



BETA THETA PI
— MEN OF PRINCIPLE —



District Chief Manual

Position Impact

The mission of Beta Theta Pi is “to create Men of Principle for a principled life.” District Chiefs support that mission by helping our local chapters and their volunteers provide the best possible membership experience for our undergraduates. They promote self-governance and help our members, officers, and volunteers hold themselves and each other accountable to living according to the values and Code of Beta Theta Pi. District Chiefs also promote lifelong engagement with the Fraternity by recruiting, placing, and training chapter advisors. They represent the General Fraternity to our chapters, volunteers, and alumni.

Qualifications

- Initiated member of Beta Theta Pi
- Fully embraces the Mission and Vision of Beta Theta Pi
- Demonstrates a desire to continue learning how to support the organizational direction
- Demonstrates an ability to convey Beta Theta Pi’s lofty purpose as an organization to others
- Demonstrates an ability to recruit, train and manage a team
- Demonstrates an ability to challenge the status quo while cultivating relationships with all constituencies
- Demonstrates communications skills on all platforms (interpersonal, large and small group, over the phone and via email).
- Ability to respond to calls and emails in a timely manner.
- Demonstrates ability to collaboratively generate goals with all constituents.
- Serve a two-year term (renewable on annual basis thereafter)

Primary Constituencies

A primary role of the DC is to represent Beta Theta Pi in an Representative role. Therefore, it is of the utmost importance to maintain open communication and positive relationship with the following individuals.

- Regional Chief (RC). The District Chief reports to his RC, who oversees the work of all the DCs in his region. The RC recruits, places and trains DCs and communicates regularly with them. The DC should include the RC on all communication about chapter updates and provide a quarterly report of his work to the RC.
- Leadership Consultant (LC). Beta’s Leadership Consultants travel within a region and provide direct support to 10 - 12 chapters, including regular visits and phone and email support. The
- Assistant District Chief (if applicable)
- Advisory team composed of 5 required advisors (plus others that are a part of the team)
- Chapter membership (elected leadership, in particular)
- Local alumni association and/or housing representatives
- University administrators (Greek Life Professional or Dean of Students)

Role Expectations

The DC's focus is with all chapters in his district and he can expect to spend between 5 and 10 hours a month communicating with constituents, reviewing statuses and directives as well as providing guidance depending upon the specific requirements of the assigned chapter. The following activities can be expected regularly.

Advisory Team Management

A primary responsibility of a district chief is to build and support a local volunteer network for each chapter in his district. This responsibility can be divided into separate workloads.

- **Recruit** a five-person core advisory team at each chapter, consisting of a chapter counselor, pledge education advisor, recruitment advisor, financial advisor and risk management advisor.
 - Orientation outlines / job descriptions for each advisor position can [be found by clicking here](#).
- **Develop/Train** the advisory team at each chapter to ensure they have the resources and knowledge to provide appropriate local support to Beta Theta Pi's undergraduate chapters.
- **Support** the ongoing work of the advisory team by regularly checking in with the Chapter Counselor, attending advisor meetings, and providing ongoing updates and training.

Instructions for appointing/updating advisor contact information can be found later in this handbook. Also, you are encouraged to take some time becoming familiar with resources available to aid with advisor training and coaching.

Policy and Standards Implementation

The secondary responsibility of a district chief is to ensure that chapters understand and are abiding by the policy and standards of Beta Theta Pi. To accomplish this responsibility the following is necessary.

- **Communicate regularly and directly** with the chapter's leadership consultant. He will reach out to you on a weekly basis to provide updates and coaching.
- **Communicate regularly and directly** with chapter advisory team members to counsel them in providing support and coaching to undergraduate leaders.
- **Monitor the progress of your chapters**, including looking at the Leadership Consultant reports; SCOE reports; and goal-setting documents.
- **Develop directives and conduct status reviews**. This responsibility is necessary only when a chapter is performing below Fraternity standards.
 - More directly, district chiefs are heavily involved in resolving risk management incidents, reviewing each chapter's *Positive Pledge Education Assessment* and determining benchmarks for chapter success utilizing *Standard Chapter Operating Expectations*.
- **Build a working rapport** with each chapter's advisory team, chapter executive leadership and university officials. This includes regular lines of communication via phone and email and at least one visit in person per semester with these individuals.

Ambassador of the General Fraternity

District chiefs help organize and direct the business of the Fraternity through maintaining healthy relationships with Fraternity constituents at the local level. Therefore, in an effort to build an effective team of volunteer leaders, they are requested to gather at the General Convention during which time they develop lifelong friendships while providing valuable feedback and receiving necessary training.

- **Attending Fraternity events when appropriate and visiting constituents**, located below are links to the expected events.
 - Follow this link to learn more about the [General Convention](#).
 - Follow this link to learn more about the [Keystone Regional Leadership Conference](#).
- **Constituent feedback** is gathered and provided as coaching to the district chief at least once per year.
- **Encourage undergraduate constituents to attend Leadership and Education events** such as Wooden, UIFI, etc.

Benefits and Return on Personal Investment

Beta Theta Pi is a not-for-profit organization. Resources are limited and are always utilized with the membership's experience in mind. However, Beta Theta Pi relies heavily on volunteer leadership to advance its purpose and volunteers realize compensation in many intangible ways.

