

Theta Tau

Policies & Procedures Manual

THIRD EDITION

Theta Tau Central Office, 1011 San Jacinto, Suite 205, Austin, TX 78701
Telephone: 512/472-1904 Fax:512/472-4820
Web: www.thetatau.org Email: central.office@thetatau.org

Revision 0

The creation of this manual was authorized by the 2012 National Convention as follows:

Constitution Article XIII, Section 3: “There shall be a Policy and Procedure Manual. The Ritual shall have the highest authority, followed by the Constitution, followed by the Bylaws, followed by the Policy and Procedure Manual. Modification to the Policy and Procedure Manual requires a majority vote of the Convention, or a two-thirds vote of the Executive Council between Conventions, except where otherwise indicated.”

Revision 1

The 2012 Convention advised that verbatim language taken from the Bylaws be inserted into the Manual without change. As a result, the article, chapter, part, and section references in the manual refer to the 2010 edition of the Constitution and Bylaws (before amendments made by the 2012 Convention were adopted and sections moved into this manual).

Revision 2

At the 2016 Convention, a revised Constitution was adopted. Much of the language from the previous Constitution and Bylaws was adopted for inclusion in this manual, continuing the simplifying process. The Bylaws were absolved, as they were merged into the Constitution and this PM. As a living document, it is expected that this will be updated going forward. Article, chapter, part, and section references were removed during the simplification process as they referred to out of date revisions of the Constitution and Bylaws.

Revision 3

Additional enhancements have been made, including: alignment of the PPM with the Risk Management Form, a large overhaul of the Alumni section (merger into just Alumni Associations, elimination of Alumni Clubs), new section on Deferring Initiation, minimum dues changed from \$1800 to \$1600 (20 members @ \$80), added section explaining the Convention Savings Fund, pledging section updated to reduce risk related to overnight or off campus events with pledges, and a new appendices for the Chapter Mediation and Chapter Officer Calendar was added.

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Governance

Theta Tau Fraternity is governed by its Constitution with the ultimate authority for the Fraternity resting with the Convention. However, between Convention sessions, authority rests with the Executive Council.

This Policies & Procedures Manual is intended to provide additional instructions to supplement the Theta Tau Constitution. It may be amended by a majority vote of the National Convention, or by a two-thirds majority vote of the Executive Council.

Constitution

A physical copy of the Constitution is loaned to the chapters and national officers, but remains the property of the national Fraternity, and must be returned to the Executive Director upon request. If a chapter loses its copy of the Constitution, the Executive Director may replace it with another copy for a \$50 charge. The Constitution is also published online on the Theta Tau website.

In printing or reprinting the Constitution and updating insertions thereafter, the Grand Regent is authorized to make corrections in wording and punctuation as deemed necessary to clarify provisions of the Constitution. However, no correction may be made which would change the sense of the provisions of the Constitution. These actions are subject to approval of the Convention.

The Grand Regent shall interpret the Constitution whenever there is a question as to the exact meaning or application of any section.

This Fraternity shall use its funds only to accomplish the objectives and purposes as specified in the Constitution and no part of said funds shall inure or be distributed to the members of the Fraternity. On dissolution of the Fraternity, any funds remaining shall be distributed to one or more regularly organized and qualified educational organizations to be selected by the Executive Council.

Ritual

The Ritual is a special part of the Fraternity, and as such each member is to observe and obey its provisions.

No chapter of this Fraternity may change or revise any of the procedure of initiation, or any of the other recognized forms and symbols of Theta Tau; nor make any additions to same. Changes in Ritual, however minor, can be made only by the unanimous consent of the Executive Council or four-fifths of the Convention.

The Ritual must not be defaced, and no notes, pencil, pen marks, tape, or post-its notes shall be made in any part of this Ritual. The penalty for breaking this rule is a fine of \$100. When a chapter is officially visited by a member of the Executive Council or by a duly appointed visitor, it shall be required to produce its Ritual book for inspection. If this book is found to contain any unauthorized notes or translations of secret matter, or is otherwise defaced, it shall be taken by the visitor and returned to the Executive Director. If a chapter loses its Ritual, it shall pay to the national treasury a fine of \$100, before a new Ritual is issued. During the time that the chapter is without a Ritual, no initiation by that chapter shall occur, nor shall be lawful.

The formal opening and closing ceremony shall be used at all meetings of the Fraternity except when anyone not a member is present.

National Governance: Convention

Composition

The Convention of the Fraternity is composed of the Executive Council members, the Regional Directors, and one Delegate from each chapter. Each chapter is also required to select an Alternate, who will represent the chapter if the Delegate is unable to do so.

Each Delegate and Alternate shall be selected in the manner described below [see Convention Delegates (Student)], and must submit properly executed credentials to the Grand Marshal.

Agenda

While the balloting and voting at a Convention shall be done only by the voting members as determined by the National Constitution; any member present may take part in the debate and may rise to a point of personal privilege or point of information or order. Only those eligible to vote may make and second motions. Additionally, only members may be present at any session of the Convention in which ritualistic matters are discussed.

The Grand Regent will appoint from among the Delegates, Alternates, and visitors present the necessary committees of the Convention and should try to distribute representation on each committee among those in attendance.

A complete report of all the business done will be sent to each chapter by the Grand Scribe. This report will be sent out within 60 days of the completion of Convention. The Grand Regent, with the concurrence of the Delegates, may record the proceedings thereof, to allow the Grand Scribe to adequately capture the business of the fraternity. This recording should be destroyed once the Convention report of business has been completed and distributed.

Convention Expenses

Each chapter is required to send a Delegate to Convention. Each chapter will receive an allowance as described below to cover the travel expenses for a delegate, alternate, or other members to attend the next convention. This allowance will be reimbursed to the chapter after the conclusion of the convention, subject to the conditions below. If a chapter fails to send a delegate to represent the chapter, this allowance is forfeited to the national Fraternity to offset other convention expenses.

Each Delegate (or Alternate) shall submit a written, itemized expense report to the Central Office after the Convention. An itemized expense report template is provided in the Appendix below.

The Central Office should deduct the amount of any outstanding balances from a chapter's or colony's allowance. The deduction can be waived by a majority vote of the Executive Council.

Delegates to a Convention or other national meetings will be fined 10% of their expense reimbursement for each and every regular business meeting they fail to attend; exceptions may be granted on a case-by-case basis by the Grand Regent.

The fraternity will not reimburse the expenses of that chapter with individuals who violate the Risk Management Policy or the Convention Alcohol Policy.

The expenses of the Executive Council members, the Editor-in-Chief of The Gear of Theta Tau, Regional Directors, past Grand Regents, and other national officers, to attend National Convention, are reimbursed a maximum of \$450 to be adjusted for inflation by the Grand Treasurer every two years (Base year 2016).

If the presence of a chapter Adviser or other member at a Convention is deemed necessary or prudent, the Grand Regent may order the expenses of such individual to be paid for by the Fraternity.

Convention Savings Fund

Each chapter will have set aside on its behalf \$1,000 from National Dues to be used as a Convention Savings Fund. This set aside will be prorated for new chapters installed during the biennium reflecting the number of terms that they paid dues at the chapter member rate instead of the colony member rate.

The most efficient use of these funds is up to each chapter, but they must be used for Convention-related expenses (Convention Registration, lodging at designated host hotel during Convention dates, travel/transportation, meals, etc. for Delegate, Alternate, and other student members attending Convention).

Disbursements will only be made to the chapter, not to any individual. Reimbursement will only be issued after the following have been completed:

- The Convention Disbursement Form must be signed/attested by the chapter's Regent and Treasurer.
- Documented receipts and Convention Disbursement Form have been submitted to the Central Office;
- The Grand Scribe, or designee, has completed a review of each chapter's attendance at the Convention;
- Verification of other criteria as the Executive Council may determine in advance of each Convention.

The Convention reimbursement to chapters will be issued as a credit on the chapter's account within the latter of:

- 30 days of the close of Convention; or
- 15 days of proper/completed submission of Convention Disbursement Form and eligible receipts.

If a chapter prefers the fund to be disbursed via check, the request must be made along with the submission of the Convention Disbursement Form and eligible receipts.

Exclusions on Disbursement from Convention Savings

Fraternity funds cannot be used to purchase alcohol; therefore, **alcohol is excluded from disbursement or reimbursement.**

Late Fees are excluded from disbursement. For example, the additional cost for Late or Very Late Registration when compared to Early/Regular/On-time Registration will **not** be disbursed/reimbursed.

Excessive/ostentatious sums for travel (such as first class airfare or hotel suites), meals, etc may be reduced or rejected entirely.

Reductions from full Disbursement

A Chapter must have a Delegate (or Alternate), in regular attendance at the National Convention to receive full potential disbursement.

Full disbursement will be reduced based on the following criteria:

<u>Item</u>	<u>Reduction in Disbursement</u>
Absent more than 20%	-10%
Absent more than 30%	-20%
Absent more than 40%	-30%

Absent more than 50%	-50%
Absent more than 75%	-75%
Violation of Convention Risk Management Policy	Up to 100% at discretion of Grand Regent

Unused Convention Savings Funds

- Convention Savings Fund operates on the biennium, and the savings are not carried from one biennium to the next.

Any funds unused and remaining for a given chapter are forfeited. Use it or lose it.

Convention Delegates (Student)

Election

Delegates and Alternates must be student members in good standing who will remain student members through the next school term following the Convention.

Delegates and Alternates should be elected by a three-fifths vote of the members of the chapter. If there is not a selection after three ballots, only the two highest vote receiving candidates may continue to be on the ballot until one is elected by three-fifths majority vote. At all elections of a Delegate to a Convention, all members of a chapter must vote either in person or by filing written proxy with the Scribe.

If a Delegate or Alternate is unable to serve and a chapter is no longer in session, the Regent of a chapter has the power to appoint the Delegate to the Convention, after consulting the other officers of the chapter if possible. This Delegate must be a member in good standing and must present proper credentials of these appointment to the Convention.

The required forms for the chapter's Delegate and Alternate must be submitted to the Executive Director at least 45 days before the Convention or the chapter will be fined \$25.00. This fine may be deducted from the chapter's Convention Savings Fund reimbursement amount.

At the Convention

The Executive Director will provide credential forms to each Delegate prior to Convention. Each Delegate or Alternate must have proper credentials executed by the Regent and Scribe of the chapter to show that the individual is entitled to represent that chapter at the Convention. If the Regent or Scribe is the Delegate (or Alternate) another officer shall execute the credentials in place of the officer elected.

Professional business attire (Coat and tie or equivalent) is expected during the Opening Session, Opening Dinner, Initiation Ceremony, and Awards Banquet (black tie optional). More casual attire is acceptable for the remainder of the convention.

Alcohol Policy for National Meetings

No alcoholic beverages will be brought onto the premises where a national meeting is held. No alcohol by members and guests will be tolerated in gathering places, halls, or in rooms. If disciplinary action is taken, it will affect the reimbursement to the offending chapter(s).

