

# Constitution of Theta Tau

## Article I Name and Purpose

Section I.1 **Name:** The name of this organization shall be Theta Tau. It shall be a non-profit corporation, organized and operated under applicable state and federal laws. In all publications Theta Tau shall be described as a "Professional Engineering Fraternity."

Section I.2 **Purpose:** The Purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members and to unite them in a strong bond of fraternal fellowship.

Section I.3 **Mission:** Its mission shall be to develop Engineering Leaders for Service, Profession, and Brotherhood.

## Article II Insignia

Section II.1 Insignia described herein (badges, pins, name, letters, coat of arms, etc.), and any that may be adopted later, are the intellectual Trade Property of Theta Tau (the National Fraternity). The Executive Council has authority to regulate their use under its laws and policies in any form or manner consistent with the mission and purpose of, and is empowered to protect their continued ownership by, Theta Tau.

Section II.2 The official badge of this Fraternity shall be a gold gear wheel with crossed hammer and tongs and the Greek letters "ΘΤ". In the center of the wheel shall be a dark red garnet. The inner rim of the gear wheel shall be jeweled with pearls. This badge shall be worn only by members of Theta Tau, and it shall not be made into any other form of jewelry. It is compulsory for each member to own a badge, and no one shall be initiated who declines to do so.

Section II.3 The official pledge pin shall be a triangular gold shield with a dark red gear wheel in its field.

Section II.4 The official coat of arms shall be explained by the following heraldic descriptions: Or, a bridge with three arches, proper; on the chief, gules, three gear wheels, proper; crest: a hand grasping hammer and tongs, all proper. Other parts of the coat of arms shall have the following colors: The ribbon scroll below the shield shall be gold with the letters "ΘΤ" in black.

(a) The sleeve shall be black.

(b) The torsade structure immediately below the clasped hand shall have alternating dark red and gold strands, with dark red on the left end.

(c) The above wording shall be interpreted to mean:

(i) The bridge with three arches will be gray.

(ii) The field behind the gears will be dark red.

(iii) The gears and hammer and tongs will be black.

(iv) The hand will be flesh-colored.

(v) The rest will be gold as stated.

(d) The full coat of arms, shall be worn only by members of Theta Tau. Colony members may display the name, coat of arms, and Greek letters "ΘΤ."

Section II.5 This Fraternity shall have a Grand Seal bearing the device of the Coat of Arms of the Fraternity and inscribed "Grand Seal - Theta Tau." This seal shall only be affixed to instruments issued by or under the authority of the National Fraternity.

Section II.6 The colors of the Fraternity shall be dark red and gold.

Section II.7 The gem shall be the dark red garnet.

Section II.8 The flower shall be the Jacqueminot rose.

Section II.9 The official flag of Theta Tau shall be a rectangle arranged horizontally and divided into four equal quadrants. The upper right and lower left quadrants shall be fields of gold; the others fields of dark red. On the upper left quadrant shall be the coat of arms in full color, and on the lower right quadrant the Greek letters "ΘΤ" in gold.

Section II.10 The alternative flag shall be a rectangle arranged horizontally, divided along its length into three equal sections. The left and right sections are dark red, and the center one is gold with the Greek letters "ΘΤ" in dark red and arranged vertically. This flag may be displayed by chapters or colonies of the Fraternity.

### Article III Membership

#### Section III.1

Initiation Types: Initiates are classified as Student, Charter, Alumni, or Honorary.