- Practical leadership experience
 - Responsibility for assessing organizational culture and developing change initiatives
 - Ability to serve on focus groups and task forces to identify opportunities for organizational development
- Personal development
 - Development of personal relationships through the mentoring and coaching process
 - Service-learning is an inseparable part of volunteering for Beta Theta Pi
 - Programming involves a high level of self-discovery and values training / discussions
- Professional development
 - Networking with alumni and community members as an official representative
 - Professional training focused on developing the tangible, operational volunteer skill-set

Indicators of Success

District Chiefs are evaluated in the following areas:

- Placement and engagement of a full advisory team as determined by Standard Chapter Operating Expectations (SCOE). **No adviser vacancies exceeding 90 days**
- Implementation of Fraternity policy and standards through thoughtful chapter assessment and directive / status reviews
- Ambassadorship as a representative of the General Fraternity (Involvement at General Fraternity programming, understanding of the Mission and Vision of Beta Theta Pi and responding to constituent feedback are considered necessary components of ambassadorship)

**Tip: Take time to understand the culture of the advisory team and of the chapter. It is necessary to understand that relationships are key when influencing change. Challenge should always be balanced with support and it is important to understand the reality of what can be accomplished in a given time frame. Some items are urgent and important; others are important but not urgent. Prioritize accordingly.*

GETTING STARTED

1. Review this document with the leadership consultant and ask questions as necessary.
2. Establish a clear communication plan between yourself and the Advisory Team, the Regional Chief, and the leadership consultant.
3. Spend some time becoming familiar with the resources available to advisors on <http://beta.org/about/volunteers/>. You will be managing this team. It is essential that you know what support and education is available.
4. Become familiar with all policies and standards of Beta Theta Pi. The Regional Chief and leadership consultant are resources to provide training and answer any questions you may have.
5. Introduce yourself to the chapter's key constituents. Plan to meet with them face-to-face within the month.
6. Make plans to attend Leadership Summit (January) Keystone (February) and the General Convention (August).

HELPFUL HINTS

These tips were assembled from a survey of experienced district chiefs. Please read it carefully for advice from some of our best volunteers.

- Enjoy the experience! Don't forget to take time to enjoy the relationships you form. These can be as strong, or stronger, than those you had during college. Establishing collaborative working relationships with your chapters, host academic institutions, advisory teams and General Fraternity representatives can be the most powerful thing you do. The stronger working relationships you have, the more positive influence you can exert.

- Do not be afraid to make difficult decisions that will produce long-term success. Finding the healthy balance of challenging and supporting your chapters will be integral to the growth of your district. Chapters don't respond well to overbearing chiefs who rarely praise them but at the same time, all chapters need to be challenged to continually improve.

- Focus on building infrastructure. **District Chiefs are not chapter advisors**; rather, they assemble the advisory teams. After you have recruited advisors, send them to a *Keystone Regional Leadership Conference* or set up a training session with their leadership consultant or the Director of Chapter Operations.

- Set short and long-term goals that you want to accomplish in your district. Possible goals you might set include: convention attendance and awards for the district, promptness in reporting.

- Encourage as many students as possible to the leadership programs offered. Some of the most dramatic positive changes within our Fraternity have come from graduates of these experiences. Leadership programs also enable alumni to become involved by sponsoring attendees and acting as facilitators.

- Make our ritual the centerpiece of all your work with the chapter. It is the cornerstone of all Beta relationships. Further, to remain a credible leader, you must always role model the principles and obligations of our Fraternity when interacting with our members and constituents.

- Self-evaluate on a regular basis. As with any experience, you will find yourself growing and learning new things about yourself. Further, checking in occasionally will allow you to refocus your energies on the things that matter.

Appendix

[Frequently Asked Questions- FAQ](#)

[Recruiting Advisers](#)

[-Lead Generation](#)

[-Potential Adviser Letter](#)

[Training Advisers](#)

[-Adviser Expectations](#)

[Appointing Advisers](#)

[Risk Management Incident Reports](#)

[Status Changes](#)

[GFO Expense Report](#)

[General Fraternity Hierarchy](#)



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FREQUENTLY ASKED QUESTIONS

Where does my authority for making decisions originate?

Some of the powers of the General Secretary are delegated to district chiefs to enforce *The Code* and policies of Beta Theta Pi. The General Secretary ultimately reports to the General Convention through the Board of Trustees. It is necessary that district chiefs become familiar with the chapter status/sanctions section of *The Code* and policies of Beta Theta Pi. There is a reference page from [The Code](#) included later in this manual. The Administrative Office staff is always available to provide clarification and support to District Chiefs when making decisions and can be reached at 1-800-800-BETA (2382)

What is my role in the General Convention?

Each district chief is assigned to a committee to serve as an advisor to the undergraduates and is required to attend the business sessions of the General Convention. An agenda is provided to district chiefs upon arrival. A complete guide is provided each year in the registration materials.

How do I get a list of phone numbers for the advisors in my district?

This information can be found at <https://my.beta.org/ors/login.aspx>. Enter your login information and click on the chapter in question. All rosters can be quickly populated into an excel document by clicking an icon near the roster on the screen.

What reports are my chapters responsible for during the year?

Chapters must submit various reports throughout the year. Most forms are submitted via our website. Using <https://my.beta.org/ors/login.aspx> you can identify online reports that are due as well as review reports that have been submitted. Please check this website to see the current forms that are due (forms are posted on the website 60 days prior to their due date). Submitting reports in a timely fashion may affect a chapter's eligibility for award recognition.

What should be my relationship with the leadership consultant(s) for my district?

With their extensive training, leadership consultants can conduct accurate chapter assessments, provide a wide variety of educational programs, help train advisors, provide support for advisor recruitment and make recommendations for improvements of the advisory team and chapter performance. *Leadership consultants do not sanction or police chapters.* Their role is that of coaches and mentors. It is important that district chiefs and leadership consultants work closely through regular visits, emails and phone calls. It is expected that district chiefs and leadership consultants communicate regularly and meet during the consultant's visit to discuss chapters and advisors in the district. Also, please submit an evaluation form for your leadership consultant after he completes visits to your chapters. Ideas and feedback for improvement of the leadership consultant program are welcomed.

What is the Men of Principle initiative?

The *Men of Principle* initiative is our Fraternity's long-term change initiative to emphasize the founding values in our chapters. All resources of the *MPI* are available to every chapter.

How do I learn more about the *Men of Principle* initiative?