No one, regardless of age, is permitted to bring alcohol onto, or to allow it to remain on, hotel property. Those of the legal drinking age may purchase and consume alcohol in the hotel bar. One may not take alcohol from the hotel bar to other areas of the hotel. All those staying in a given sleeping room will be held accountable for the conduct of others in the room. Public display of intoxication and/or inappropriate behavior will be considered reason for discipline.

Violations of this policy may result in:

1. Alcohol will be confiscated and discarded.
2. Chapter will not receive Convention travel reimbursement.
3. Members will be evicted from the hotel.
4. Members will be expelled from the Convention.
5. Members will be placed on trial before the Executive Council.

All Theta Tau national officers have committed to intervene as necessary to prevent abuses and to report violations of this policy to the Executive Council and any appropriate authority. The policy shall be applied equally to members, pledges, colony members, and guests of the Fraternity.

National Governance: The Executive Council

Sovereignty in this Fraternity is vested primarily in the Convention, but between Conventions this power resides in the Executive Council. The assets and property of the Fraternity are vested in the members of the Executive Council as trustees for the Fraternity. The national treasury shall pay the necessary expenses for the operation, management, and function of the national Fraternity.

Functions

The functions of the Executive Council are executive, judicial, legislative, and visitorial. The Executive Council enables, facilitates, and enforces the Constitution and all other enactments and resolutions adopted by the Conventions.

The Executive Council has the power to:

- Decide all questions arising in the Fraternity,
- Suspend charters,
- Fill vacancies,
- Select headquarters,
- Designate jewelers,
- Approve alumni associations,
- Suspend members,
- Suspend officers,
- Expel members,
- Demand resignations,
- Discipline chapters or members,
- Reduce or reject claims for expenses,
- Incorporate the fraternity nationally,
- Patent or register the insignia of the Fraternity as far as same may be possible under the laws of the United States and other countries,
- Apply for copyrights of any of the publications of the Fraternity,
- Appoint such persons or person from the alumni of Theta Tau as it shall deem necessary to assist in carrying out the duties of the Executive Director, Grand Regent, or other Executive Council members;
- Take any other action for the good of the Fraternity, subject to the detailed provisions of the Constitution, and subject to review and approval of the next succeeding Convention.

The officers of the Executive Council shall sign all charters for chapters and alumni associations.

National Governance: National Officers

Grand Regent

In addition to the usual duties of a presiding officer and those prescribed by the Ritual and Constitution, the Grand Regent is tasked with the following:

- Appoint, under the Grand Seal of Theta Tau, another member of the Executive Council to preside at the Convention, when neither the Grand Regent nor Grand Vice-Regent can attend;
- Call meetings of the Executive Council when necessary;
- Install new chapters or appoint, in writing, a substitute to act as Grand Regent for that installation;
- Sign all resolutions of a Convention and formal notifications to successful petitioners, and credentials appointing installation teams, with the attestation of the Grand Scribe;
- Sign charters of new chapters;
- Sign certificates of membership, and ensure that the Central Office has records of same;
- Investigate, or appoint alumni to investigate problems of extension, alumni relations, violations of the laws of Theta Tau, or conditions at any chapter or petitioning organization, expenses of such investigations to be paid by the national treasury;
- Represent the Fraternity;
- Appoint chapter Advisers; and
- Render a written report to each Convention.

No member should be elected as Grand Regent unless that person has served at least one full term on the Executive Council.

Grand Vice-Regent

In addition to the duties prescribed by the Ritual and Constitution, the Grand Vice-Regent is tasked with the following:

- Act as Grand Regent on occasions, such as Convention sessions, when the Grand Regent is unable to officiate;
- Sign charters of new chapters; and
- Perform such other duties as may be imposed by the Grand Regent or the Executive Council.

Grand Scribe

In addition to the usual duties of a secretary and those prescribed by the Ritual and Constitution, the Grand Scribe is tasked with the following:

- Keep a record of business transacted by the Executive Council and the Convention;
- Ensure that notice is sent to all chapters, alumni associations and national officers of all Conventions, of installations of new chapters, of certifications of new colonies, and of meetings of national importance and interest;
- Ensure that notice is sent to chapters, alumni associations and national officers of all resolutions of the Executive Council or resolutions and amendments offered by any chapter, alumni association or member of Theta Tau;
- Sign charters of new chapters; and
- Perform such other duties as may be imposed by the Grand Regent or the Executive Council.

Grand Treasurer

In addition to the usual duties of a treasurer and those prescribed by the Ritual and Constitution, the Grand Treasurer is tasked with the following:

- Represent the Executive Council in all financial matters and shall render an annual report on invested funds to the Executive Council;
- Have financial records of the Fraternity formally reviewed at least once every biennium by a Certified Public Accountant;
- Render a written report to each Convention;
- Sign charters of new chapters; and
- Perform such other duties as may be imposed by the Grand Regent or the Executive Council.

Grand Marshal

In addition to the duties prescribed by the Ritual, the Grand Marshal is tasked with the following:

- Serve on the Credentials Committee at Conventions;
- Investigate and approve all Convention activities not within the duties of the other officers of the Fraternity;
- Sign charters of new chapters;
- Sign certificates of membership, and ensure that the Central Office has records of same; and
- Perform such other duties as may be imposed by the Grand Regent or the Executive Council.

Grand Inner Guard and Grand Outer Guard

In addition to the duties prescribed by the Ritual, the Grand Inner and Outer Guards are tasked with the following:

- Perform such other duties as may be imposed upon them by the Grand Regent or the Executive Council.

Regional Director

Regional Directors are the official representatives of the Executive Council to the chapters and colonies in their region and are appointed by the Executive Council. They are tasked with the following:

- Coordinate regional conferences;
- Advise and assist the chapters on chapter operation and Fraternity matters;
- Make visits to chapters in the region when so directed or when near them;
- Promote extension in the region where possible; and
- Perform such duties as the Executive Council may direct.

Colony Directors

Colony Directors are the official representatives of the Executive Council to the colonies of Theta Tau, and are appointed by the Executive Council. They are tasked with the following:

- Advise and assist the colonies on colony operations;
- Make visits to colonies when so directed or when near them;
- Support colonies in preparing their petition for chapter status;
- Render a recommendation to the Convention to approve or deny a consideration for chapter petition; and
- Perform such duties as the Executive Council may direct.

Official Visitation

A national officer, a member appointed by the Grand Regent, or anyone under contract with the Executive Council and/or Executive Director should visit each chapter and colony at least once every two years. Any expense incurred shall be paid from the national treasury.

Purpose

The official visit will allow the national officer the opportunity to provide more personal and local attention and, conversely, to listen directly to feedback unfiltered. The officer will be able to answer questions, discuss current events in the Fraternity, and check on the overall status of the chapter.

Goals

- Address issues preemptively;
- Solicit feedback and/or meet with chapter alumni;
- Solicit feedback and/or meet with chapter advisors and house corporation officers;
- Review chapter policies and procedures;
- Review chapter properties and records;
- Review risk management policies;
- Audit the chapter finances; and
- Outline goals and objectives with chapter for biennium.

The national officer should submit an official report to the chapter within three weeks of the completion of the visit.

National Governance: Central Office

Executive Director

The Executive Director receives a salary and other benefits as determined by the Executive Council from review of the Fraternity budget and financial condition. He is tasked with the following:

- Regularly correspond with all chapters and alumni associations and keep a record of their officers transmitting a list of same to the other national officers;
- Correspond with prospective petitioners;
- Visit, or arrange for other national officers to visit schools thought to be potential chapter sites;
- Approve all orders for official badges and other official insignia, as requested by the chapters or members;
- Purchase or approve the purchase of materials required by the national Fraternity;
- Render a semiannual financial report to each chapter, showing its indebtedness and shall require each chapter to render reports at appropriate times, listing new initiates, student members, those recently becoming alumni, and alumni not in good standing;
- Submit to the Executive Council an annual financial report on the Fraternity's operating fund;
- Perform such other duties as the Executive Council may direct; and
- Render a written report to each Convention.

The Executive Council is directly responsible for all the duties and responsibilities delegated to the Executive Director by the Constitution.

Chapters of the Fraternity

Chapter Officers

How elected

The officers of a chapter shall be a Regent, a Vice-Regent, a Scribe, a Treasurer, and a Corresponding Secretary. Each officer shall be a student member in good standing and be elected of a majority of all student members of the chapter by secret ballot.

The chapter officers are elected at such intervals as each chapter may prescribe. The Treasurer of all chapters shall be elected to hold office for one year, beginning in January. The Executive Director shall be notified of the election of the above named officers. The Regent shall appoint such other officers as are required by the Ritual.

Regent

The Regent presides at all meetings, initiates all new members, appoints all committees, witnesses the records of all initiates and fulfills such other obligations as may be imposed by the chapter. The Regent is responsible for the Charter, Ritual, and chapter Roll Book. It is the responsibility of the Regent to ensure that all officers meet deadlines laid out in the officer calendar and to work with the chapter to outline goals and objectives to accomplish during that term.

No member should be elected as Regent until that person has been a member of a chapter for at least one term (either a quarter or a semester). If possible the member should have acted in another official capacity prior to being elected as Regent.

Vice-Regent

The Vice-Regent assists in the fulfillment of the Regent's responsibilities and executes other assignments as may be imposed by the chapter. The Vice-Regent shall take the place of the Regent when the Regent is unable to officiate.

Scribe

The Scribe keeps the chapter records, ensures the timely maintenance and completion of the chapter annual report, witnesses the records of all pledges and initiates, keeps the minutes, corresponds with and notifies the Executive Director of pending initiations, of persons pledged and depledged, of elections of officers, and of the names, addresses and other data on new alumni, and performs any other duty the Regent may require. The Scribe shall ensure that the chapter mailing address with the Central Office is kept up to date.

Treasurer

The Treasurer keeps the chapter funds and financial records, develops and maintains a chapter budget, orders all insignia through the Central Office, makes semiannual dues payments to the Central Office no later than March 15 and November 1 of each year, sends to the Central Office the full name, chapter, and class of each new initiate, together with national initiation fee and price of badge, and collects national initiation fee from each new initiate before initiation.

Corresponding Secretary

The Corresponding Secretary corresponds diligently with the other chapters, the alumni associations, the Executive Director, the alumni of the chapter, submits articles for The Gear of Theta Tau, and keeps the chapter

alumni record up-to-date. The Corresponding Secretary shall create, supervise, or monitor the chapter's website and other social media.

Chapter Adviser

Each chapter shall have an Adviser or Chapter Advisory Team chosen from among the alumni or honorary members of Theta Tau and/or university officials at each chapter's school. In cases where the chapter has a Chapter Advisory Team, one of these shall be designated as Senior Adviser and shall be an official representative of the Executive Council on the chapter's campus. The Adviser or Chapter Advisory Team are appointed by the Grand Regent upon recommendation of the chapter. The Chapter should diligently seek to recommend 3 to 5 individuals including engineering faculty/administrators, alumni spanning multiple decades, and if appropriate a House Corporation Officer.