- (a) Student: College students may be selected for membership by an existing chartered chapter, provided that they meet the following requirements at the time of their initiation:
  - (i) Must be at least 18 years of age;
  - (ii) Must have a GPA at or above that required for graduation, or that required for participation by their college, or are otherwise eligible in accord with their university rules;
  - (iii) Must be enrolled in a curricula approved by the National Fraternity;
  - (iv) Must not be a member of a fraternity declared to be competitive; and
  - (v) Have been elected to membership by requisite vote of their chapter.
- (b) Alumni: Alumni of a local engineering fraternity or Theta Tau colony who have left their school are eligible for initiation at the time their chapter is installed, or up to one year thereafter by any chapter
- (c) Honorary: A person may be elected by a chapter or the Executive Council in recognition of service to the Fraternity in accordance with the *Policies & Procedures Manual*.
- (d) Charter: A charter initiate is one designated for initiation at the installation of a new chapter.
- (e) Colony initiates are not yet members of Theta Tau.
- (f) Prospective new members are not yet members of Theta Tau.

#### Section III.2

Membership Status: Members are classified with a status as Students, Alumni, or Expelled.

- (a) Student initiates are classified with Student status upon initiation.
- (b) Alumni initiates are classified with Alumni status upon initiation.
- (c) Honorary initiates are classified with Alumni status upon initiation.
- (d) Charter initiates are classified with Student status if they are still in school, or with Alumni status if they have left their original school.
- (e) Expelled status is assigned to former members processed in accord with these laws and the applicable sections of the *Policies & Procedures Manual*.
- (f) Student or Charter initiates receive Alumni status upon
  - 1) Graduation
  - 2) Transfer to another school
  - 3) Withdrawal from school (voluntarily, involuntarily, permanently, or temporarily).
- (g) Students may also request to become Alumni status prior to graduation by special petition, as described in the *Policies & Procedures Manual*.
- (h) Alumni may request to be returned to Student status by special petition, as described in the *Policies & Procedures Manual*.
- (i) A member who has transferred to a new school with a Theta Tau chapter may become a Student member in the new chapter in accordance with the *Policies & Procedures Manual*.
- (j) At the time of graduation, Students receiving their undergraduate degree, but remaining in school for graduate studies may choose either Student status or Alumni status in accord with the *Policies & Procedures Manual*.

#### Section III.3

Election

- (a) Election to Student membership is only by at least 2/3 favorable vote, by secret ballot, separate and apart, of all student members of the chapter. A chapter may provide for a higher threshold within its local laws. Although a ballot on any prospective student member may be requested by a student member at any time during pledging, a final ballot must be taken no more than ten days before initiation. This time limit may be extended up to 120 days for the purpose of initiation at National Conventions or Conferences. In the case of an unfavorable vote during this ballot, the vote may be reconsidered, but the number of additional ballots shall be limited to two.
- (b) Freshman students may be invited to become a prospective student member, but not initiated, during their first semester, trimester, or first quarter in school, or until they have completed an equivalent number of credit hours. It is unlawful to initiate a student within six months of graduation.

#### Section III.4

Fees and Dues: The amount required for national dues and fees for Student members shall be established by the Executive Council. Chapters shall remit to the Central Office such fees and dues as are prescribed in the *Policies & Procedures Manual*.

- Section III.5 *Discipline:* A Student member may only be designated as suspended by the Chapter or Executive Council in accordance with the *Policies & Procedures Manual*. A member may only be expelled by action of the Executive Council or National Convention, normally upon recommendation of a chapter and in accordance with the *Policies & Procedures Manual*.
- Section III.6 *Resignation:* A member who resigns in accord with the process described in the *Policies & Procedures Manual* shall be classified as expelled. No other form of resignation is permitted.
- Section III.7 *Voting:* Student members are entitled to one vote within their chapter on matters defined in these laws.
- Section III.8 *Competitive Organizations:* The Executive Council shall maintain a list of those fraternities that are considered competitive. No one who belongs to a competitive fraternity may be initiated into Theta Tau without authorization of the Executive Council.