A wide variety of resources ranging from officer manuals, retreat programs, pledge education programs, scholarship opportunities, and much more may be found by browsing

<http://beta.org/about/men-of-principle-initiative/>

What are The Wooden Institute for Men of Principle, Undergraduate Interfraternity Institute, Futures Quest, Chapter Presidents Leadership Academy and the Keystone Regional Leadership Conference?

All of these programs are educational experiences that challenge our undergraduates to make values-based leadership decisions. Some programs are offered only to Betas. Others involve Greeks and non-Greeks. These experiences are the best way we know to train our undergraduates to be credible leaders in their chapters. We highly recommend that your chapters send students to these experiences. More information and registration forms may be found in the [Events](#) section of our website.

How am I protected as an officer of the Fraternity?

All General Fraternity volunteers are covered under our comprehensive liability insurance program. The insurance program covers you in all cases other than direct participation in actions that violate federal, state/provincial, local laws or policies of Beta Theta Pi. In other words, there is no need to worry as long as you are following the law and General Fraternity policies.

How do I recruit advisors?

It is recommended you speak to your chapter officers and leadership consultant. The Administrative Office can provide lists of alumni living in specific geographic areas, those who support the Beta Theta Pi Foundation and those who have held office. Local alumni on housing corporations or who are already involved may have good leads as well. We have also had considerable success recruiting advisors who are not members of our Fraternity. They often provide objective insights to the chapter and our alumni. We call these supporters “Friends of Beta” (FOBs). You can find additional resources on the [Beta Theta Pi website](#).

How do I train advisors?

The General Fraternity offers many ways to train advisors. Leadership consultants are capable of providing on-site training for advisory teams in need of specific direction. In addition, all advisors are strongly encouraged to attend the *Keystone Regional Leadership Conference* annually. Finally, resource materials are available for advisors in the [Advisory Team](#) section of the website.

How do I balance the responsibility of policy enforcement with conceptual chapter self-governance?

Beta Theta Pi believes strongly in a system of chapter self-governance. However, the district chief has a responsibility to ensure *The Code* and policies of Beta Theta Pi are being followed. It is always a good idea to consult someone from the Administrative Office or your respective Regional Chief before taking action. Further, always consult advisors of the chapter before moving ahead as their involvement is critical for long-term change and success. Your relationship with them is one of your most powerful tools for positive change.

To whom do I report?

District chiefs typically work with the Administrative Office staff and the Regional Chief when dealing with day-to-day activities. The General Secretary, who is a volunteer, is brought in to handle major issues. A visual representation of Beta's organizational hierarchy can be found later in this manual.

Adviser Recruitment



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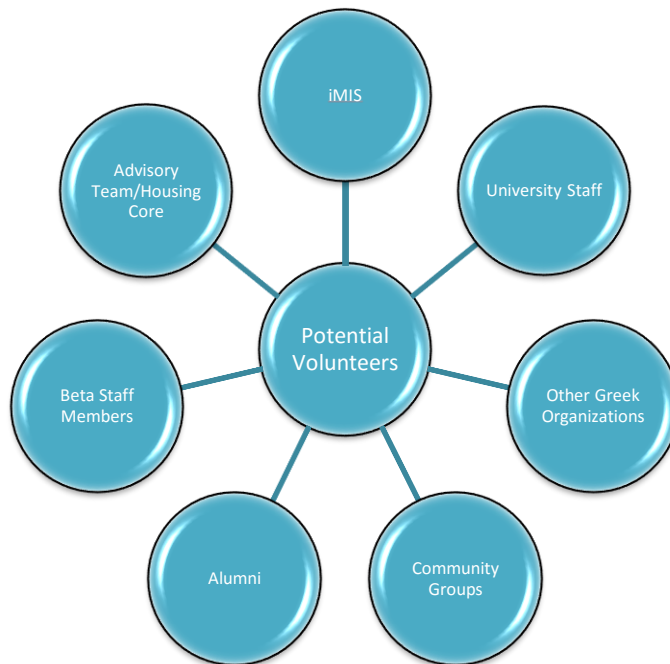
Lead Generation

Using our knowledge of what an ideal volunteer looks like, we need to find the people that are right for the position. Some effective methods to find potential adviser are:

- Asking the current volunteers for other Betas, friends, colleagues, wives, etc.
- Reaching out to the Greek Life Adviser at the school
- Looking at the Annual Report of recent donors
- As a last resort, taking an iMIS area alumni poll (can be provided by A/O staff member)

*Beta has a large number of volunteers who live five or more hours away from the chapter that still visit regularly. Just because someone is far away doesn't mean you can't ask!

Succession Planning is key for filling adviser vacancies in a timely and effective manner.



Potentail Advisor Recruitment:

Introduction Email Template



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Month, Day, Year

Dear <insert name>,

My name is <insert name> and I serve as a <insert volunteer role> for Beta Theta Pi. One of the strategic priorities of the fraternity is to ensure that every chapter has a team of local advisors that are engaged in assisting our undergraduate members in both the execution of their officer positions/chapter goals and their own personal and leadership development.

I am writing

to you today because we are seeking men and women who are passionate about our mission of **developing men of principle for a principled life**. Men and women who are interested in coaching and mentoring undergraduate men as they strive to live our core values of trust, mutual assistance, intellectual growth, responsible conduct and integrity. Men and women who want to make a difference in the lives of young men. You were referred to me by <insert name> as someone who would make an excellent advisor and may be interested in getting involved with our <insert chapter designation> chapter at <insert name of college/university>.

I would appreciate the opportunity to schedule a time to discuss the strategic direction of Beta Theta Pi, what we are looking for in an advisor, the current strengths/challenges of the chapter and the expectations of the role; in addition to answering any questions you may have. Our conversation should take no more than 30 minutes. In the meantime, please feel free to visit the Beta Theta Pi website at www.betathetapi.org to learn more about our purpose, programs and services.

If you are interested in learning more about this opportunity, please contact me (my information is included below) at your earliest convenience. Or, if you are not interested you are welcome to let me know that information as well.

Thank you in advance for your consideration!

