\_\_\_\_\_\_\_\_ weeks. The length of the program shall last no longer than eight weeks and be in compliance with campus regulations.
2. Conducting the new member education program within all fraternity, campus, and state guidelines
3. Organizing annual colony-wide education regarding critical operational topics
4. Implementing the colony’s individual member development program including promoting attendance at local and General Fraternity development programs.

Section 6: Risk Management Committee

* + 1. Ensuring Beta Theta Pi’s Risk Management Policy and \_\_\_\_\_\_\_ (institution) Risk Management Policy is implemented at all events
    2. Maintain and educate members on the crisis management policy
    3. Monitoring and addressing all fire, health, and safety issues regarding member housing
    4. Proactively addressing the issue of substance abuse through education or intervention.
    5. If university/college and General Fraternity policy conflict the colony should follow the stricter of the two documents.

Section 7: Finance Committee

1. Preparing the annual budget and managing budget adherence
2. Issuing bills to members and collecting all fees
3. Paying all housing, local vendor, and General Fraternity bills promptly
4. Maintaining complete financial records for the colony
5. Supervising any fundraising efforts of the colony
6. Overseeing housing operations including repair and cleaning costs

Section 8: Communications Committee

1. All members will attend regularly scheduled meetings and provide the President and/or the Vice President of Communications with conflicting dates.
2. All members will be responsible for completing all missed information/material covered by the colony members.
3. Our goal as a colony is to submit all membership and outline reporting to the General Fraternity within the established timeframe.
4. Our goal as a colony is to publish at least 3 issues of an alumni newsletter each year and submit copies to the Administrative Office.
5. Our goal as a colony is to complete end of the year reporting and award applications which include photos, press releases, and letters of recommendation.

# Article VII—Amendments

Section 1: The bylaws may be amended by the following process:

1. Any active member in good standing as outlined in Article III, Section 3 may present a written proposal consisting of the original language followed by the proposed change or addition in highlighted text.
2. The written proposal must be approved to be presented to the colony by the chapter counselor and a majority vote of the Executive Board.
3. After approval, the amendment can be introduced at the next regular meeting of the colony.
4. The amendment can be approved by a three-fourths vote of the active members of the colony present at the following meeting.

Section 2: Any amendment must be consistent with the Constitution and Bylaws of Beta Theta Pi, \_\_\_\_\_ (institution) policies and all applicable local, state and federal laws.