

**Bylaws of the
Delta NU Chapter of
Tau Kappa Epsilon
Fraternity**

**Northwest Missouri State University
555 W. Ninth Street
Maryville, MO 64468**

DELTA NU CHAPTER OF
TAU KAPPA EPSILON FRATERNITY

TABLE OF CONTENTS

I	Organization.....
II	Membership.....
III	Candidates for Membership.....
IV	Officers.....
V	Committees.....
VI	Finances.....
VII	Membership Quality Board
VIII	Advisors
IX	Meetings
X	Trial of Members.....
XI	Documents.....
XII	Amendments.....

Appendix:

AI	Chapter Code of Conduct.....
A2	House Rules.....
A3	Scholastic Program.....

The brothers of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity recognize the fact that man is a social being, and therefore dedicate this organization to the accomplishment and fulfillment of man’s mental, social, and civic needs. Mentally, the chapter shall provide its members with continual mental development by fostering collegiate education and life’s continual demands. Socially, the chapter shall provide its members with friendship, respect, and the spirit and challenge of individual and group effort. Civically, the chapter will help breed leadership, promote worthwhile philanthropic experiences, and gain suitable recognition and respect from others for such efforts.

Vision, Mission, and Purpose of Tau Kappa Epsilon Fraternity

Vision

Tau Kappa Epsilon contributes to the advancement of society through the personal growth of our members, and service to others.

Mission

Our mission is to aid men in their mental, social, and civic development for life.

Purpose

Tau Kappa Epsilon creates experiences that enhance the educational, interpersonal, community and professional success of its members. We build better men.

Article I

Organization

Section I. Organization:

The Delta Nu Chapter of Tau Kappa Epsilon Fraternity, located at the Northwest Missouri State University, being recognized as a collegiate chapter of Tau Kappa Epsilon, specifically adopts the International Constitution, and the International Bylaws, along with the traditions of Tau Kappa Epsilon Fraternity, and, in addition, the following bylaws under which this chapter shall operate.

Section II: Principles

The six primary principles of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be:

- One:** Character
- Two:** Scholarship
- Three:** Service
- Four:** Leadership
- Five:** Teamwork
- Six:** Brotherhood

Article II: Membership

Section I: Kinds of Members:

The membership of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall consist of collegiate, inactive, alumni members and Chapter Corporations which hold title to real or personal property for use by a collegiate chapter.

Section II: Collegiate Member Defined:

A collegiate member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity is a male student in good standing at the Northwest Missouri State University, who shall have been regularly initiated into a collegiate chapter of Tau Kappa Epsilon, and who shall not have been granted inactive or alumni status. Alumni members may revert to collegiate status while attending graduate school, but are not required to do so.

Section III: Inactive Member Defined:

An inactive member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity is a regularly initiated member in good standing who shall be:

- A) An unaffiliated collegiate student in attendance at the Northwest Missouri State University and is a regular initiate of a collegiate chapter of Tau Kappa Epsilon at another school.
- B) A collegiate member whose participation in chapter activities has been precluded because of
 - a. An extended illness, injury or other extreme and unexpected reason.
 - b. Not being enrolled as a student.
 - c. Not residing in Nodaway County because of participation in an internship, co-op program, foreign exchange student program or student teaching program.

Written consent of the Chapter Advisor and the Prytanis of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity is required for inactive status, and a copy of said consent shall be filed with the Offices of the Grand Chapter.

An inactive member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall have none of the rights or privileges of an active, or alumni member.

An inactive member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity may be restored to collegiate membership by two-thirds (2/3) vote of the collegiate chapter members, and written approval from the Chapter Advisor and the Prytanis of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.

Section IV: Alumnus Member Defined:

An alumnus member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity is one who continues to be in good standing, who has ceased to be a student in attendance in school,

or continues to be in attendance in school after graduating with a Bachelor's Degree, and who has been regularly initiated into Tau Kappa Epsilon as:

- A) A collegiate member of the Delta Nu chapter of Tau Kappa Epsilon.
- B) A collegiate member of another chapter of Tau Kappa Epsilon.
- C) A collegiate member of a colony, organization or local level fraternity which subsequently has been chartered as a chapter of Tau Kappa Epsilon.