Sincerely and in __ *kai* __,

<Full Name>

<Volunteer Position>

<email Address>

<Phone Number(s)>

Adviser Training



BETA THETA PI
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ADVISORY TEAM EXPECTATIONS

POSITION IMPACT

As Beta Theta Pi's standards increase, so does its need for talented and involved individuals to provide support at the local level. Advisors enter into a collaborative relationship with many constituencies to provide direction and consistency in operation between elected leaders. He/she makes it possible to challenge the status quo while supporting progress by building relationships and fostering trust.

The advisor's role

The role of a chapter advisor is an important and difficult one to fill. To serve the chapters needs and welfare successfully, it requires many skills. While detailed checklists for many advisory positions can be found online at www.betathetapi.org, certain suggestions seem pertinent across the spectrum regardless of the specific role each person plays on the team:

- **The goal of the advisor is to help the chapter and the individual members become maturely self-directed.** The advisor should continually promote constant improvement through the use of self-study, evaluation and reconsideration of present policies in relation to the individual, the university and General Fraternity, as well as the demands of the institution, the alumni and the public.
- **The relationship of the advisor to a chapter is that of a coach to a team.** At times, the advisor must expect student errors and hope to make them instructive for the individuals and the group. The advisor should use a positive approach; offer criticism carefully and tactfully. Perfection cannot always be demanded; however, praise for commendable performance is important.
- **The advisor must set a good example for the chapter in action and example.** The advisor should follow suggestions or directions from the General Secretary, Regional Chief, District Chief, Administrative Office and the academic institution. He should keep in close contact with the chief and be completely informed.
- **The advisor must become familiar with and interested in the members as individuals, as well as a group.** The advisor must make it easy for the chapter officers and members to contact him/her about group and individual matters.

General expectations

While the Chapter Counselor and District Chief are responsible for ensuring that each individual team member feels skilled and capable of advising in their respective positions, there are some common characteristics shared among the most successful of advisory teams in Beta Theta Pi. It is expected, therefore, that the advisory team adopt the following at a minimum and report progress on each item to the District Chief each month:

- **The advisory team will plan quarterly meetings to review the progress of the chapter.** The Chapter Counselor should lead the charge in scheduling these meetings; however, attendance is expected from all members of the team.
- **The advisory team will meet, as a whole, with the chapter's Executive Committee twice each year.** These meetings can double as one of the quarterly advisory team meetings and should focus on building a "strategic plan" detailing how to continue moving the chapter forward towards reaching a set of mutually agreeable goals.
- **A schedule will be set at the beginning of each semester outlining advisor attendance at chapter functions.** While it is not expected that each advisor is in attendance at every chapter function, there should be an advisor presence at all chapter and executive committee meetings and a number of events throughout the year. At a minimum, team members should expect to attend at least two chapter meetings and two executive committee meetings each semester.
- **Individual advisors will maintain weekly contact with their advisee.** This contact could be made in the form of a weekly one-on-one meeting, a phone call, or a brief email exchange. Doing this will build the relationship between the advisor and the student in a way that allows them to become both a friend and a mentor.
- **Advisors will attend the *Keystone Regional Leadership Conference* every two years.** Attending the conference will allow the advisor to experience position specific training with his/her respective officer as well as time with the chapter's new leadership team when they are setting goals for the year. At a minimum, it is expected that at least one member of the advisory team attend *Keystone* annually.

A General Fraternity representative will provide training to new advisory team members within a reasonable time. Whether this comes from the District Chief, Regional Chief or a staff representative, team members can only be effective if they are acutely aware of their responsibilities and are set up for success from the beginning.

Appointing Advisers



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Appointing and De-Appointing Advisors

Identifying and recruiting talented advisors for local chapter support is the most important thing you can do to create long lasting and positive organizational change. To be sure, managing a five-person capable and involved advisory team at each chapter is your top priority.

Leadership Consultants and the Director of Chapter Operations are key resources available to help brainstorm recruitment strategies. Further it is essential that an advisor begins to develop a relationship with the General Fraternity immediately upon agreeing to serve as a local volunteer. Therefore, once you have identified and recruited an advisor complete the following simple steps to get them connected to the Leadership Consultant, a monthly advisor e-newsletter and ensure they receive a welcome message with resources.

MyBeta

Chapters

Sign in here, using your *MyBeta Account*:

MyBeta Login

Email Address

Password

[Forgot Email/Password?](#)

Don't have a MyBeta Account? [Create one](#)

Enter your Email and Password

If you do not remember your password, or are creating a new account please call the Administrative Office at 800-800-2382

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 Brennan Hall | 5134 Bonham Road, Oxford, Ohio 45056
 Phone: 513-523-7681 | Email: beta@beta.org | [Privacy Policy](#)

1. Click on the Chapters Tab

Home Profile **Chapters** Directory Reporting Billhighway Chapter Spot Admin Report Logout

Welcome :

Dashboard

Collegiate Pledges : 382
 Collegiate Members : 8,321
 Living Alumni : 128,917
 Lifetime Members : 200,188
 Chapters & Colonies : 133
 Colonies : 24
 Avg. Chapter Size : 65
 Avg. Chapter GPA : 3.11
 Avg. Advisors/Chapter : 8

Click a state or province on the map to filter the list below

Chapter Listing

School Name	Greek Name	State/Province			
Alabama	Delta Theta	Alabama			
American	Colony	District of Columbia			
Arizona	Delta Beta	Arizona	Good Standing	10/31/1959	126 2.89
Arkansas	Colony	Arkansas			116 3.03
Auburn	Delta Zeta	Alabama	Good Standing	11/19/1964	139 2.89
Baylor	Delta Psi	Texas	Colony	11/22/1980	61 3.23
Bethany	Psi	West Virginia	Good Standing	12/09/1860	20 3.15
British Columbia	Gamma Omicron	British Columbia	Good Standing	10/23/1936	82 3.20
Cal Poly	Epsilon Delta	California	Good Standing	10/18/1986	72 2.84