## **Article IV National Convention**

- Section IV.1 *Composition:* The National Convention of the Fraternity shall be composed of the Executive Council members, Regional Directors, and one Delegate from each chapter. It shall regularly meet biennially at the date, time, and location established by the Executive Council.
- Section IV.2 The National Convention shall serve as the primary legislative meeting of the organization. During the National Convention, the properly credentialed and eligible voting representatives shall elect alumni members to serve on the Executive Council.
- Section IV.3 Notice of each convention shall be made no less than one month prior to the meeting.
- Section IV.4 *Quorum:* The voting representatives present at any properly announced National Convention shall constitute a quorum. Once quorum is established, legislation may be conducted at any session in which a majority of voting representatives is present.
- Section IV.5 *Voting:* Each Chapter, Executive Council member, and Regional Director shall have a vote at the convention. No one serving in multiple offices shall have more than one vote. Other members participating shall not have a vote. All matters shall be decided by a simple majority, unless otherwise specified in these laws. During the National Convention, proxy voting is not permitted.
- Section IV.6 *Chapter Representation:* Each chapter shall be represented at the Convention by a Delegate and an Alternate. The Alternate may only vote if the Delegate is not present at the session.
- Section IV.7 Special National Conventions may be called by unanimous vote of the Executive Council. The call for such a meeting shall state its cause and purpose.
- Section IV.8 Between National Conventions, ballots may be called for the consideration of the Fraternity in accordance with the *Policies & Procedures Manual*. Such balloting has the same authority and standing as if decided by a National Convention.

## **Article V Executive Council**

- Section V.1 *Role and compensation:* The Executive Council serves as the Board of Directors of Theta Tau (the National Fraternity). The Executive Council is responsible for the policy and direction of the Fraternity and delegates responsibility of day-to-day operations to the Central Office, committees, and other national officers. The Executive Council shall receive no compensation, but may be reimbursed for reasonable expenses resulting from their service in accordance with the *Policies & Procedures Manual*.
- Section V.2 *Size:* The Executive Council shall consist of the Grand Regent, Grand Vice Regent, Grand Scribe, Grand Treasurer, Grand Marshal, Grand Inner Guard, and Grand Outer Guard.
- Section V.3 *Terms:* Executive Council officers and members shall serve until the next regular National Convention, and are eligible for re-election.
- Section V.4 Executive Council members shall be elected or re-elected by the voting members at the National Convention by a simple majority of eligible voting representatives. Each office shall be voted on separately.
- Section V.5 Executive Council members shall be elected from those members with Alumni status. The Grand Regent shall be elected from those who have previously served as a National Officer.
- Section V.6 *Vacancies:* When a vacancy on the Executive Council exists the Grand Regent or Grand Scribe must receive nominations for candidates two weeks in advance of a scheduled Executive Council board meeting. These nominations shall be sent to the Executive Council with board meeting announcement and may be considered at that meeting or any subsequent board meeting.

- Section V.7 *Officers and Duties:* There shall be four officers of the Executive Council, consisting of the Grand Regent, Grand Vice Regent, Grand Scribe, and Grand Treasurer. In addition to their ceremonial duties of office, each officer has the following duties:
- (a) The Grand Regent shall convene regularly scheduled Executive Council meetings and shall preside or arrange for other officers to preside at each National Convention or Executive Council meeting.
  - (b) The Grand Vice Regent shall chair committees on special subjects as designated by the Executive Council.
  - (c) The Grand Scribe shall be responsible for keeping records of Executive Council actions, including overseeing the taking of minutes at all Executive Council meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Executive Council member, and assuring that corporate records are maintained.
  - (d) The Grand Treasurer shall make a report at each Executive Council meeting on investment funds and loans, assist in the preparation of the budget, and prepare financial reports for the Executive Council and National Convention.
- Section V.8 The Executive Council may vote or conduct business in person, by mail, telephone, fax, video or web conference, email, or such other means of communication it chooses to adopt.
- Section V.9 *Resignation:* Resignation from the Executive Council must be in writing and received by the Grand Scribe or Grand Regent.
- Section V.10 *Removal:* Removal of an Executive Council officer or member requires a three-fourths favorable vote of the Executive Council.
- Section V.11 *Directors:* Regional Directors shall be appointed by the Executive Council to assist chapters in their respective region. The Executive Council may appoint other Directors and committees as necessary.