The chapter should meet with their chapter Adviser once a semester to review goals and objectives for the year and outline the chapter's calendar of activities. If the chapter Adviser is not available for this, the chapter should meet and review these goals and objectives with their Regional Director.

Chapter Operations

Individual chapters may incorporate as such.

Each chapter should approve a tentative schedule or calendar of events for the following areas of chapter operation: Rushing, Pledging, Professional Development, Community Service, and Brotherhood. Such schedules shall be proposed for consideration at chapter meetings prior to the beginning of each term. Chapters are required to submit to the Regional Director a detailed calendar of events for the current term within two weeks of the beginning of said term.

Chapter Reports

The Regent and Scribe of each chapter shall render a report of the chapter December 15th of each year to that chapter's Regional Director(s). Each chapter shall also render a report of the chapter to the Executive Director between April 15th of each year. Such reports shall be on the form prescribed and furnished by the Executive Council.

The Executive Council may impose a fine of \$25.00 per report on chapter officers failing to render reports to the national Fraternity as required. The Regent and Treasurer are jointly responsible for all financial reports and for the transmission of fees and dues. The Regent and Scribe are jointly responsible for all general reports. The Corresponding Secretary is responsible for the chapter letter for The Gear of Theta Tau.

Chapter Finances

Chapters must remit to the Central Office such fees and dues as are prescribed in this Policy.

A chapter may use its funds only to accomplish the objectives and purposes specified in the national Constitution, and no part of said funds shall inure or be distributed to the members of the Fraternity.

Chapter funds shall not be used for the purchase of alcoholic beverages or controlled substances. A member is solely responsible for the consequences of providing alcoholic beverages or controlled substances including injury to self, other members, and non-members.

On dissolution of the chapter, any funds, leases, or other property, real or personal, remaining after outstanding debts are satisfied, shall be given over to the Executive Council for safekeeping. Outstanding debts will be defined by an audit of said chapter's financial records by the Executive Council. All chapter funds and

securities should be held, commingled with the Founders Fund, but accounted for separately, for the purpose of reestablishing the chapter for a period of five years after which the principal and income may pass to the Executive Council to be used at its discretion.

An auditing committee should be appointed by each chapter, consisting of alumnus or honorary members. This committee shall audit the books annually or at least as often as there is a change of officers, settle all disputes on accounts, and draw a ledger balance. The findings of the auditing committee should be shared with the officers of the chapter and the Regional Director. Contact the Central Office for resources on proper bookkeeping and auditing procedures.

Dues and member accounts

Every student member must pay dues in advance of the date due. Where a house is operated, no member shall be given credit for more than thirty days. Thereafter house privileges shall be refused until full settlement is made. Every member must pay his or her account in full before leaving college or at the end of each college year, or, if the member cannot pay in full, shall give a note of the customary ironclad form to run not over one year. **Delinquent members who deliberately refuse to pay their debts shall be expelled.** The chapter treasurer shall bring charges against any member who has exceeded one term of unpaid dues.

Chapters

Each chapter shall semi-annually send to the Central Office as payment to the national Fraternity the sum of \$90 for each member on the chapter roll. Semiannual Dues deadlines shall be March 15 and November 1 of each year. A discount of \$10 per member shall be applied to all Semiannual Dues paid before the payment deadline. All dues and fees are to be paid in U.S. currency.

Regardless of the number of members in the chapter, chapters are required to submit a minimum Semiannual Dues amount of \$1600.

Colonies

Each colony shall semi annually send to the Executive Director as payment to the national Fraternity a sum of \$30 for each member on the chapter roll. . Semiannual Dues deadlines shall be March 15 and November 1 of each year. There is no minimum amount of dues for colonies.

Newly installed chapters are allowed to pay dues at the colony rate for the semester/quarter in which the chapter was installed.

Insurance

Each chapter must submit its insurance payment by October 15 of each year. The national Fraternity cannot carry the risk associated with an uninsured chapter. For this reason, payments received are first applied to the insurance balance before any other debts owed by a chapter.

The costs of participation in the program is based upon the membership for the chapter calculated using a three year average of members measured each spring multiplied by a per person rate. Because the risk of exposure is greater, there is a cost differentiation for housed chapters. A chapter is considered to be housed if it is one that occupies a facility that is owned or leased by the chapter, alumni organization, or House Corporation associated with the Fraternity. The Executive Council may institute various credits and/or surcharges to incentivize chapters to make wise risk management decisions. Examples could include discounts for high scores on the Annual Report, or surcharges for chapters disciplined.

Risk Management

Each chapter should have a Risk Management chair, charged with ensuring that the chapter obeys all of the risk management policies of the fraternity. It is recommended that this chair be a senior member of the chapter. If a chapter fails to select a separate Risk Management chair, this position is assumed by the chapter Regent by default.

The Risk Management form shall be signed by all chapter officers no later than ten days after the beginning of the Fall term. No chapter shall hold any social or rush event before this form has been received by the appropriate national officer(s). The chapter officers will also ensure that the provisions of the Risk Management Policy are followed for all Theta Tau functions.

Chapter Officers (or Risk Management Chair) will organize chapter participation at least once per year in each of the following areas. The chapter's university office of student affairs (or other similar department) likely has information and/or facilitators for each of these areas:

- alcohol and drug awareness program to educate its members on the responsibilities and consequences of alcohol consumption and drug use;
- anti-harassment program to assist members in recognizing, preventing, and reporting discrimination, sexual harassment, and hazing;
- mental health recognition program (such as suicide or depression) to help members in the recognition of warning signs, identification of referral resources, and skills to respond to members at-risk.

Alcoholic Beverages

The possession or use of alcoholic beverages or controlled substances at any Fraternity activity shall be in compliance with all federal, state, local, and university regulations. Members of Theta Tau shall abide by all applicable liquor control laws (including the legal drinking age) of the state, city, college or university, and the Fraternity at events and activities sponsored by Theta Tau, held on/in a Theta Tau property, or that an observer would reasonably associate with the Fraternity.

Events

Intoxicating beverages shall not be consumed at any of the following Theta Tau programs:

- chapter meetings,
- pledge meetings and other pledge education activities,
- rush and other recruitment events,
- initiation ceremonies, and
- Convention sessions and meetings.

A chapter may choose to exclude alcohol from any other event as deemed appropriate.

Events with alcohol must be organized in one of the following manners.

1. Use of a licensed site where the site is responsible for the control of alcohol.
2. Use of a properly licensed catering service where the catering service is responsible for the control of alcohol.
3. BYOB (Bring Your Own Beer or Wine) event – such events involves make each individual attending the party responsible for their own consumption. No common source of alcohol, nor any hard liquor, is permitted at BYOB events.

Organizing/Monitoring an event

Open parties are strictly prohibited. Parties and other social activities are only open to members of Theta Tau and their guests by invitation only.

1. Precautions will be taken to prevent the excessive consumption of alcoholic beverages and prevent consumption by those under the legal drinking age.
2. Those who arrive at an event in an intoxicated state shall not be admitted.
3. At each event, there shall be designated non-drinking members.
4. Non-alcoholic beverages shall be provided at each event.
5. The event will end at a fixed and predetermined time.
6. No "drinking games" shall be permitted.
7. Chapters are encouraged to call a cab or ride sharing service to assist drivers who may be impaired.

Member Responsibilities

Although the chapter officers are primarily responsible for promoting compliance with this and other policies, each student member is expected and obliged to assist in ensuring adherence to this policy. In an effort to maintain and abide by this policy, members shall use the following guidelines:

- No alcoholic beverages may be purchased using chapter, pledge class, or fraternity funds; nor may any member coordinate the collection of funds from individual members ("pass the hat") for such a purpose.
- No common source of alcohol (including, but not limited to kegs, jungle juice/trash can "kool-aid", or party balls) shall be available at events and activities (unless hosted by a third-party licensed and insured vendor or hosted at a licensed site).
- No hard liquor (including, but not limited to spirits, jungle juice, bottled mixed drinks) will be available at events and activities (unless hosted by a third-party licensed and insured vendor or hosted at a licensed site).
- No member shall share or otherwise provide alcohol to an individual who is not of legal age.
- Individual members will alert local, university, or Fraternity officials of any event planned that does not comply with these requirements as may be necessary to prevent an unsafe event from being held.

Hazing and Abusive Behavior

The Fraternity strictly prohibits hazing, any acts which may endanger the physical or mental health or safety of members or nonmembers. The Fraternity will not tolerate or condone any form of abusive behavior on the part of its members or pledges (whether physical, mental, verbal, sexual or emotional) in violation of any federal, state, local and university regulation. This is to include any actions directed toward members, non-members, friends, or guests.

Hazing means without limitation: Any act or situation created by any chapter or member, with or without the consent of another party, including punishment, harassment, disturbance, embarrassment, intimidation, ill-treatment, discomfort, personal abuse, persistent torment, criticism, or ridicule, of a physical or mental nature, which is imposed upon any person via the execution upon them, their subjection to, or the extraction from them of any unnecessary, needless, unpleasant, disagreeable, difficult, absurd, abusive, offensive, or ridiculous, tricks or tasks, including those of a foolish, deceptive, or fraudulent nature.

No chapter, colony, student or alumni member shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether located on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: Forced use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable laws.

A chapter or colony must obtain prior written approval from the [Risk Management Committee \(risk.management@thetatau.org\)](mailto:risk.management@thetatau.org) before allowing any prospective new member(s) to attend any overnight portion of a chapter or pledge event (whether on or off campus).

High Risk Events

Theta Tau cannot condone and disallows participation in high-risk events as Theta Tau activities. Examples of high-risk events include, but are not limited to: Bungee jumping, parachuting, sporting events such as boxing, etc. Individuals choosing to take part in these sorts of events do so at their own risk and with the full understanding of the inherent risks associated with them.

Transportation

Theta Tau chapters are encouraged to establish a transportation policy for chapter events which are not held at or within walking distance from the chapter facility. It is strongly recommended that the policy include the use of a form of mass transportation, such as charter buses, to transport members for such events, and particularly for events where alcohol may be consumed. When transportation is not arranged, alternative procedures should be used. Chapters are encouraged to call a cab or rideshare service to assist those who may be impaired.

Firearms

Individuals choosing to exercise their right to bear arms should do so only after undergoing appropriate courses on gun safety and use sponsored and conducted by a reputable organization. The Fraternity generally believes that the chapter house is no place for a firearm and it should instead be stored safely elsewhere by the owner (such as a parent's home or a firing range). To prevent it from misuse or accidental use by its owner, another member, a guest, or an intruder, firearms kept on chapter premises shall be stored unloaded, in a locked storage area accessible only to the owner(s) of said firearms. Ammunition shall be stored in a separate locked area from the firearm. No loaded firearm shall be on Chapter premises. Notwithstanding the manner in which such a firearm is maintained or stored by its owner, firearms shall not be displayed, demonstrated, or cleaned on chapter premises or as part of any chapter activity. The possession of firearms on the Chapter premises shall be in compliance with all federal, state, local and university regulations. The chapter house landlord (typically a House Association or Corporation) can place additional restrictions, or bans, on firearms as deemed fit for the safety of the house residents and guests.