2. Use the interactive map to select the state of the desired chapter, or select the school from the alphabetical list below



After you select the chapter use the **reporting** tab to navigate to **Officer/Advisors** then to **Update Adviser/House Corp**

Home Profile Chapters Directory Reporting Billhighway Chapter Spot Admin Report Logout

Welcome Chapter: Texas (Beta Omicron)

- >> Overview
- >> Chapter Operations
- >> Membership Roster
- >> Chapter Housing
- >> Chapter Awards
- >> Campus Information

Shipping Address
Beta Theta Pi Fraternity
1008 W 25th 1/2 St Apt 206
Austin, TX 78705-4320
United States

Beta Omicron - Texas

- Membership
- Recruitment
- Chapter Finances
- Officers/Advisors
 - Update Officers
 - Update Advisers/House Corp
 - Update District Officers
- Chapter Profile
- Chapter Reporting
- Chapter News
- Recruitment Referral
- Upload Documents

instance of an object.

CHAPTER DASHBOARD

Chapter Status : Colony
Collegiate Members : 0
Collegiate Pledges : 0
Living Alumni : 1,529
Lifetime Members : 2,227
Advisors : 0
House Corp Volunteers : 3
Chapter GPA : 2.7140
FY Giving : \$0.00

Standard Chapter Operating Expectations

CHAPTER OVERVIEW

Greek Name : Beta Omicron
University : The University of Texas
District : 34
Status : Colony
Last Change : 06/04/2015
Founding Date : 05/18/1886

Chapter ID : 100169
Short Name : Texas
Region : SC
Motto : We look toward the heaven
Chapter Website : <http://www.utbeta.org/>
Twitter : -
Facebook : -

Anatomy of the ORS Advisor Management page

This section is used for APPOINTING NEW ADVISORS.

Update Advisors

Show 25 per page

Appoint new advisors

Advisors must be reappointed each academic year even if they are continuing in the same advisor role.

Advisor Team : Wisconsin-Oshkosh

Advisor Role : Select Advisor Role

Start Date : [calendar icon]

End Date : 8/31/2009

Advisor Email : [input]

Current Advisors/De-appoint

According to Beta Standard Chapter Operating Expectations (SCOE), each advisor team should consist of, at a minimum, the following roles: Chapter Counselor, Financial Advisor, Recruitment Advisor, Pledge Education Advisor, Risk Management Advisor.

De-Appoint	Committee	Position	Full Name	City	State	Start Date	End Date	End Date
<input type="checkbox"/>	Wisc-Oshkosh	Chapter Counselor	Christopher J. Ciancimino	Oak Creek	WI	02/13/2008		[calendar icon]
<input type="checkbox"/>	Wisc-Oshkosh	Financial Advisor	Brad L. Nennig	Milwaukee	WI	09/25/2007		[calendar icon]
<input type="checkbox"/>	Wisc-Oshkosh	Pledge Education Advisor	Dwight J. Weber	Green Bay	WI	11/26/2007		[calendar icon]
<input type="checkbox"/>	Wisc-Oshkosh	Recruitment Advisor	Benjamin D. Thornsberry	Whitefish Bay	WI	08/28/2008		[calendar icon]

[Download\(Excel\)](#)

This section is used for looking at CURRENT ADVISORS and DE-APPOINTING (removing) ADVISORS. More on this later...

To get advisor contact information in an excel format, click this button and follow the prompts.



Ensure that you have the correct chapter selected.

Home Profile Chapters Directory Reporting Billhighway Chapter Spot Admin Report Logout

Welcome : -----

Chapter : Texas (Beta Omicron)

Show 25 per page

Update Advisors/House Corp

Appoint new advisors

Before appointing a new advisor or house corp officer, select the appropriate chapter from the Chapter drop-down above. Then make sure the chapter displays in the Advisor/HC Team field below.

Advisor/HC Team : Texas

Advisor/HC Role :

Start Date :

Advisor Email :

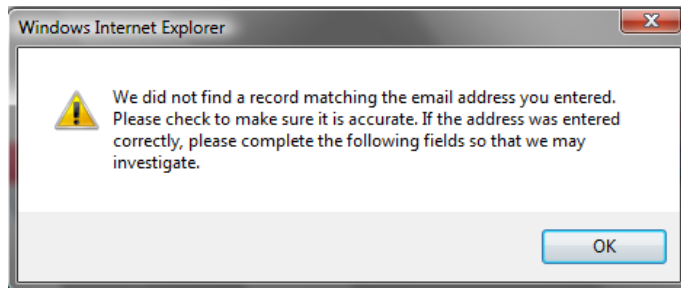
- Ritual Advisor
- Select Advisor/HC Role----
- Chapter Counselor
- Financial Advisor
- Risk Management Advisor
- Pledge Education Advisor
- Recruitment Advisor
- Alumni Relations Advisor
- Ritual Advisor
- Scholarship Advisor
- Philanthropy Advisor
- Vice President Advisor
- Leadership Development Advisor
- Faculty Advisor
- Advisor Team Member
- Parent Association Rep.
- House Corp President
- House Corp Treasurer
- House Corp Secretary
- House Corp Inspection Contact
- House Corp Renewal Contact

Select Adviser position from the drop down menu

Enter their start date- If you put a future date, the appointment won't take place until that date.

Type in their email and click search

If you input an ADVISOR EMAIL that is either misspelled or is different than the email address on file, you will receive the error below. Please contact your leadership consultant or the Director of Chapter Operations



APPOINTING a new advisor (cont)

The screenshot shows a web form titled "Update Advisors" with a sub-section "Appoint new advisors". The form includes several fields: "Advisor Team" (Wisconsin-Oshkosh), "Advisor Role" (Alumni Relations Advisor), "Start Date" (02/13/2009), "End Date" (8/31/2009), and "Advisor Email" (vitobrandle@sbcglobal.net). A "Search" button is next to the email field. Below these fields, the system has populated information for "Vito U. Brandle, Saint Louis, 2004", including his address, email, and mobile number. A red link "Click here" is provided for updating information. An "Appoint Advisor" button is at the bottom. Annotations include a box pointing to the "Search" button and another pointing to the "Appoint Advisor" button.