Section V: Honorary Initiate Defined:

An honorary initiate of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity is one of the following who, have been nominated by the Delta Nu Chapter of Tau Kappa Epsilon or the Grand Chapter is not a member of any other national social fraternity and who has been regularly initiated into Tau Kappa Epsilon.

- A) Male members of the staff or faculty of Northwest Missouri State University.
- B) Male persons who have rendered or are rendering important service to the school, the community, the state, or province, or the nation, who are of good moral character.
- C) Male persons who have rendered important service to the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.

Upon being initiated, honorary initiates become full members of Tau Kappa Epsilon and shall have all the privileges of alumni members.

Section VI: Good Standing Defined:

A member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity in good standing is one who is:

- A) Not on probation.
- B) Meeting chapter standards.
- C) Not in arrears to the Delta Nu Chapter of Tau Kappa Epsilon, the Fraternity or to any agency or instrumentality thereof, beyond the period fixed by law.

Members on probation or who are not meeting chapter standards are expected to continue to meet all financial obligations to the chapter and the Fraternity.

A member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity not in good standing shall not be returned to good standing until all issues have been addressed and until all arrears are paid, or time of payment extended.

A member of the chapter when recognition was removed by the University in November 2015 is considered to be an alumnus member upon graduation from the University. Prior to graduation, any such individuals are considered inactive.

Section VII: Member Standards:

A member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity must meet the following minimum Member Standards to be in good standing.

- A) Maintain a minimum cumulative Grade Point Average (GPA) of 2.50.
- B) Meet all financial obligations to the Tau Kappa Epsilon International Fraternity and the Delta Nu Chapter.
- C) Achieve an average score of at least 3.0 on the aggregate LKAP.
- D) Participate in required education related to risk management.
- E) Comply with the rules and Bylaws of Northwest Missouri State University, Tau Kappa Epsilon International Fraternity and the Delta Nu Chapter of Tau Kappa Epsilon.
- F) Have no greater than 2 absences at chapter meetings per semester, unless member provides valid reasoning to absence, sent to the Grammateus, with final approval from the Prytanis.
- G) Not violate any Municipal, State or Federal criminal laws

Section VIII: Expulsion, Suspension, and Probation:

Members of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity may be expelled, suspended, put on probation, dropped from the rolls and otherwise punished for non-payment of obligations and such offenses as may be provided by law, upon due notice and opportunity for hearing (See Tau Kappa Epsilon International Fraternity By-Laws).

Section IX: Demit:

A member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity, at his own request, may demit by written request to the Chief Executive Officer. With such request, said member shall surrender his badge, membership card and membership certificate. Upon approval of said demit, the Chief Executive Officer shall immediately notify the appropriate Fraternity officials to strike said member's name from the Chapter scroll.

A member who demits shall have no rights or privileges in Tau Kappa Epsilon.

**Article III:
Candidates for Membership**

Section I: Candidacy for Membership:

All male students enrolled at Northwest Missouri State University, who meet the qualifications for membership as determined by the University local IFC Bylaws, the Tau Kappa Epsilon Fraternity Black Book, and the Delta Nu Chapter of Tau Kappa Epsilon Fraternity Bylaws, shall be eligible to apply for membership into the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.

Section II: Recruitment Standards:

All Candidates for Membership into the Delta Nu Chapter of Tau Kappa Epsilon Fraternity must meet the following Recruitment Standards to be considered for an invitation to become a member.

- A) Be in good academic standing and meet IFC academic qualifications.