Chapter Headquarters

Each chapter shall establish and maintain at as early a date as possible a permanent headquarters, such headquarters to be in form of the usual fraternity house, club room, or office, for the exclusive use of the chapter, as may be most expedient or convenient. Additionally, every chapter shall, in its own name, maintain a permanent address such as a post office box or a street address where mail can always reach it. This address will be published directly by the Central Office or in The Gear of Theta Tau as may be necessary.

Every chapter incorporating or otherwise organizing an association for the purpose of acquiring a headquarters, should submit copies of the articles of incorporation and all other regulations governing such corporations or associations to the Executive Council for its approval.

The Executive Council has the privilege of acquiring membership in any house association or corporation, and the Grand Regent may appoint a member of the Executive Council to act as its representative. The representative shall keep in active communication with the officers of such associations or corporations and act as their adviser.

Whenever the law permits, the articles of incorporation of every house association or corporation should state that membership ends when membership in the Fraternity ends from any cause whatsoever; and that there shall be no restitution of subscriptions or contributions.

The articles of every house association or corporation should plainly state that the association or corporation exists solely for the benefit of Theta Tau and its members. Any attempt to divert the property and purposes of such organizations to any Fraternity other than Theta Tau shall be considered a violation of the Laws and Customs of the Fraternity and the Grand Regent shall have the power to suspend any member or members guilty of such attempts and shall bring charges of disloyalty against them. If such charges are sustained by the Executive Council, they shall be submitted with the recommendations of the Executive Council, to the chapter or chapters to which the accused members belong or to the Convention.

The chapter facility, along with its furnishings and landscape, are encouraged to provide for each member an environment for study, clean and safe living conditions, and recreation. Property should be maintained in a manner, which makes it inviting and attractive to parents, potential new members, and alumni. A sound program focused on proper maintenance of the property, along with due regard for university, health, or fire department regulations, where applicable, shall be followed in each chapter. Rents and fees collected should be sufficient to meet not only annual expenses, but also sufficient to allow for savings toward significant renovations and/or new facilities.

Chapter Property

To lawfully function as an official unit of this Fraternity, every chapter must have a charter issued to those designated as charter members. The charter shall be signed by the officers of the Executive Council and shall bear the Grand Seal of Theta Tau. If the charter of the chapter is suspended by the Executive Council or National Fraternity, the chapter may not lawfully initiate any members.

In addition to its charter, a chapter should have a copy of the Constitution, a copy of the Policies & Procedures Manual, a copy of the Ritual, a roll book of prescribed form, a Bible, the coat of arms, stationery with Theta Tau letterhead, a ledger for accounts, a minute book, and such other materials as may be necessary for conducting its business. All chapters must use stationary with Theta Tau letterhead for Fraternity correspondence.

Each chapter must have local bylaws that do not conflict with the Theta Tau Constitution. These bylaws should be on file with the Executive Director. Any time a chapter changes its bylaws, the new bylaws should be forwarded to the Executive Director, copying the Regional Director, with a summary of the changes.

Chapter Roll

Initiation and the Roll Book

Every initiate must be given a number on this roll. The number must coincide with that on the badge order and report of initiation. Names and numbers on badge orders and initiation reports must be compared with information on the chapter roll to assure accuracy. Numbers should be consecutive but if a number is missed it can later be given to some subsequent initiate, preferably an honorary or alumnus member. It is important that the last number issued represent the total number of members actually initiated by a chapter.

Chapter roll pages contain the following heading:

_____ Initiate No _____

In the blank space before the word “Initiate” shall be inserted the class of membership, i.e.: “Charter” for a charter member, “Honorary” for an honorary member, “Affiliate” for an affiliate from another chapter,

“Student” for a student member, or “Alumnus” for an alumni of a local receiving a charter who would have been classed as “Student” had the individual been a student at the time of installation.

Affiliates from another chapter are not given a number by the receiving chapter. In place of the consecutive number given to an initiate, the name of the chapter from which the affiliate has been transferred and the number the member received from that chapter should be inserted.

Faculty or honorary members of a local who are eligible as charter members will sign the roll as “Charter” members.

Since every member is to memorize the oath in the chapter roll, it is imperative that honorary and alumni members be given a copy of the oath at the time of initiation.

Signing the Roll Book

It is important that the records of each member be completed at the time of initiation. All the data requested must be furnished. The roll must be signed, dated and witnessed at the time of initiation.

If the Regent or the Scribe is absent, those acting for them must sign. If the presiding officer is a visitor, they must also sign the record of each member. A temporary officer, acting for an absentee, shall put a circle around the sign of office to indicate that temporary status. Grand Officers, if participating, may sign with their current sign of office. If additional roll book pages or addition roll book binders are needed, the chapter should contact the Central Office.

The record of an alumni member of a petitioning body shall be witnessed by the officers actually initiating that individual. The record must in all cases be sent by certified or insured mail (such as UPS, Fedex, etc.) to the chapter to which the alumni member belongs and must be inserted in the roll of that chapter.

Maintaining the Roll Book

If a member is transferred to another chapter, such action must be recorded on their roll page and must be signed by an officer of the chapter. The date of transfer so recorded must be identical with the date on the letter of transfer transmitted to the chapter with which the member expects to affiliate.

It is desirable that the date of death of any member be recorded on that person’s roll page.

No page in the chapter roll book shall be destroyed. If a member is expelled, the action shall be recorded on the appropriate roll page. It is desirable to give as much detail as possible.

Expansion

Theta Tau may adopt new colonies and chapters through expansion.

The Expansion Director and the Executive Director will work together to determine the best approach in handling expansion to schools thought to be potential chapter sites, and expansion inquiries from students.

Colonies

The goal of a colony is to ultimately petition for a charter as a chapter of Theta Tau. A minimum of ten students is required to establish a Theta Tau colony.

Membership requirements for the colony are identical to the requirements of Theta Tau membership for a chapter. A colony may be certified at a school which is not accredited by the Accreditation Board for Engineering and Technology, Inc. (ABET) or by the Canadian Engineering Accreditation Board (CEAB) at the discretion of the Executive Council only if the school is moving toward such accreditation.

Colony Petition and Certification

The group which fulfills the requirements of membership in a colony shall petition the Executive Council of Theta Tau for colony certification in a manner as determined by the Grand Regent. The certification of a colony shall be at the discretion of the Executive Council. Once certified, the Executive Council will establish the colony's official name.

Operating as a colony

The Colony Ritual of Theta Tau is an official document as approved by the Executive Council.

The status of colony members is similar to that of pledges of Theta Tau as it pertains to the meaning of fraternal symbolisms, passwords, etc. Any literature of Theta Tau, not deemed of a secret nature, is available to the colony upon request. Members of colonies are allowed to wear the official colony pin which is a triangular gold shield bearing the letters "ΘΤ" in dark red, and is the same size as the official pledge pin of Theta Tau. The Colony Pledge Pin is a dark red gear wheel on a circular gold field. A colony of Theta Tau shall be required to pay the cost of the official colony pins received.

For each issue of The Gear of Theta Tau, the colony is encouraged to submit a letter, in the same manner as chapters of the Fraternity.

The time limit for the existence of a colony shall be three years, at the end of which time the colony may automatically lose its Theta Tau affiliation. A colony may have its affiliation extended beyond this three year period by petitioning the Executive Council for another three-year colonization period.

Chapters

New chapters of the Fraternity may be established only in a school with at least one bachelor's or higher degree-granting engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) or by the Canadian Engineering Accreditation Board (CEAB). However, upon recommendation of the Executive Council, the Convention may by four-fifths vote approve the petition for chapter status from a Theta Tau colony which has been operating in a commendable manner for at least two years since its certification even though its school currently has no bachelor's or higher degree-granting engineering curriculum accredited by ABET nor CEAB.

Any society or local which is petitioning for a charter, and is located on a campus where a Theta Tau charter has been previously revoked, must follow the same procedures as any other petitioner. However, if installed, that chapter may resume the use of its original chapter name.

Chapter Petition

A minimum of twenty students are required to submit a petition. The petition is in the format described by the Executive Council.

The petitioners must individually pledge themselves in their petition as being free from affiliations with organizations declared to be competitive with Theta Tau. If they are members of a local engineering fraternity they may as such, individually and collectively, petition membership in Theta Tau; and same being granted, they renounce all allegiance to other fraternities competitive with this.

The petitioning body should show strength in the following areas: professional development, communications, community service, good interfraternal skills, visitations to other chapters within its vicinity, and financial organization.

Consideration of the Petition

If there is a concern about a petition, a member of the Executive Council, a Colony Director, or a member in good standing appointed by the Grand Regent, may inspect and report on the petitioning body. Any expense incurred shall be paid from the national treasury.

A four-fifths vote of the Convention shall be required to accept a petition for a charter. For this purpose, quorum shall consist of all votes received within the time frame presented.

When Convention is not in session, the Grand Scribe shall ensure that the petition be distributed to each chapter. When the chapter receives a petition, the chapter should vote in a timely manner. A four-fifths majority vote of the chapter is required to have a favorable vote. The result should be sent to the Grand Scribe immediately, regardless of the outcome of the vote.

Petition granted

When a petition has been granted, the petitioners will be immediately informed. The Executive Director will prepare a letter of authorization to install a new chapter, which is to be signed by the Grand Regent and bear the Grand Seal. The Grand Regent, or designee, will work with the chapter-elect to arrange for the installation.

Installation

Only Fraternity members have the power to install a new chapter. The installing officers or members must show credentials given by the Executive Council that authorize them to represent the fraternity at the installation. The national treasury pays all expenses of the installing officers.

New chapters shall send to the Executive Director as payment to the national Fraternity an installation fee equal to the student initiate fee, for each charter member, honorary member, and alumnus of that local who is subsequently initiated into Theta Tau. Initiation fees must be collected in advance.

Charter

The new chapter will be given a charter signed by officers of the Executive Council bearing the Grand Seal of the Fraternity and stating the powers conferred on the new chapter. An image of each new charter, taken before the seal is affixed, shall be placed in the national archives of the Fraternity.

Charter Members

The signers of a petition who are initiated at the installation are classified as charter members. Charter members are those student, alumnus, or faculty members of the local who deserve this distinction by having been instrumental in achieving affiliation with Theta Tau, as determined by the petitioning body.

When a new chapter is very large the Executive Council shall designate the names of those petitioners to appear on the charter.

All other members of the petitioning body shall be classified as student or alumnus members as appropriate. Faculty or “honorary” members may be initiated as charter members if they assisted in organizing it.

No one who is already a member of Theta Tau shall be initiated as a charter member, nor named in the charter of a new chapter, even if that person is also a member of the petitioning local. The only way he or she may become affiliated is by transfer of membership as described in that section.