## **Article VI Chapters**

- Section VI.1 Student members shall be organized into chapters. In limited cases, a chapter may be organized based on geographic area, or may include extension campuses. Each chapter shall have its own bylaws, not inconsistent with Theta Tau's national governing documents and policies.
- Section VI.2 To be considered an official unit of this Fraternity, every chapter must have a charter, bearing the names of the charter members, and signed by the officers of the Executive Council. The charter may be suspended or revoked by the Executive Council or National Convention in accord with the *Policies & Procedures Manual*.
- Section VI.3 New colonies may be authorized by the Executive Council in accordance with the *Policies & Procedures Manual*. Colonies shall operate in accordance with applicable sections of the *Policies & Procedures Manual*.
- Section VI.4 New chapters shall be approved by a four-fifths vote of the National Convention in accordance with Article III.
- Section VI.5 Each chapter shall act in accordance with the non-discrimination policy in the *Policies & Procedures Manual*. Each colony and chapter may adopt non-discrimination policies as may be required by their host institution.
- Section VI.6 Local chapter and colony laws and policies may not be in conflict with and are superseded by these laws.

## **Article VII Chapter Organization**

- Section VII.1 *Officers:* The chapter officers shall be: Regent, Vice Regent, Scribe, Treasurer, and Corresponding Secretary. Each officer shall be elected by majority vote of all student members.
- Section VII.2 The Regent shall preside at meetings, initiate new members, appoint committees and non-elective positions, and fulfill such other obligations as may be imposed by the Fraternity.
- Section VII.3 The Vice Regent shall fulfill the duties of the Regent when the Regent is unable to officiate.
- Section VII.4 The Scribe shall keep the Fraternity records, keep minutes of the meetings, and perform such other duties as prescribed by the Regent or the Fraternity.
- Section VII.5 The Treasurer shall keep the chapter funds and financial records, collect fees and dues, make a monthly report to the chapter, and make disbursements from the chapter treasury.

- Section VII.6 The Corresponding Secretary shall prepare or oversee communications and publications, both printed or electronic, for the chapter's alumni, other chapters, and interested parties, or as required by the Regent.
- Section VII.7 Meetings: Regular meetings shall be held at least biweekly, beginning the first full week of each term. By majority vote, the chapter shall establish days, times and places for these meetings. Special meetings may be called by the Regent or by a majority vote of student members. Robert's Rules of Order shall govern the parliamentary procedure at meetings.
- Section VII.8 Resignation: Resignation from chapter office must be in writing and received by the Scribe or Regent.
- Section VII.9 Removal: An elected officer may be removed from office by three-fourths majority vote of student members at the meeting following the one in which a "no confidence" motion has been presented, provided that at least six days have transpired before the vote.
- Section VII.10 Vacancies: If an elected office becomes vacant through resignation or removal, a replacement may be selected by majority vote of all student members at the next or any subsequent regular meeting.

## **Article VIII National Committees**

- Section VIII.1 Formation: Standing Committees are the Audit Committee, the Finance Committee, and the Student Advisory Committee. The Executive Council may create additional committees as needed, and is responsible for appointing all committee chairs except as noted in this *Constitution*.
- Section VIII.2 The Audit Committee shall review the annual financial report prepared by a Certified Public Accountant.
- Section VIII.3 The Finance Committee is responsible for developing and reviewing fiscal procedures, capital expenditures, and creating the biennial budget with staff and the Executive Council. The Executive Council must approve the budget. Significant changes in the budget must be approved by the Executive Council. Customary financial reports are to be submitted to the Executive Council at least twice per year and to each National Convention.
- Section VIII.4 The Student Advisory Committee will advise the Executive Council in determining the need, appropriateness, relevancy, value, or benefit of matters and policies related to the student membership experience in Theta Tau. It shall consist of at least three student members from different regions with no chapter having more than one representative.
- (a) The chair of the committee shall be elected at the National Convention. If the chair position becomes vacant, the Executive Council shall appoint a replacement from the remaining members of the committee to fill the remainder of the term.
- (b) Only those who have Student status at the time of selection are eligible to serve on this committee. If a committee member becomes an alumnus while serving on the Committee, he or she may continue to serve until the next National Convention.