- B) Be committed to meet all financial obligations to the Tau Kappa Epsilon International Fraternity and the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.
- C) Be a man of character who demonstrates sound judgment and integrity.
- D) Demonstrate talents, skills or abilities in at least one or more of the following categories (as embodied in our six principles):
 - a. Sound academic achievements.
 - b. Meaningful involvement in extracurricular activities.
 - c. Service in a leadership position(s) in other organizations.
 - d. Service to the campus or community.
 - e. Effective social skills.
 - f. Ability to participate as a member of the chapter team.
- E) Is willing to commit to following the chapter's code of conduct.

Note: We welcome members of all races, ethnicities and religions, as well as students from all countries.

Section III: Membership Invitations:

No person shall receive an invitation for membership, otherwise known as a Bid, into the Delta Nu Chapter of Tau Kappa Epsilon Fraternity except male students who, in the chapter's opinion, will serve as a source of strength to the chapter as it relates to the criteria above, and has been duly and regularly elected to receive a Bid by two-thirds (2/3) vote of the collegiate chapter members at a regular or duly called special meeting at which a quorum is present.

All Bids for membership will be extended to the qualified candidates for membership by the Prytanis and the Hegemon. If they are not available, they may appoint another Executive Council member to extend the Bid to the qualified candidate for membership.

Section IV: Requirement for Initiation:

No person shall be initiated into the Delta Nu Chapter of Tau Kappa Epsilon Fraternity as a collegiate member except an individual who has:

- A) Met the requirements of Northwest Missouri State University and the local IFC.
- B) Continued to meet the Recruitment Standards of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.
- C) Paid all financial obligations to the Delta Nu Chapter of Tau Kappa Epsilon Fraternity as well as Tau Kappa Epsilon International Fraternity.
- D) Been reviewed by the Delta Nu Membership Quality Board.
- E) After receiving a recommendation from the Delta Nu Membership Quality Board, the potential member is correctly and commonly elected to membership by two-thirds (2/3) vote of the active members, in which quorum is present at a chapter meeting.

Section V: Instruction of Members:

It shall be the duty of the Hegemon to see that each candidate is fully instructed in the history, principles, Constitution, laws, traditions, and government of the Fraternity, and in the

rules, regulations, Code of Conduct and Bylaws of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity, and his duties and obligations as a member of the Fraternity and chapter.

Section VI: Bad Character Bar to Initiation:

At the discretion of the chapter, no person shall be initiated into the Delta Nu Chapter of Tau Kappa Epsilon Fraternity who is of bad reputation, conducts himself in a manner inconsistent with risk management principles, is addicted to the use of intoxicants, or who has violated any state, provincial or federal criminal law.

Section VII: Indebtedness:

No person shall be initiated who is in debt to the International Fraternity for his membership fees, or any part of, or for any past due room rent, board, or any obligation whatsoever to the International Fraternity, or the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.

Section VIII: Privileges of Collegiate Members:

Immediately upon initiation all candidates shall be entitled to all rights and privileges of membership set forth in the International Constitution and the International Bylaws and Traditions and the Delta Nu Chapter of Tau Kappa Epsilon Fraternity Constitution and Bylaws.

Section IX: Prompt Initiation:

Initiation of all candidates for membership generally shall be required within eight (8) weeks of acceptance of candidate membership. Only the chapter advisor may extend this initiation deadline.

**Article IV:
Officers**

Section I. Titles of Officers:

The officers of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be Prytanis, Internal Epiprytanis, External Epiprytanis, Grammateus, Crysophylos, Histor, Hypophetes, Pylortes, and Hegemon. Collectively, these officers shall constitute the Executive Council of the Chapter. Tau Kappa Epsilon Headquarters formally recognizes only one Epiprytanis.

Section II: Qualifications of Officers:

A collegiate member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be required to meet the following standards to be considered a qualified candidate, to be eligible to be nominated, and to be elected into a position of an officer of the Fraternity.

- A) In good standing with the Tau Kappa Epsilon International Fraternity.
- B) In good standing with the Delta Nu Chapter of Tau Kappa Epsilon.
- C) Have a minimum cumulative Grade Point Average (GPA) of 2.75.
- D) Maintain a minimum cumulative GPA of 2.75 while an officer, unless under exceptional circumstances, to be approved by the chapter advisor
- E) A fully initiated collegiate member at least one (1) semester prior to elections. (Waived when total chapter membership one semester prior is 20 members or less).