Update Advisors

Show 25 per page

Appoint new advisors

Advisors must be reappointed each academic year even if they are continuing in the same advisor role.

Advisor Team : Wisconsin-Oshkosh

Advisor Role : Alumni Relations Advisor

Start Date : 02/13/2009

End Date : 8/31/2009

Advisor Email : vitobrandle@sbcglobal.net **Search**

Advisor to Appoint : Vito U. Brandle, Saint Louis, 2004

Address : 13550 River Forest Place Saint Louis, MO 63128-3284

Email : vitobrandle@sbcglobal.net

Mobile : (314) 960-4045

[Click here](#) if the information is not correct

Appoint Advisor

After you put the email address in the field, Click SEARCH.

If the email address is valid, additional contact information for the individual will populate. If the contact information is correct, finish by clicking APPOINT

If the additional information is not correct, click the link to provide updated information to the administrative office.

You will be prompted to provide updated information and a message will be sent for the information to be updated.

You will be contacted by the Director of Chapter Operations or your Leadership Consultant if further information is needed.

Generally, however, the information you provided will result in an official appointment and notification within two or three days.

APPOINTING a new advisor (cont)

Update Advisors Logout

Welcome: **Andrew R. Thomas** Chapter: Wisconsin-Oshkosh (Zeta Zeta)

Update Advisors

Show 25 per page

Status of selected Members have been Appointed successfully.

Appoint new advisors

Advisors must be reappointed each academic year even if they are continuing in the same advisor role.

Advisor Team:

Advisor Role:

Start Date:

End Date: 8/31/2009

Advisor Email:

Advisor to Appoint:

Current Advisors/De-appoint [Download\(Excel\)](#)

According to Beta Standard Chapter Operating Expectations (SCOE), each advisor team should consist of, at a minimum, the following roles: Chapter Counselor, Financial Advisor, Recruitment Advisor, Pledge Education Advisor, Risk Management Advisor.

De-Appoint	Committee	Position	Full Name	City	State	Start Date	End Date
<input type="checkbox"/>	Wisc-Oshkosh	Chapter Counselor	Christopher J. Ciancimino	Oak Creek	WI	02/13/2008	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-Oshkosh	Financial Advisor	Brad L. Nennig	Milwaukee	WI	09/25/2007	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-Oshkosh	Risk Management Advisor	Douglas W. Russell	Milwaukee	WI	02/13/2008	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-Oshkosh	Pledge Education Advisor	Dwight J. Weber	Green Bay	WI	11/26/2007	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-Oshkosh	Recruitment Advisor	Timothy C. Eiring	Waukesha	WI	04/04/2005	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-Oshkosh	Scholarship Advisor	Christopher E. Fink	Pewaukee	WI	09/28/2006	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-oshkosh	Leadership Development Advisor	Vito U. Brandle	Saint Louis	MO	01/05/2009	<input type="text" value=""/> <input type="button" value="Calendar"/>
<input type="checkbox"/>	Wisc-Oshkosh	Leadership Development	Christopher E. Fink	Pewaukee	WI	09/28/2006	<input type="text" value=""/> <input type="button" value="Calendar"/>

If you clicked APPOINT ADVISOR, you will be notified that the appointment was a success and the newly appointed advisor's name and role will appear at the bottom of the page.

NOTE – If you selected a date in the future for the start date, the name will not appear until that date.

APPOINTING a new advisor (cont) - What if the person you are looking for cannot be found?

Welcome : Andrew R. Thomas Chapter : Wisconsin-Oshkosh (Zeta Zeta) Show 25 per page

Update Advisors

Status of selected Members have been Appointed successfully...

Appoint new advisors

Advisors must be reappointed each academic year even if they are continuing in the same advisor role.

Advisor Team : Wisconsin-Oshkosh
Advisor Role : Leadership Development Advisor
Start Date : 01/05/2009
End Date : 8/31/2009
Advisor Email : jfopdsason@gfhjoado.com Search
Advisor Name :
Home Address :
City :
State / Province : ---Select State---
Postal Code :
Cell Phone : (eg.123-555-1234)

Submit

Current Advisors/De-appoint

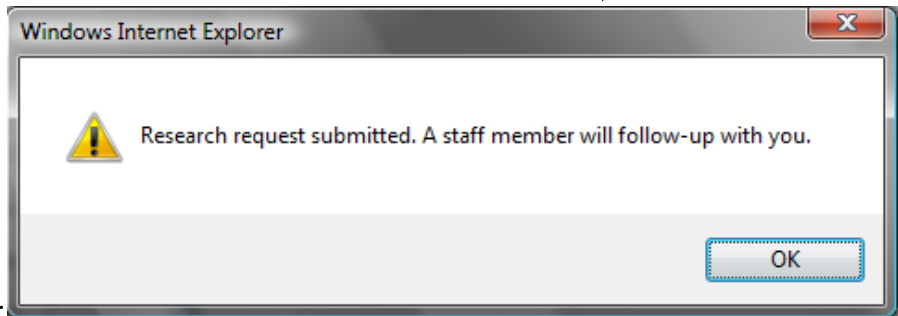
Download(Excel)

According to Beta Standard Chapter Operating Expectations (SCOE), each advisor team should consist of, at a minimum, the following roles: Chapter Counselor, Financial Advisor, Recruitment Advisor, Pledge Education Advisor, Risk Management Advisor.

De-Appoint	Committee	Position	Full Name	City	State	Start Date	End Date
<input type="checkbox"/>	Wisc-Oshkosh	Chapter Counselor	Christopher J. Ciancimino	Oak Creek	WI	02/13/2008	

Complete all the fields on this page and hit SUBMIT.

