

Procedural Details to be Followed by a Colony

The Chapter Officers Manual, although extensively referenced to Constitution and Bylaws requirements specific to **chapters**, contains much information and guidance helpful to colony officers. The sections on "Officers" and "Chapter Functions" should especially be noted.

Some forms (colony roll book page, Colony Initiation Report, and Colony Progress Report, Officer Election Report, Membership Status Change Report) are specific for use by colonies, while others (pledge form, membership file card, and Semiannual Dues Report) are the same as used by chapters, and therefore, may not be fully applicable to use by a colony.

Before a rushee is voted upon, it should be ascertained that he is fully eligible according to Theta Tau membership requirements. He must then receive the three-fourths favorable vote of the student members of the colony before being asked to pledge. Upon accepting the colony's bid, the new pledge should promptly complete a pledge form and (to the extent possible) a membership record on an Excel spreadsheet, and be lent a colony pledge pin and given a Pledge and Membership Manual to keep so long as he is associated with Theta Tau. The pledge form is signed by two student members as witnesses and then checked and signed by the Adviser, after which it should be mailed promptly to the Central Office, together with a Pledging Report and payment of pledging fee (\$30 each) plus the cost of the Colony Pin (\$4).. It is the Secretary's responsibility to complete the first six lines on the back of the form, sign it, and mail it.

The pledgship period should be a probationary period of about eight school weeks. During this time, the pledge should learn assigned information including that contained in the Manual, become fully acquainted with members and fellow pledges, and complete an assigned, worthwhile project. To qualify for initiation, he must receive the two-thirds favorable vote of the colony members, and pass a Pledge Test (Part A provided by the national Fraternity; Part B by the colony). The graded tests (Parts A and B) should be scored and emailed to the Central Office just prior to the initiation of new colony members.

The pledge should be brought into membership in the colony through presentation of the Colony Initiation Ritual well rehearsed in advance by the officers. Prior to the initiation, the initiate should bring up to date his membership record on an Excel spreadsheet. During this ceremony, the colony roll book is signed by the initiate and he is given a colony pin. Promptly after the initiation, the Secretary should complete a Colony Initiation Report and mail it to the Central Office.

Promptly after election of any colony officer, the Secretary should complete and send to the Central Office two copies of a Report of Colony Officer Elections.

Semiannual Colony Dues (\$30 per student member on roll) are payable to the Central Office March 15 and November 1. Liability Insurance Premium which insures your colony, members, officers, advisers, house corporations, alumni clubs, chapters, national Fraternity, etc is \$35/member per year based on a 3-year average of the chapter size – this fee is billed in the fall and due by October 15.

Prior to leaving school, each member should again bring up to date his membership record on an Excel spreadsheet. Three times each year (by September 15, February 1, and June 15) the Secretary should complete and send to the Central Office a Report of Membership Status Change listing those who are no longer student members of the colony.

The President, Recording Secretary, and the Treasurer should collaborate on completing a colony Progress Report and filing it with the Central Office by January 15 and July 15 each year.