## **Article IX Alumni Organizations**

- Section IX.1 Alumni Clubs or Alumni Associations may be authorized and chartered in accord with the *Policies & Procedures Manual*.
- Section IX.2 Every alumni organization incorporating or otherwise creating an organization, venture, partnership, or corporation for the purpose of acquiring a chapter headquarters shall ensure that its headquarters is operating in a manner consistent with Theta Tau laws and policies.
- Section IX.3 The articles or governing documents of each housing organizations, venture, partnership, or corporation shall plainly state that it exists solely to benefit a student chapter of Theta Tau. Furthermore, documents shall state that upon sale, merger, or dissolution, all proceeds will be delivered to Theta Tau or to the Theta Tau Educational Foundation. Such proceeds will be held in trust to benefit the chapter or its future headquarters in manner consistent with current policy. Whenever the law permits, the articles of in-corporation, or other organizing or governing documents, shall provide that membership, office, position, ownership, or authority in the property-holding entity ceases whenever membership in the Fraternity ceases from any cause whatsoever.

**Article X Director and Staff**

Section X.1 *Executive Director*: The Executive Director is hired by the Executive Council and has day-to-day responsibility for the operation of the Central Office and pursuit and implementation of the organization's mission, goals, and policies. The Executive Director will attend Executive Council meetings, report on the financial, membership, and expansion progress of the organization, prepare materials for the Executive Council, and carry out other contractually agreed upon duties. The Executive Council may designate other duties not inconsistent with these laws. Other Central Office staff report to the Executive Director.

**Article XI Publications**

Section XI.1 *Ritual*: Theta Tau's *Ritual* is secret and is only for members. Each issue is the property of Theta Tau (the National Fraternity), and remains so when loaned to a chapter, member, or others who may come to possess it. It must be returned to the National Fraternity upon demand. A fee to replace a lost or stolen, or otherwise unreturned copy, shall be assessed. The *Ritual* is a compilation of ceremonies and instructions used at chapter meetings, officer inductions, member initiations, chapter installations, memorial services, and National Conventions. Hazing or other acts which endanger the physical or mental health of members or non-members have no place in these solemn ceremonies and are strictly prohibited. Changes or additions to the *Ritual*, however trifling, may only be made by unanimous vote of the Executive Council or four-fifths favorable vote of the National Convention.

Section XI.2 *The Gear of Theta Tau*: The official publication of the Fraternity shall be named *The Gear of Theta Tau*. It shall be distributed, free of charge for life, to each member whose address or other contact information is known to the Central Office. It shall be edited by a Board of Editors which shall include the Editor-in-Chief, and whose members shall be appointed by the Executive Council.

Section XI.3 A *Membership Manual* shall be produced to assist in the education of prospective new members and to provide life-long information to members.

**Article XII Interpretation and Amendments**

Section XII.1 The use of headings, subheadings, titles, and short descriptions adjacent to Article and Section numbers are intended for ease of use of the document. They do not, and shall not be interpreted to change, alter, or modify in any way the meaning and words of an Article, Clause, or Section.

Section XII.2 The Grand Regent is authorized to interpret any Article, Clause, or Section of these laws whenever there is any question as to their meaning. Such interpretations shall be rendered in writing to the Executive Council, and to the subsequent National Convention.

Section XII.3 This Constitution may be amended by three-fourths majority of the National Convention. Amendments shall not be retroactive.