Once you have clicked SUBMIT, you will see the message below. A prompt is automatically generated for the staff to investigate why the information you are



****DE- APPOINTING (removing) an Advisor****

Find the advisor that is to be removed in the appropriate chapter's advisory team roster.

Input the desired END DATE. This can be a date in the past, present or future. Note that the removal will occur on the date indicated. A date in the past will occur immediately.

Current Advisors/De-appoint [Download\(Excel\)](#)

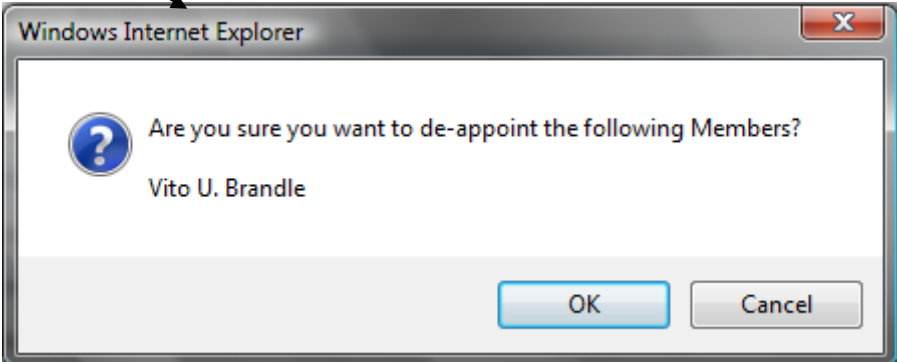
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<input type="checkbox"/>	Wisc-Oshkosh	Chapter Counselor	Christopher J. Ciancimino	Oak Creek	WI	02/13/2008	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Financial Advisor	Brad L. Nennig	Milwaukee	WI	09/25/2007	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Risk Management Advisor	Douglas W. Russell	Milwaukee	WI	02/13/2008	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Pledge Education Advisor	Dwight J. Weber	Green Bay	WI	11/26/2007	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Recruitment Advisor	Timothy C. Eiring	Waukesha	WI	04/04/2005	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Scholarship Advisor	Spencer D. Tabbert	Pewaukee	WI	09/28/2006	<input type="text"/>
<input type="checkbox"/>	Wisc-oshkosh	Leadership Development Advisor	Vito U. Brandle	Saint Louis	MO	01/05/2009	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Leadership Development Advisor	Christopher C. Uridel	Mukwonago	WI	02/13/2008	<input type="text"/>

1

De-appoint selected Advisors

You will be prompted to verify the removal.



DE- APPOINTING (removing) an advisor (cont)

Confirm that the advisor's name has been removed from the roster.

If there is an issue, contact the Director of Chapter Operations.

Current Advisors/De-appoint							Download(Excel)
According to Beta Standard Chapter Operating Expectations (SCOE), each advisor team should consist of, at a minimum, the following roles: Chapter Counselor, Financial Advisor, Recruitment Advisor, Pledge Education Advisor, Risk Management Advisor.							
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<input type="checkbox"/>	Wisc-Oshkosh	Financial Advisor	Brad L. Nennig	Milwaukee	WI	09/25/2007	<input type="text"/>
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<input type="checkbox"/>	Wisc-Oshkosh	Scholarship Advisor	Spencer D. Tabbert	Pewaukee	WI	09/28/2006	<input type="text"/>
<input type="checkbox"/>	Wisc-Oshkosh	Leadership Development Advisor	Christopher C. Uridel	Mukwonago	WI	02/13/2008	<input type="text"/>
							1
De-appoint selected Advisors							

Risk Management Incidents

&

Status Changes



BETA THETA PI
— MEN OF PRINCIPLE —

Handling Risk Management Incidents

When you become aware of a risk management incident/violation, follow these steps

Step 1

Contact these individuals immediately:

- 1. Director of Chapter Operations**
- 2. Chapter Counselor**
- 3. College/University Official (Greek Affairs Professional)**
- 4. Chapter President and Chapter Officers**

Step 2

Submit an [incident report](#) of what occurred, be sure to provide as much detail as possible.

Step 3

Inform chapter officials that they must submit an [incident report](#) to the Administrative Office within 24 hours and refer them to the [resources](#) on the website. **You need to know the Crisis Management plan as well.** Further, they are not to speak with the media and all media inquiries should be referred to the Martin Cobb, Director of Communications at the Administrative Office.

Step 4

Once the report has been filed, you will be contacted by the Director of Chapter Operations with further instructions depending upon the nature and severity of the incident.

Chapter Status (from The Code of Beta Theta Pi)

A. General Categories: A Chapter of Beta Theta Pi will be designated with either:

- (1) In Good Standing;
- (2) On Warning;
- (3) On Probation;
- (4) Suspended;
- (5) Subject to Reorganization;
- (6) Under Reorganization;
- (7) Suspended/Disbanded;
- (8) Revoked.

B. A chapter, which is designated as Subject to Reorganization may also be designated as Suspended, and the chapter of a chapter Under Reorganization shall, by virtue of such designation, be suspended. A chapter may be designated as any status without having first received another designation besides the designation In Good Standing.