Initiation of Alumni

Petitioners may choose to also initiate the alumni of their local organization. The eligible alumni should be elected by a secret ballot on each individual separately and apart, with no more than two dissenting votes. Alumni of Theta Tau living in the same town where an organization has been chartered shall have the privilege of voting, along with the Executive Council, on the alumni of such organization, and their ballots shall have the same power as those of the student members of the new chapter. The list of alumni to initiate should be sent to the Executive Director.

Eligible alumni of a local that are elected to membership in Theta Tau shall be notified within three months after the chapter has been installed. If they have not signified their desire to join within three months thereafter, they shall no longer be eligible for membership in Theta Tau.

The new chapter members should initiate the new chapter alumni, using the Ritual used for student membership. After the initiation, they will be classified as alumnus members of the new chapter. Alumni of a local must pay the same initiation fees as student members.

Honorary members of a local may be initiated as charter or alumnus members.

Alumni Initiation by another entity

If an Alumnus is unable to be initiated by the new chapter, he or she may be initiated by any chapter of the Fraternity or in special cases by an alumni association, if that alumnus provides proper proof of his or her identity. Only the new chapter can give permission to another chapter or an alumni association to initiate their alumni. The initiate should be recorded only on the rolls of the chapter of which initiate is an alumnus. Such record shall, however, be witnessed by the officers of the chapter or association actually initiating the initiate.

The initiating chapter should promptly send the page of its roll book, on which the initiate has placed his or her signature, to the chapter for whom the initiation was performed. The initiate’s number should conform to the number given by the latter chapter.

Student Membership

Eligibility

Membership in this Fraternity is open to engineers who possess the qualities of brotherhood, as determined exclusively by the individual chapters, and demonstrate a professional attitude beneficial to Theta Tau. Members must be over eighteen years of age, but a younger student may be pledged. Student membership is limited to students who are eligible to pledge according to their university's rules. Theta Tau does not restrict membership on the basis of gender, race, creed, or color.

Freshman students may be pledged, 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. Members must remain student members as long as they are undergraduate students, except as provided in the Constitution or the Policies & Procedures Manual.

A graduate student, if otherwise eligible, can be elected to student membership the same as an undergraduate student, provided the initiation is at least six months before the termination of the graduate work.

Curriculum Requirements

Student membership in Theta Tau is limited to students who are regularly enrolled at the school where the Theta Tau chapter exists, and are pursuing a degree in an engineering curriculum accredited for that school by ABET or CEAB. The limitation to students "regularly enrolled," is meant to exclude students who take only special or limited courses in engineering subjects, or whose chief interests lie in lines other than those designated, and who take certain engineering courses as subsidiary to their major work.

The chapter's curricula list is maintained by the Executive Director, who will provide the list to each chapter. An ABET (or CEAB) approved engineering curricula will be automatically approved after thirty days, unless the Executive Council rejects by a two-thirds vote. Any other curriculum must be approved by two-thirds vote of the Executive Council.

To add a new curriculum to the list of those that have been approved, a chapter must submit the current school catalog that includes that curriculum to the Executive Council for its approval. The Executive Council has thirty days to consider the change. It should never be assumed that a curriculum taught by the engineering school will automatically be approved for membership by the Executive Council, and a chapter must not allow a candidate to pledge if he or she is pursuing a curricula that has not been approved.

Any action taken is not necessarily a precedent for the future, either for the Fraternity as a whole or for a chapter. By admitting members of a petitioning body who are not strictly eligible, the Fraternity would not be making students in a similar course nationally eligible.

Competing Organizations

No member of this Fraternity, student, alumnus, or honorary, shall become a member of any other organization declared competitive by the governing body of Theta Tau without thereby being subject to expulsion. Members of such organizations shall be ineligible to membership in this Fraternity. Organizations classified as honor societies are, in general, not competitive with Theta Tau.

Whenever there is a doubt in the mind of a member as to whether or not a fraternity which a member has been asked to join is competitive with Theta Tau, they should consult the chapter and the Executive Council. The decision of the Executive Council is final.

Members of the following national professional fraternities are not eligible to membership in Theta Tau nor can our members join the same:

- Alpha Omega Epsilon (engineering sorority)
- Alpha Rho Chi (architecture)
- Kappa Eta Kappa (electrical engineering)
- Phi Sigma Rho (engineering sorority)
- Sigma Phi Delta (general engineering)
- Sigma Rho (mining, geology, metallurgy)
- Triangle (general engineering, science, & architecture)

Omission from this list shall not be taken as a declaration of eligibility for an organization covered by another section of this Manual. To remove the name of a fraternity from the competitive list shall require a four-fifths favorable vote of the Convention, or unanimous vote of the Executive Council.

All local professional engineering fraternities confining themselves to one or more courses are considered competitive unless declared to be otherwise by the Executive Council. Members of local college engineering fraternities or of societies or clubs with fraternal bonds at colleges where there is no chapter of Theta Tau, may be elected to membership in this Fraternity provided, however, that such initiate or candidate pledge to resign from the former local fraternity and acknowledge allegiance to this Fraternity alone, in case a chapter of Theta Tau be later established at such college.

Pledging

The Fraternity shall issue a Membership Manual which shall be for its members and pledges only, and which shall contain all non-secret matter concerning Theta Tau.

Before Pledging

The chapter should have a pre-pledging committee to invite eligible students to pledge Theta Tau.

Candidate Selection for Pledging

Candidates must receive the three-fourths favorable vote of the chapter by secret ballot, before being permitted to pledge. However, a chapter may provide for a higher threshold within its local laws.

Utmost consideration should be given for all candidates before inviting them to begin the pledging process.

		ROUND		
		1	2	3
MAX TIME		3 hours	2 hours	1 hour
Percent Favorable Vote	100	Bid >85%	Bid >80%	Bid >75%
	95			
	90			
	85			
	80			
	75	Discuss Next Round	Discuss Next Round	NO Bid <75%
	70			
	65			
	60			
	55			
	50	NO Bid <60%	NO Bid <65%	
45				
40				

A recommended method that chapters may use to determine candidates is through three rounds of voting. (See example image to the left.) When following this method, each candidate under consideration for each round should be reviewed and voted on at the end of that round. Candidates meeting the Bid threshold for the round are given bids and not discussed in subsequent rounds. Candidates below the No Bid threshold are not given bids and not discussed in subsequent rounds. Candidates below the Bid and above the No Bid threshold are discussed in the very next round. Each round of discussion should take no longer than the allotted time, and the facilitator should limit discussion accordingly so that all candidates can be sufficiently considered.

Pledge Forms and Fees

Prior to the pledging ceremony, each candidate must complete the online Pledge Form that is available at the Theta Tau website. **No person shall be pledged, or otherwise permitted to participate in any pledge event without having completed the online pledge form.** Chapters found to be violating this are subject to a \$25 fee per pledge.

If the answers on the pledge form are incomplete or if they indicate that the candidate may be ineligible, the chapter should consult the Executive Director and obtain permission of the Executive Council before the candidate may be pledged.

An estimate of the annual expense incurred by membership shall be given to each candidate before pledging. Any questions asked regarding financial obligations or membership in other fraternities should be answered at once.

At the beginning of the pledge process, each chapter and colony must collect a non-refundable fee of \$30 from each pledge. This sum is to be remitted to the Central Office within two weeks of the date of pledging. If it is late, the chapter must remit an additional \$30 late fee per pledge.

Membership Manual and New Member Education

Immediately after pledge pinning, the chapter will provide each pledge with a personal copy of the official Membership Manual, as supplied by the Central Office. A nominal fee can be charged for this manual.

Each chapter and colony must follow the New Member Education Model Curriculum provided by the national Fraternity. Chapters and colonies that wish to follow a different education model shall submit a copy of their curriculum for the following pledge period to their Regional Director for approval 30 days prior to the start of the pledging process. Any changes to approved pledging curriculums shall be submitted at least 30 days prior to

the date of change. This process must be followed for each pledge period that does not conform with the New Member Education Model Curriculum.

Hazing and Abusive Behavior

The Fraternity strictly prohibits hazing, any acts which may endanger the physical or mental health or safety of members or nonmembers. See the [Risk Management section on hazing](#) for more detail.

Eligibility for Initiation

To be eligible for initiation, a student must have grades that meet the college or university's graduation requirements. Chapters may **not** adopt a higher standard than the minimum required by the school for participation within a student organization.

Before initiation, every pledge must pass a written examination supplied by the national Fraternity which covers the traditions of Theta Tau, insignia, names and locations of specified chapters, Founders, and national officers. A grade of at least 70% is required to pass this exam, but the chapter officers and adviser may establish a higher grade requirement.

Election to student membership requires at least a two-thirds favorable vote of all the student members of the chapter, either in person or by filing a written proxy with the Scribe. A chapter may establish a higher threshold within documented local policies. This election shall be secret, and each person should be voted on separately. A student member may request a ballot on any pledge at any time during pledging. The final ballot must be taken no more than fifteen days before initiation. However, this time limit may be extended up to 120 days for the purpose of initiation at a National Convention. In the case of an unfavorable vote during this ballot, a pledge may be reconsidered for up to two additional ballots.

If a pledge is not initiated, the chapter must report this to the Executive Director at the same time the initiation report is filed.

Deferring Initiation

In the event that a pledge is neither initiated nor depledged, a pledge may defer his or her initiation for up to one year following the date of the start of pledging, provided that date will not make him or her otherwise ineligible for initiation. The individual must meet all standard requirements before being initiated (e.g. badge/initiation fee paid, passed pledge test, voted on within 7 days of initiation, etc)

Initiations

Before any student is initiated, the chapter should collect all initiation fees. For each student initiate, each chapter must collect a fee of \$75, plus the price of the badge, which is to be sent to the Executive Director within two weeks of the date of initiation. If it is late, the chapter must send an additional \$25 late fee per initiate.

At initiations, the presiding officer may invite a past Regent, alumnus member, Executive Council member, honorary member, or a visiting Regent to conduct part of the initiation ceremony. Before doing so, the presiding officer should make certain that the invited member is familiar with the part of the Ritual that is to be read.

It is recommended that the presiding officer wear a dark red robe and that other officers participating in the initiation wear black robes. The Executive Council is authorized to select official designs of robes for this purpose.

Occasionally an individual will not take our prescribed form of oath because of religious beliefs. No chapter or individual may alter the oath. Instead, the chapter should determine what form of obligation the objector considers to be morally binding and, at its discretion, submit the matter to the Executive Council. That person may not be initiated until the Executive Council has signified its consent in writing and has submitted a form of obligation considered binding in lieu of our oath.

It is the duty of every member of a chapter to protest the illegal election or initiation of any member, to refuse to attend the initiation, and to report such matters to the Executive Council.

Chapters which do not carefully follow these regulations risk having the initiation of any individual declared unlawful.