- F) Present at the nomination meeting to accept the nomination, or has indicated to Prytanis prior to the meeting that he will stand for election if nominated.
- G) Collegiate Chapter members may not hold multiple offices during the same term unless there are less than nine (9) members qualified to hold an office or approved by the Chapter Advisor.
- H) Prytanis and Hegemon, and a minimum of 3 additional jeweled officers must live in the Delta Nu Chapter of Tau Kappa Epsilon Fraternity House during their tenure as an officer.

Section III: Election of Officers:

The election process of the officers of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be as follows:

- A) Elections for all officer positions will be held annually.
- B) Nominations for all officer positions will be held at a collegiate chapter meeting of the fall school term at least two meeting before winter break. Nominations are only accepted from active collegiate members who are in good standing
- C) Elections for all officer positions will be held at the collegiate chapter meeting immediately following the collegiate chapter meeting nominations are made.
- D) Elections must be completed before winter break starts.
- E) Officers are elected by majority ballot of active collegiate chapter members who are in good standing.
- F) If a secret ballot process is utilized for the election of officers.
 - a. A minimum of two collegiate chapter members are required to tally all ballots. One (1) officer and one (1) non-officer collegiate chapter member, as appointed by the Chapter Advisor.
- G) The newly elected officers will take office at the first regular chapter meeting following election.

Section IV: Resignations:

The collegiate chapter may accept the resignation of any chapter officer when it appears that such resignation would be in the best interest of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity and the Fraternity. The vacated office shall be filled according to Article IV, Section V of these Bylaws.

Section V: Vacancies:

In case of vacancy of any office, it shall be filled according to Article IV, Section III of these Bylaws with the nomination process starting at the collegiate chapter meeting immediately following the vacancy of the office.

Section VI: Officer Standards:

All officers are expected to maintain the minimum membership standards according to Article II, Section VII of these Bylaws throughout their tenure in office as set by the Executive Council and the Membership Quality Board of the Delta Nu Chapter of Tau Kappa Epsilon

Fraternity. Further, all officers are expected to perform all duties of their elected positions throughout their tenure. Failure to do so can result in removal of office by a majority vote of the Membership Quality Board.

Section VII: Prytanis:

The Prytanis shall preside over all meetings, enforce the Constitution, laws, traditions, ritual, and local Bylaws and rules at all times, and have the duties and powers of a president. He shall be the primary point of contact with the Chapter Advisor, Faculty Advisor and the Greek Life Office of the University.

Section VIII: Internal Epiprytanis:

The Internal Epiprytanis, in the absence or incapacity of the Prytanis, shall perform all duties of the Prytanis. He shall have the custody of all copies of the Constitution and laws and of the Bylaws of the collegiate chapter and be familiar with their contents. He shall coordinate the collegiate chapter Public Relations program and committee as established by the Prytanis. Further, the Epiprytanis shall oversee the performance of all of the collegiate chapter committees and ensure they provide a weekly report of activities at each regular chapter meeting.

External Epiprytanis

Section IX: Grammateus:

The Grammateus shall keep a permanent record of all proceedings of the chapter; attend to all correspondence, and, forward to the Offices of the Grand Chapter a complete record of each initiate, and affiliated, reinstated or returned member. He shall coordinate and serve as mentor to one of the committees as determined by the Prytanis. Further, the Grammateus shall update chapter address and contact information at least annually and report those changes to the Offices of the Grand Chapter.

Section X: Crysochylos:

The Crysochylos shall act as treasurer; collect all monies due the chapter and disburse the same; keep accurate and true accounts thereof; make reports of receipts and expenditures when required; and promptly remit to the Offices of the Grand Chapter all fees and dues. He shall prepare a complete financial report of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity each month, to include a full ledger of activity with all receipts, bank statements, invoices, and collegiate member payment plans. This financial report shall be presented at the first regular chapter meeting each month to the Executive Council, the collegiate chapter members, the Chapter Advisory Board. All finances of the collegiate chapter shall be supervised by the Chapter Advisor and the Chapter Advisory Board. Further, the Crysochylos shall coordinate serve as mentor to one of committees as determined by the Prytanis.