Definitions:

- (1) **Definition of a Chapter in Good Standing:** A chapter is in good standing if (1) its charter is not under suspension, and (2) it has paid or has arranged to pay all money owed by it to the General Fraternity, and (3) it has not been given a different status designation.
- (2) **Definition of a Chapter On Warning:** A chapter which is placed on warning is (1) a chapter that has failed to meet or has had difficulty meeting the standards of a chapter of Beta Theta Pi, and (2) has been designated placed on warning by the General Secretary, the Board of Trustees or the General Convention. When a chapter is placed on warning, the designation shall specify the deficiencies, which the chapter must address and correct. A chapter on warning may continue to operate as a chapter of Beta Theta Pi under its own charter, but only with such restrictions, limitations or conditions as might be imposed by the General Secretary, Board of Trustees or General Convention.
- (3) **Definition of a Chapter on Probation:** A chapter that is placed on probation is (1) a chapter that has failed to meet or has had difficulty meeting the standards of a chapter of Beta Theta Pi, (2) has been placed on probation by the General Secretary, the Board of Trustees, or the General Convention, and (3) is determined to have more serious deficiencies, by the party making the designation, than a chapter on warning. A chapter on probation may continue to operate as a chapter of Beta Theta Pi under its own charter, but only with such restrictions, limitations or conditions as might be imposed by the General Secretary, Board of Trustees or General Convention. When a chapter is placed on probation, the designation shall specify the deficiencies which the chapter must address and correct. The chapter by virtue of such designation will be on notice that more serious action may be taken if the deficiencies are not corrected, and the notice advising the chapter of such designation shall so state.
- (4) **Definition of a Suspended Chapter:** A suspended chapter is a chapter the charter of which has been suspended. A suspended chapter has no inherent authority to act as a chapter of Beta Theta Pi. Its authority to act as a chapter is limited and extends only to the

extent of the authority given to it by the General Secretary, the Board of Trustees or the General Convention, and such chapter is at all times subject to such limitations as are imposed by the party granting the authority.

- (5) **Definition of a Chapter Subject to Reorganization:** A chapter that is designated as being subject to reorganization is (1) a chapter that has failed to meet the standards of a chapter of Beta Theta Pi, (2) has been designated as subject to reorganization by the General Secretary, the Board of Trustees, or the General Convention, and (3) is determined, by the party making the designation, to have extremely serious deficiencies which threaten its ability to continue as a functioning chapter of Beta Theta Pi. When a chapter is designated subject to reorganization, the designation shall specify the deficiencies which the chapter must correct and may specify a timetable for corrective action. The chapter by virtue of such designation will be on notice that more serious action may be taken if the deficiencies are not corrected, and the notice advising the chapter of such designation shall so state. A chapter subject to reorganization may continue to operate as a chapter of Beta Theta Pi under its own charter, but with such restrictions, conditions, and limitations as might be imposed by the General Secretary, Board of Trustees or General Convention, unless the charter is also suspended in which case it may act as a chapter of Beta Theta Pi only as provided in paragraph (4) above.
- (6) **Definition of a Chapter Under Reorganization:** A chapter under reorganization is one which is being reorganized under order of the General Secretary, Board of Trustees, or General Convention to determine which members are willing to follow the standards and principles of Beta Theta Pi. As a part of the reorganization some Collegiate Members may be designated as Alumnus Members and other disciplinary action may be taken with respect to members as provided in the Laws. When the reorganization is deemed to be successfully completed, the chapter's designation may be changed to a different status.
- (7) **Definition of a Suspended/Disbanded Chapter:** A suspended/disbanded chapter is one (1) the charter of which had been suspended and (2) the members of which have been ordered to disband. A suspended/disbanded chapter may not continue to operate as a chapter of Beta Theta Pi for any purpose and is not to be counted as a chapter of the fraternity.
- (8) **Definition of a Revoked Chapter:** A revoked chapter is one that once existed but does not now exist because its charter was revoked by the General Convention under the provisions of this Code.

- C. Who may Suspend, Reorganize, or Suspend/Disband a Chapter or designate a chapter Subject to Reorganization: The charter of any chapter may be suspended, the chapter may be designated subject to reorganization, the chapter may be ordered reorganized, or the chapter ordered suspended/disbanded by the General Secretary, the Board of Trustees or by 2/3 vote of the General Convention. The General Secretary may delegate to a District Chief the power to suspend the charter of a chapter in his district and shall review and may modify or reverse any action taken by a District Chief under this delegation of authority.
- D. Who May Modify or Lift Designation:
- The designation of a chapter as being on warning, on probation, suspended, subject to reorganization, under reorganization or suspended/disbanded, if imposed by the General Secretary, may be appealed to the General Secretary, the Board of Trustees or the General Convention and lifted or modified if appropriate.

- The designation of a chapter as being on warning, on probation, suspended, subject to reorganization, under reorganization, or suspended/disbanded, if imposed by the Board of Trustees may be appealed to the Board of Trustees or the General Convention and lifted or modified if appropriate.
 - The designation of a chapter as being on warning, on probation, suspended, subject to reorganization, under reorganization, or suspended/disbanded, if imposed by the General Convention may be lifted by the General Convention. A chapter's designation as being on warning or on probation, may be modified or lifted by a majority vote of the General Convention. A chapter's designation as suspended, subject to reorganization, under reorganization, or suspended/disbanded may be lifted by a two-thirds vote of the General Convention.
 - The General Secretary, Board of Trustees or General Convention when designating or modifying a chapter status may also provide that a chapter's designation be automatically modified or lifted in the event that certain conditions are met and may specify who would make that determination.
- E. Notice to Interested Parties of Certain Chapter Designations: If a chapter is designated as being on probation, suspended, subject to reorganization, under reorganization or suspended/disbanded, notice of such designation, the reasons therefore, and, where applicable, the fact that more serious action may be taken if the deficiencies are not corrected shall be promptly mailed by the General Fraternity to the parents of the Collegiate Members of the chapter, the chapter's advisors, the officers of the chapter's house corporation and such living alumni of the chapter as determined appropriate by the Board of Trustees, at the address shown on the records of the Administrative Office. The Board of Trustees or the General Convention may also give notice to other parties of a chapter's designation, together with information about the reasons therefore, as deemed appropriate under the circumstances.
- F. Procedure for the Suspension/Disbanding of Chapters: The General Secretary or Board of Trustees shall designate discreet persons, preferably other than the Administrative Secretary or his assistants, to work with the officers of the chapter's house corporation to carry out the details of disbanding a chapter, including obtaining the property of the General Fraternity, relocating of residents of the chapter house, and securing the chapter house.

Beta Theta Pi's Organizational Chart