After Initiation

Every student initiate must be examined individually at the next regular meeting following his or her initiation regarding the secrets of the Fraternity. The Regent should appoint members to instruct all initiates in secret matters.

Every initiate of this Fraternity is obliged to memorize the short form of oath that appears in the chapter roll. The repetition of this short oath is the second question put in the examination for the identification of a member. Since every member is to memorize the short oath in the chapter roll, it is imperative that every new member, including honorary and alumni members, be given a copy of the short oath at the time of initiation.

The Executive Director shall not order a badge for any student, alumnus or honorary initiate whose national initiation fee has not been paid. Further, the Executive Director will not send shingles and insignia to the initiates unless the Central Office has received properly executed pledge forms, initiation reports, badge orders, and initiation fees.

Student Members

Co-op/Inactive Status

A student leaving the vicinity of campus (greater than 50 miles away) for industrial training or a co-op program, study abroad, or military service may be declared inactive by the chapter for this period of time. Provided that the Central Office is promptly informed of such persons at the start of the semester, the chapter will not be charged for Semiannual Dues for those on inactive status.

Early Alumnus

No member may be granted alumnus status by a chapter unless that person has been a member for at least six months as an undergraduate or graduate. The Grand Regent has the authority to declare a student member an alumnus at any time.

An undergraduate student member who wishes to be declared an alumnus member while continuing to be enrolled at the institution where the member was initiated may do so with a four-fifths favorable vote of the chapter. A graduate student may be declared an alumnus member by majority vote of the chapter. The applicant shall be liable for Semiannual Dues for the half year in which the status change is granted for remittance to the Executive Director. Such a status change is only effective once approved by the Executive Director, and once approved, such a member shall have all the rights of alumnus membership.

Alternatively, a member who has been a student member of the Fraternity for at least 4 years, and whose account is paid in full, may elect to assume alumnus membership in this Fraternity by submitting application

request to the Executive Director in the manner prescribed by the Executive Council. The applicant shall pay Semiannual Dues for the half year in which the status change is granted for remittance to the Executive Director. Such a status change is only effective once approved by the Executive Director, and once approved, such a member shall have all the rights of alumnus membership.

Resignation

A member who resigns in accord with this process shall be classified as expelled. No other form of resignation is permitted.

The following process should be followed for an individual seeking to resign from membership in Theta Tau. Prior to resigning, the member should pay in full any outstanding debts with the chapter. This includes any dues that are owed in the term which the member is resigning.

1. The member must submit a written resignation letter to the chapter Regent or Scribe.
2. The member shall return the badge, shingle, and other insignia to the chapter.
3. The chapter shall submit a copy of this resignation letter to the Central Office to remove the member from the roll and records of Theta Tau. The chapter will continue to be billed Semiannual Dues and other fees until the resignation is received by the Central Office. Only upon completion of this step is the separation complete.
4. A member who has resigned remains financially liable for any debts accumulated prior to resignation.
5. A member who has resigned may apply for reinstatement using the same process as outlined for expelled members.

An example of a resignation letter is provided in the Appendix.

Affiliation

Affiliation is the process whereupon a student may transfer from Theta Tau chapter to another, typically because the student has changed universities. A chapter is not obliged to grant a transfer to one of its members, but it is fraternal courtesy to do so if no reason against such action exists. Likewise, the receiving chapter is not obliged to affiliate a member of another chapter.

Who can transfer?

Transfers must not be granted under the following conditions:

1. The member owes money to the chapter or to any individuals therein, or has obligations past due to a house association or other chapter subsidiary;
2. The member has been delinquent in other chapter duties and has not completed such duties at the time that the transfer is desired;
3. The member is under suspension, charges have been filed or are about to be filed against the member;
4. The member is an honorary member (unless that person becomes eligible as a student member).

No chapter shall affiliate any member of another without giving the new member an examination of the secrets of Theta Tau. This is conducted by a committee of three chapter members who shall report the result of this examination at the next chapter meeting, to be recorded in the chapter minutes. When further instruction is needed it shall be given to the new affiliate by any qualified member of the new chapter.

“Receiving” Chapter Actions

If a member desires to affiliate, the receiving chapter shall vote on the affiliation at a regular meeting. More than two dissenting votes shall be required to reject such a member from affiliate membership.

After receiving a favorable vote from the receiving chapter, a member wishing to affiliate shall write to their original chapter asking for a letter of transfer. The member's letter shall be confined to that one subject.

The Scribe of the receiving chapter shall write to the sending chapter requesting the transfer of the aforementioned member and indicating the member's reception of a favorable vote. See example affiliation letter in Appendix below. This letter must be on official chapter stationary.

“Sending” Chapter Actions

When the “sending” chapter receives both the student's letter and the receiving chapter's letter, the sending chapter shall also vote on the transfer. If consent is granted, record the action in the minutes and on that member's page in the chapter roll.

The Scribe of the sending chapter shall then send a letter of transfer on Theta Tau stationery to the receiving chapter (copying the Executive Director), confirming the transfer of the member to the receiving chapter. An example is in the Appendix.

Once the transfer is completed the new affiliate shall sign the receiving chapter roll in the same manner as any initiate, but must not be given a roll number by the receiving chapter. The signature must show the same dating as the letter of transfer and must be witnessed by the proper officers of the new chapter.

Alumnus and Honorary Membership

Alumnus members are those who have been student members of the Fraternity, or who were alumni of an organization receiving a charter from Theta Tau, and who have since been initiated. Wherever the vote of “alumni” is called for in the Policies & Procedures Manual or the Constitution, reference is made only to alumni in good standing.

Alumnus Members

Resumption of Student Membership

Alumnus members who were not granted “early” alumnus status and wish to return to school where they were initiated are obligated to resume student membership.

Alumnus members who were granted “early” alumnus status who wish to resume student membership at the institution where they were initiated may receive such status only through a four-fifths favorable vote from their chapter. The chapter must submit the matter to the Grand Regent for approval.

A graduate member who enrolls in any college where a chapter is established, including the chapter of initiation, is not obliged to resume student membership.

Alumni who re-enroll in college and resume student membership shall have only the status of student members.

Honorary Members

Eligibility

Each Chapter should use extreme care in the selection of honorary members in order to uphold the high dignity and esteem that this class of membership is meant to represent. Honorary membership in this Fraternity is limited to those actively following engineering as a profession, teaching a technical subject in an engineering

college where there is a chapter of this Fraternity, or with the unanimous approval of the Executive Council, those who have been of great service to the Fraternity.

No chapter may elect more than one honorary member for each fifty student or alumnus initiates, or fraction thereof. A chapter must confer with the Executive Director prior to the consideration of any candidate for honorary membership. No person is eligible to honorary membership who has not been known for at least two years to the chapter proposing the election.

No chapter shall initiate as an honorary member any former student or graduate of a college or university where there was, or is, a chapter of Theta Tau, without first obtaining permission to do so from said chapter. Failure to reply within 30 days shall forfeit the right to object. If the chapter is inactive, permission to initiate must come from the Executive Council.

An honorary member of one chapter cannot become an honorary member of any other chapter of Theta Tau.

If a chapter wishes to initiate an honorary member but cannot comply with all the requirements, it shall submit the matter to the Grand Regent for final decision.

Failure to comply with these requirements governing the elections of honorary members shall be considered a violation of the Laws and Customs of the Fraternity. For the illegal election or initiation of honorary members the Grand Scribe shall be obliged to bring charges against the officers and members of the guilty chapter, leading to their expulsion, suspension, or such punishment as may be recommended by the Executive Council.

Election

Election to honorary membership is only by unanimous secret vote of the chapter. The alumnus and honorary members of the chapter shall concur in the election with not more than two negative votes.

Upon election of an honorary member by unanimous vote of a chapter, notice of this election and a record of the candidate shall be sent by the Scribe to each alumnus and honorary member of the chapter along with a ballot. At the same time notice shall be sent to the other chapters, the alumni associations, and to the members of the Executive Council. These shall not have a vote on the candidate but they shall be consulted.

In sending notice to its alumni, the Executive Council, the other chapters, and the alumni associations as herein provided, the chapter shall quote the sections which govern its actions and, in giving the required "record" of the candidate to be voted on, shall mention the following:

1. Full name and occupation of the honorary candidate.
2. His or her age and place of birth if obtainable.
3. The collegiate institutions attended, the degrees received, and the years when same were granted.
4. His or her particular professional experience and activities.
5. The names of alumni or honorary members who may endorse the candidate for membership, together with quotations from such letters of endorsement.
6. Membership in other organizations of any kind.

Honorary members of a chapter shall have the power to vote upon the prospective honorary members, having the same status in voting as the alumnus members of the chapter.

Initiation

Initiation shall not take place until all of the chapter's alumni have voted, or until a period of sixty days has elapsed from the time notice was sent. Failure to vote on the candidate by any alumnus shall be recorded as a favorable vote. Three unfavorable alumnus votes shall reject the candidate.

The chapter shall pay all fees and expenses (including the badge) for the initiation of an honorary member. The fee shall be equal to that of a new student member.

Alumnus Organizations

Alumni Associations

Membership in alumni associations is strictly confined to Theta Tau alumnus or honorary members.

Formation

Alumni Associations based on, but not limited to, nation, region, state, city, chapter, major, professional interest, or extracurricular activity or interest may be established by a letter of authorization or dissolved at the discretion of the Grand Regent or appointed representative. An alumni association, after one or more years of successful existence, may petition the Executive Council, or designee, for an alumni association charter. Such petition must be presented by not fewer than seven alumni who have attended a majority of alumni associations meetings for at least one year prior to the presentation of the petition. The petition shall be in the form prescribed by the Executive Council, or designee.

No alumni association charter shall be granted to petitioners in any city or area where an alumni association has previously been established by charter, and exists, without first obtaining consent from the Executive Council. Each alumni association should be governed by its own bylaws which are consistent with the laws of Theta Tau. A copy of the alumni association bylaws must be filed with the Central Office.

Operations

An alumni association, to hold its charter, must hold regular meetings, and render an annual report to the Alumni Director. The annual report should be sent by the President or Secretary of the alumni association. The Alumni Director will report compliance of these requirements to the Executive Council on an annual basis.

The Executive Council may suspend the charter of any alumni association if meetings are not held for two consecutive years, or if the association is guilty of the violation of any of the Laws and Customs of the Fraternity. Charges against individual members of said association can also be brought as provided for in the Constitution. Charges should be filed with the Executive Council or at a Convention. An alumni association shall have the right to defend itself before the Executive Council or a Convention by personal representation or by proxy, but only by members of this Fraternity.

Alumni Hall of Fame

The Alumni Hall of Fame (AHOF) was established to recognize members who have excelled within this Fraternity and/or their profession. The AHOF Director is appointed by the Executive Council.

Nominations

Each chapter, each alumni association, and the Executive Council may nominate up to two alumni candidates in any one year. In order to be eligible for consideration, every nomination must be submitted to the AHOF Director at least 6 months prior to the next national meeting. Nominations are to be sent electronically and should include as many details as deemed necessary to ascertain the worthiness of the candidate.