Section XI: Histor:

The Histor shall keep a record containing the personal history and permanent and collegiate address of each member of the chapter; file properly all matters of historical interest, act as librarian, furnish correspondence to the Fraternity magazine and edit the chapter publications. He shall coordinate and serve as mentor to one of the committees as determined

by the Prytanis. Further, the Histor shall, at least annually, submit articles, reports, photos, etc. covering chapter activities to THE TEKE magazine or other publication.

Section XII: Hypophetes:

The Hypophetes shall have the custody of all rituals; administer the oath of officers-elect; preside in the absence of the Prytanis and both Epiprytanis'. Further, the Hypophetes shall coordinate and mentor the collegiate chapter Academic program and committee and supervise the scholarship of the members.

Section XIII: Pylortes:

The Pylortes shall act as doorkeeper and custodian of the chapter room and paraphernalia, keep order at all proceedings of the chapter. Further, the Pylortes shall coordinate the collegiate chapter Risk Management program and committee and act as the chapter risk manager.

Section XIV: Hegemon:

The Hegemon shall have charge of the candidates for initiation until their initiation shall be completed. He shall serve as the chapter member development officer and shall facilitate ongoing training and education programs for the general membership until their graduation and their subsequent participation in the Fraternity through programs such as Life Loyal Teke. Further, the Hegemon shall coordinate and mentor to one of the committees as determine by the Prytanis.

Article V: Committees

Section I: Participation:

All active collegiate members of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be active on a minimum of one (1) chapter committee.

Section II: Qualifications of Committee Chairmen:

A collegiate member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be required to meet the following standards to be considered a qualified candidate to serve as Committee Chairman of the Fraternity:

- A) In good standing with the Tau Kappa Epsilon International Fraternity.
- B) In good standing with the Delta Nu Chapter of Tau Kappa Epsilon.
- C) A fully initiated collegiate member.
- D) Collegiate chapter members may hold multiple Committee Chairmen positions during the same term.
- E) Chairs wont be officers
- F) All Committee Chairmen positions will be appointed by the Prytanis once approved by the Executive Council by majority vote.

Section III: Committee Chairmen Duties:

All Committee Chairmen of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity will perform the following duties for the Fraternity.

- A) Establish the committee's written goals and responsibilities and provide this to the Executive Council on a timely basis as established by the Prytanis.
- B) Hold at least two meetings per month with all committee members to review and plan all committee activities and events.
- C) Provide a weekly report during each collegiate chapter meeting to update the collegiate chapter on all committee activities and events.
 - a. If the Committee Chairman is unavailable the Committee Officer Mentor shall provide the weekly committee report during the collegiate chapter meeting.
 - b. If the Committee Chairman and the Committee Officer Mentor are both unavailable, a member of the committee should be designated by the Chairman to give the weekly committee report during the collegiate chapter meeting.
- D) Provide the Executive Council a written status report of all committee activities and events, on a cycle determined by the Prytanis, to be filed with the officer designated by the Prytanis.
- E) Prepare a year-end written report and evaluation of all committee activities and events.
- F) Be present and oversee all committee activities and events.
 - a. If the Committee Chairman is unavailable they may appoint another committee member to be present and oversee the event with the approval of the Committee Officer Mentor.