The AHOF Director should distribute a list of all nominees' names, addresses, chapters, and roll numbers to the Judging Committee within 30 days after the nominating deadline.

Selection

The Judging Committee consists of the AHOF Director and others appointed by the Grand Regent. New AHOF members shall be selected solely by the Judging Committee. The worthiness of a candidate should be determined by the alumnus' contributions to their profession and/or fraternity.

There is a limit of five (5) inductees in any one year. The Judging Committee should hold all nominations for a period of five (5) years for continued consideration for induction into the Alumni Hall of Fame.

Recognition

Each inductee should receive a certificate signed by the Grand Regent and the AHOF Director recognizing his or her achievements. The name of each alumnus selected for membership will be engraved on a plaque which shall remain at the national office and travel to each Convention. One or more inductees from each year may be invited by the judging committee to attend the following year's meeting as a guest speaker with lodging and meals paid by the National Fraternity.

Discipline

Chapters are permitted to discipline the actions of Theta Tau members on their campuses, while the Executive Council and Convention are permitted to discipline both members and chapters.

Both members and chapters can be disciplined for breaking any of the Laws and Customs as defined in the Constitution and Ritual of Theta Tau, willfully disobeying the orders of the chapter or the orders of the Executive Council, intentionally disclosing the secrets of the Fraternity, aiding or helping its enemies, or in any other way acting in an unfraternal manner in violation of the oath of membership.

Discipline by a chapter

A chapter shall have the power to investigate the conduct of its student members whenever it sees fit. Each chapter shall have jurisdiction, at the institution where it is located, over the conduct of all members of Theta Tau whether they are members of that chapter or not.

Types of Disciplinary Action

A chapter may discipline an individual in multiple ways including fines, official reprimands, revocation of a member's chapter privileges (not to be confused with national privileges), mediation, probation, suspension, and recommendation for expulsion. A chapter may discipline the member in other ways if thought proper. A chapter may only revoke a member's national privileges by suspension through the trial process.

Unless there is a trial, a chapter may not restrict national privileges, which include the right to vote on:

- New pledges/members,
- Officer Elections,
- Delegate/Alternate Elections,
- Early Alumnus votes, and
- Suspension/Probation of members (including themselves).

This inherently means the right to attend at least such meetings at which one of the above will be determined.

Mediation

Each chapter should have an established method of mediation before issues needs to be addressed by discipline. A recommend method utilizing a mediation committee is set forth in the appendix below.

Actions Requiring a Trial

For discipline that will result in the suspension of national privileges and/or expulsion, the trial process shall be followed.

Probation

For violations of our Laws and Customs any student member may make a recommendation to the Chapter for a member to be put on probation. Probation is an oversight period during which the chapter determines if the member has corrected the breach of obligation(s). A majority vote of the Chapter is required to approve probation. Probation is to last a minimum of three months with a trial date set at the time of vote on probationary status. To put a member on probation the Chapter must include directives for corrective action. When a Chapter puts a member on probation the Chapter is responsible to submit a copy of the charges and corrective action to Central Office. Trial is to be conducted per the disciplinary process described within this document. The outcome of the trial, whether positive or negative, shall be submitted to the Executive Council.

Suspension

A suspended member charged with unfraternal conduct shall be brought to trial and shall be cited to appear within twelve months of the date of suspension and not later than the next national Convention.

A chapter can suspend a student member for nonpayment of dues, failure to attend meetings, etc., and may discipline the member in other ways if thought proper, such as but not limited to: fines, official reprimands, and the revocation of a member's chapter privileges. No member of this fraternity shall be under an indefinite sentence of suspension.

A four-fifths majority of the jury of student members is required to suspend a member (See Investigation and Trial section below for more details about jury selection). The suspended member shall be notified of the trial results. The chapter must also inform the Executive Council of the trial results and demonstrate the member was properly suspended. A suspended member shall have the right to appeal the suspension to the Executive Council. After a period of 90 days has elapsed the Executive Council may declare the right of appeal forfeited.

When a member has been suspended by a chapter, the member can be restored to full membership by four-fifths favorable vote of the chapter, subject to approval of the Executive Council.

The Executive Council may expel a suspended member after suitable investigation.

Expulsion

A member may be expelled from the Fraternity and deprived of all rights and privileges of membership. A chapter may choose to recommend a member for expulsion, but the Executive Council must ratify the decision.

If expelled, that member's record in the chapter roll book will be annotated to show details of action taken.

When a member is expelled, formal notice may be sent by the Grand Scribe to the following as may be appropriate: all chapters of Theta Tau, all national officers, all alumni associations, and all alumni via publication in The Gear of Theta Tau.

Filing Charges

A majority vote of the student members of the chapter is required to file charges and hold a trial. Copies of all charges against a member should be documented on the Disciplinary Action Form (found on national website) and these charges shall be submitted to the Executive Council and to the accused by at least 30 days before the

trial is held. This letter shall include the name, roll number, the date of the trial, and the charges against the member. If the defendant waives the right to the 30 day notification in writing, and sends it directly to the Executive Council, then the chapter may schedule the trial in less than 30 days.

Investigation and Trial

The acting Regent shall preside at this investigation, and shall appoint two members to prosecute the accused member. The accused member shall have the privilege of their own defense and may employ two counsels to aid in defense of the charges. These counsels shall be selected from the members of the Fraternity; and all student members of the chapter not directly concerned in the trial shall constitute a jury, and all shall render a decision, and the acting Regent shall impose the penalty. The trial must be held on the date previously specified in the letter of notification, and a vote taken, regardless of the accused member's lack of desire to oppose the proceedings, if such be the case. The trial may be postponed upon mutual agreement of the chapter and the accused member, but notice of the postponement must be sent to the Executive Director. Should the offense warrant expulsion, every member of the chapter shall be present either in person or by proxy.

A chapter cannot suspend a member unless a trial is held or unless the accused notifies the Executive Council of the decision to waive the right to trial. If the accused waives the right to trial, the Executive Council shall notify the chapter of same. The chapter may then proceed directly to jury deliberations to decide upon the appropriate punishment as outlined in this manual.

Review

Every disciplinary action by the chapters shall be reviewed by the Executive Council. When a member is recommended for expulsion by a chapter that person shall stand suspended until final decision is rendered by the next national Convention, unless the chapter rescinds its action with approval of the Executive Council.

Other Chapter Discipline

Subject to the written approval of the Grand Regent, a chapter by a four-fifths favorable vote, may exclude any of its alumnus or honorary members from participation in chapter meetings. The reason for such proposed disciplinary action shall be fully explained to the Grand Regent.

Discipline by the Convention and the Executive Council

While the chapter has the power to discipline members in its jurisdiction as provided for in this document, such power is not vested exclusively in the chapter.

General Executive Council Powers

Subject to the approval of the Convention, the Grand Regent or any member of the Executive Council acting on behalf of the Grand Regent, shall have the following unquestionable powers in any and all cases involving the violations of the Laws and Customs of Theta Tau, disloyalty, negligence of officers of a chapter, or diverting the property of Fraternity organizations to unlawful uses, to wit:

- Suspension of any accused member or members;
- Suspension of any charter; and
- Confiscation of all insignia or Fraternity property.

Nothing in this section shall be construed as limiting in any way the full power of the Executive Council to request the resignation of any officer, require the immediate initiation of an entire pledge class, declare the suspension of any member or to suspend the charter of any chapter or alumni association, for violation of any part of the Constitution or breaking any of the Laws and Customs of Theta Tau, or to declare null and void an unlawful election.

Filing charges

Any member, members, chapter, or alumni association can file charges against any member, members, chapter, or alumni association with the Executive Council, or with the national Convention. When this is done, the chapter or alumni association to which the member or members belong may no longer have any jurisdiction, but jurisdiction may be vested entirely in the higher judicial power whether it be the Executive Council, or the National Convention. It will be at the discretion of the higher judicial power to accept or remand back to chapter or alumni association the charges under consideration.

Whenever such charges are filed with the Executive Council or when information on the unfraternal conduct of any member, chapter, or alumni association reaches the Executive Council, it shall investigate the matter and may suspend a member, or the charter, of a chapter or alumni association. The decision of the Executive Council shall be subject to review only by the National Convention.

Convention Trial

If the trial is held at a Convention, the Grand Regent shall appoint the prosecuting officer subject to the approval of the accuser, and the accused shall have the right to counsel. All shall be members of the Fraternity. Where a chapter is accused, its Delegate shall not have a vote and all other Delegates shall constitute the jury.

Investigation and Resolution

Charges against a chapter made by any member to the Executive Council shall be investigated by the Executive Council. If the Executive Council votes to suspend the charter of the accused chapter, its charter may be revoked by a four-fifths vote of the Convention. Charges may also be brought against individual members of that chapter by the Executive Council.

Appeals

A suspended member, or one whose expulsion has been recommended by a chapter to the Executive Council, has no Theta Tau rights except the right of appeal.

An expelled member may apply for reinstatement at any time by petition to the Grand Regent, accompanied by such evidence as he or she may care to present to support the petition. In cases where an expelled member was originally suspended by the Executive Council, the petition for reinstatement shall be submitted to the Executive Council by the Grand Regent for action. In cases where an expelled member was originally suspended by a chapter, the petition for reinstatement shall be submitted to the individual's current chapter, and to the chapter of initiation if different from the current chapter, by the Grand Regent.

If said chapters or Executive Council, as the case may be, approve the reinstatement by unanimous secret ballot, the action shall be reported in writing and together with all papers connected with the case, including the testimony and findings of the trial, shall be submitted to the next Convention for approval. If approved by a four-fifths vote of the Convention, the expelled shall be restored to membership, and such order shall be recorded in the minutes of the Convention, the chapter or chapters, and the chapter roll or rolls.

Fraternity Symbols

Personal Insignia

Shingle

The Executive Director shall issue a “shingle” or certificate of membership endorsed by the Grand Regent and Grand Marshal to each new initiate whose initiation fee has been paid and whose pledge form has been filed. Replacement shingles may be supplied in cases where originals are destroyed or lost.

Jewelry

The Fraternity has appointed an official jeweler. It is unlawful for any member to buy official insignia from any other firm of jewelers. The following insignia are official and can be ordered only through the Executive Director: The badge, the gear pin, the pledge button, and the official recognition button.

The badge and the pledge pin are described in the Constitution. The official recognition button and official gear pin shall be of the design on file at the Central Office and of the Fraternity jeweler. The gear pin may be worn by the relatives and friends of the members. It shall be ordered on proper forms through the Executive Director. This pin shall be the official piece of jewelry used in “pinning” and furthermore it shall be accorded the same respect given the official badge of this Fraternity.

The Executive Council should solicit and accept bids every four years from several jewelry companies in order to procure a competitive price on badges.

Ordering badges

Forms for ordering insignia are furnished by the Executive Director. Orders for official jewelry must be reviewed and/or submitted by the Treasurer of the chapter, and must be transmitted to the official jeweler, through and with the approval of the Executive Director. One of the copies is kept by the chapter for reference, and the others are sent to the Executive Director.

The badge orders must contain the member’s name as it is to appear on the badge, initiation number, and college graduation year. In case of honorary membership, the abbreviation “Hon.” is substituted for the graduation year. Incomplete badge orders will not be transmitted to the official jeweler.

If a member loses his or her official badge, a duplicate can be ordered by sending a statement describing the loss to the chapter Treasurer or the Central Office. The statement should include the chapter name, college graduation year, and initiation number. The Executive Director shall then have the power to approve such an order on the official jeweler.

Orders for official jewelry may also originate with the Executive Director. Other insignia can also be ordered on official forms through the Executive Director, but this is not obligatory.

The Executive Director shall not order a badge for any student, alumnus or honorary initiate whose national initiation fee has not been paid.

Publications

The Gear of Theta Tau

The official publication of the Fraternity shall be called The Gear of Theta Tau. The Gear of Theta Tau 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. The Gear of Theta Tau shall be mailed or emailed free of charge for life, to each student, alumnus or honorary member whose email address or street address is known to the Central Office.

The national treasury shall pay the Editor-in-Chief of The Gear of Theta Tau an honorarium of \$250 per issue, not to exceed \$1000 per biennium.

Each chapter and each alumni association should send a letter to The Gear of Theta Tau semi-annually by the date determined by the Editor-in-Chief.

Nonsecret issues of The Gear of Theta Tau may be sent to nonmembers.

Appendix 1: Sample Theta Tau Resignation Letter

I, _____ (full name) _____, make the following statements:

1. I am a member in good standing of Theta Tau Fraternity, having been duly initiated by _____ Chapter at _____ (name of school) _____ on or about the _____ day of _____ (month) _____, 20 _____;
2. For reasons which I deem good and sufficient, I wish to resign as a member of said Fraternity, but recognizing that I am under a solemn obligation never to reveal any of the Secrets of the Fraternity, I reaffirm my previous obligation never to reveal any secrets of Theta Tau Fraternity;
3. I understand that I will be treated as an expelled member of Theta Tau and can only rejoin the fraternity by special petition to the Grand Regent and approval of the Executive Council and the National Convention.
4. I return with this affidavit all evidence of my membership in Theta Tau and all insignia previously possessed by me and now in my possession, and certify that evidence and insignia not returned to the chapter herewith has been lost or misplaced and if hereafter located will be returned.
5. I consent to the retention by my chapter and by Theta Tau Fraternity of all fees and dues heretofore paid by me while a member of said chapter and said Fraternity hereby releasing them from any and all obligations to me henceforth and forever.
6. A copy of this signed letter will be provided to me, my chapter, and the Central Office.

Signature

Date

Printed Name

Roll Book Number

The undersigned attest that they have received the resignation letter.

Chapter Regent

(Date)

Chapter Scribe

(Date)

Appendix 2: Affiliation letter from the receiving chapter

To _____ Chapter

Fraternal Greeting:

At a regular meeting of _____ Chapter held on _____ (date) _____, Brother _____ of _____ (sending) _____ Chapter was elected as an affiliate in accordance with the provisions of our Policies & Procedures Manual. If Brother _____ is a member of your chapter in good standing we would be pleased to have you issue a letter of transfer in the usual form so that we can record this Brother as an affiliate on our chapter roll.

In H & T,

(Regent)

(Scribe)

Affiliation letter from the sending chapter

To _____ Chapter

Fraternal Greeting:

At a regular meeting of _____ Chapter held on _____ (date) _____, your letter of _____ (date) _____ stating that you had elected Brother _____, Roll No. _____, of this Chapter as well as a letter from Brother _____ dated _____ asking that we grant this individual transfer to your chapter, was read and considered by us.

You are hereby informed that _____ Chapter granted such transfer of Brother _____, who is a member in good standing and has fulfilled all duties as a brother should.

Copy of this letter is being sent to Brother _____ and the Central Office.

In H & T,

(Regent)

(Scribe)

Appendix 3: Mediation

It is recommended that each chapter have an established method of mediation before issues need to be addressed by discipline. It is suggested that a mediation committee should be developed as described below. The purpose of this committee is to investigate issues, discuss actions with the member, and then recommend fair and consistent penalties, if needed, to the chapter.

Formation of a mediation committee:

After each pledge class is initiated, they may choose to send one or two representatives from their class to serve on the Mediation Committee

Individuals sent to serve on the Mediation Committee may be replaced the moment they can no longer remain as student members of the chapter

Ideal Mediation Committee members must be level-headed and logical individuals with good sense of justice

Mediation Committee may call their own meetings as they see fit

Mediation Committee shall resolve all petitions and referrals within two weeks of receipt

Mediation committee member review:

Any member may nominate another member or officer of the Chapter to be put up for evaluation

All nominations for evaluations must be sent via e-mail to the mediation committee

After the e-mail is received, the Mediation Committee will notify the nominated member that they have been placed under review

Members are allowed to speak in front of the Mediation Committee, anonymously if requested, to present their thoughts on the member under review

The member under review is encouraged to speak on their own behalf

Mediation Committee is allowed to ask any questions of members who are speaking for or against the member

Members may choose to not answer questions

Mediation Committee will then discuss in a private meeting after all testimonies have been heard

Mediation Committee can recall any member for further questioning if more information is required

Mediation Committee will anonymously vote on the member's guilt

2/3 vote required to find a member guilty

Mediation Committee will then assign punishment

Mediation Committee must present the punishment to Chapter Officers whom are not under the review

Mediation Committee decision authorized with 50% or greater approval from the Chapter Officers

If failed, Mediation Committee will be provided with statements of concern on their decision and they must re-discuss and provide a new compromise

Examples of reasons for member evaluation:

Disgracing the name of the fraternity

Consistent inability to follow through with obligations and responsibilities

Consistent inability to fulfill member requirements

Appendix 4: Chapter Officer Calendar

FALL SEMESTER	
<p>August</p> <ul style="list-style-type: none"> • Plan Lock-In with chapter to help plan for upcoming semester • Aug 15th - Submit Prospective New Member/Pledge Program to Regional Director for review (Semester Schools) • Review chapter inventory (Semester Schools) • Publish at least 1 Alumni Newsletter, sometime during the semester/quarter 	<p>October</p> <ul style="list-style-type: none"> • Submit signed Risk Management Form to Regional Director, within 2 weeks of the beginning of the Fall Quarter (Quarter Schools) • Oct 15th – Liability Insurance payment due • Oct 15th – Founders Day • Oct 15th – Member Status Change Report (MSCR) due (Quarter Schools) • Oct 15th – Co-Op/ Study Abroad Report due (Quarter Schools) • Oct 15th – Submit articles to The Gear • Prospective New Member/Pledge Pinning (Quarter Schools) • All Prospective New Member/Pledges MUST complete Prospective New Member/Pledge form by pinning • Submit pledging fees within 2 weeks of pinning
<p>September</p> <ul style="list-style-type: none"> • Submit signed Risk Management Form to Regional Director, within 2 weeks of the beginning of the Fall semester (Semester Schools) • Sept 15th – Annual Report Submission to Regional Director • Sept 15th – Member Status Change Report (MSCR) due (Semester Schools) • Sept 15th – Co-Op/ Study Abroad Report due (Semester Schools) • Sept 15th - Submit Prospective New Member/Pledge Program to Regional Director for review (Quarter Schools) • Review chapter inventory (Quarter Schools) • Prospective New Member/Pledge Pinning (Semester Schools) • All pledges MUST complete online Prospective New Member/Pledge form day of pinning • Submit pledging fees within 2 weeks of pinning 	<p>November</p> <ul style="list-style-type: none"> • Nov 1st – Semi-annual Dues due • Nov 15th – Annual Report Submission to Regional Director • Nov 15th – Send an Alumni Newsletter to chapter alumni • Officer Election Report (tab in NCR) – due within 2 weeks after installation of new officers • Before Initiation – Initiates must have a GPA, and submit badge and initiation costs • Initiation Report (tab in NCR) – due within 2 weeks after initiation along with payment of badge and initiation fee

SPRING SEMESTER

January

- Plan [Lock-In](#) with chapter to help plan for upcoming semester
- Review [chapter inventory](#)
- Jan 15th - Submit Prospective New Member/Pledge Program to Regional Director for review
- Jan 15th – Internal [Audit](#) of Chapter treasury
- Jan 15th – [Annual Report](#) Submission to Regional Director
- Jan 15th – [Member Status Change Report](#) (MSCR) due
- Jan 15th – [Co-Op/ Study Abroad Report](#) due
- Jan 15th – Submit articles to [The Gear](#)
- Publish at least 1 Alumni Newsletter, sometime during the semester/quarter

April

- April 15th – Convention Credential Form, for Convention years only
- April 15th – Submit articles to [The Gear](#)
- April 15th – [Scholarship](#) applications due
- [Officer Election Report](#) (tab in NCR) – due **within 2 weeks** after installation of new officers
- Before Initiation – Initiates must have a GPA, and submit badge and initiation costs
- [Initiation Report](#) (tab in NCR) – due **within 2 weeks** after initiation along with payment of badge and initiation fee
- Select [Outstanding Student Member](#) (OSM)
- Prospective New Member/Pledge Pinning ([Quarter Schools](#))
- All Prospective New Member/Pledges **MUST** complete online [Prospective New Member/Pledge form](#) day of pinning
- Submit pledging fees **within 2 weeks** of pinning

February

- Prospective New Member/Pledge Pinning ([Semester Schools](#))
- All Prospective New Member/Pledges **MUST** complete online [Prospective New Member/Pledge form](#) day of pinning
- Submit pledging fees **within 2 weeks** of pinning

May

- May 15th – Internal [Audit](#) of Chapter treasury ([Semester Schools](#))
- May 15th – [Awards Packet](#) to facilitate recognition of your chapter for the annual awards programs
- May 15th – In Convention years, submit [Credential Form](#)
- May 15th – Final [Annual Report](#) Submission to Central Office ([Semester Schools](#))
- May 15th – [Member Status Change Report](#) (MSCR) due ([Semester Schools](#))
- May 15th – Submit [Outstanding Student Member](#) Nomination
- May 15th – Send an Alumni Newsletter to chapter alumni

March

- March 15th – [Annual Report](#) Submission to Regional Director
- March 15th – Semiannual Dues due
- March 15th – Submit [Alumni Hall of Fame](#) Nomination to Alumni Hall of Fame Director
- In Convention years, chapter vote/decide on Delegate and Alternate

June

- June 15th – [Member Status Change Report](#) (MSCR) due ([Quarter Schools](#))
- June 15th – [Co-Op/ Study Abroad Report](#) due ([Quarter Schools](#))
- June 15th – Internal [Audit](#) of Chapter treasury ([Quarter Schools](#))
- June 15th – Final [Annual Report](#) Submission to Central Office ([Quarter Schools](#))