Section IV: Committee Chairmen Supervisory Hierarchy:

All Committee Chairmen of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity will have the following supervisory and reporting Hierarchy:

- A) Committee Officer Mentors
 - a. Each Committee will be assigned an Officer Mentor.
 - b. Shall advise the committee chairman as needed.
 - c. Shall be active members of their assigned committee.
 - d. Shall provide the weekly committee report when the Committee Chairman is unavailable.
- B) The Internal or External Epiprytanis or the Prytanis himself, as designated by the Prytanis shall
 - a. Oversee the performance of all of the collegiate chapter committees.
 - b. Provide advice to the Committee Officer Mentors as needed.
 - c. Provide advice to the Committee Chairman as needed when the Committee Officer Mentor is not available.
- C) The Prytanis
 - a. All Committee Chairmen positions will be appointed by the Prytanis once approved by the Executive Council by majority vote.
 - b. Provide advice to the Committee Chairmen as needed when the Committee Officer Mentors and Epiprytanis are not available.

Section V: Committee Chairmen Resignations:

The collegiate chapter may accept the resignation of any chapter Committee Chairmen when it appears that such resignation would be in the best interest of the Chapter. The vacated Committee Chairman position shall be filled according to Article V, Section VII of these Bylaws.

Section VI: Committee Chairmen Removals:

Any Committee Chairman may be removed from their position by a majority vote of the Executive Council at any Executive Council meeting or by a majority vote of the active collegiate chapter at any collegiate chapter meeting.

Any Committee Chairman who fails to complete their duties according to Article V, Section III of these Bylaws will be removed from their position. The vacated Committee Chairman position shall be filled according to Article V, Section VII of these Bylaws.

Section VII: Committee Chairmen Vacancies:

In case of vacancy of any Committee Chairmen positions the Prytanis will appoint a new Committee Chairman, once approved by the Executive Council by majority vote, at the next collegiate chapter meeting immediately following the vacancy of the position.

Section VIII: Committee Chairmen Standards:

All Committee Chairmen are expected to maintain the minimum membership standards according to Article II, Section VII of these Bylaws throughout their tenure as set by the Executive Council and the Membership Quality Board of the Chapter. Further, all Committee Chairmen are expected to perform all duties of their positions throughout their tenure.

Section IX: Establishment of Committees

The Executive Council shall have the responsibility to create or eliminate committees. If membership is small, committee responsibilities can be handled by an individual, including the mentor officer. As membership reaches higher levels, however, committees should be established to promote member involvement and development. (mentor officers are who they go to)

Following are examples of Committees that the Executive Council may wish to consider establishing:

Section X: Academic Committee:

The following are some, but not all, of the activities the Academic Committee shall be expected to manage. The Hypophetes shall be the Officer Mentor assigned to the Academic Committee unless otherwise determined by the Prytanis and the Executive Council.

- A) The scholarship of the collegiate members of the chapter.
- B) Implement a Scholastic Program for the collegiate members of the chapter.
- C) Provide periodic scholastic updates at chapter meetings.

Section XI: Athletics Committee:

The following are some, but not all, of the activities the Athletics Committee shall be expected to manage. The Officer Mentor assigned to the Athletics Committee shall be determined by the Prytanis and the Executive Council.

- A) Supervise and organize the athletic participation of the collegiate members of the chapter in all athletic events.
- B) All rosters, appoint all coaches for teams, store and maintain all sports equipment and materials for the chapter.

- C) Attend all intramural meetings and update the chapter in a timely manner.
- D) Communicate all athletic schedules in a timely manner to the chapter.

Section XII: House Committee:

The following are some, but not all, of the activities the House Committee shall be expected to manage. The House Manager shall be the and the Chairman of the House Committee unless otherwise determined by the Prytanis and the Executive Council.

- A) Maintain order of the Fraternity House of the Chapter.
- B) Develop House rules for review and approval by the Chapter
- C) Report all house problems to the appropriate parties.
- D) Ensure that all residence and chapter members maintain a clean and proper functioning house for the entire chapter.
- E) Provide weekly house updates at each collegiate chapter meeting.

Section XIII: Philanthropy/Service Committee:

The following are some, but not all, of the activities the Philanthropy Committee shall be expected to manage. The Officer Mentor assigned to the Committee shall be determined by the Prytanis and the Executive Council.

- A) Plan, supervise, and organize the Philanthropy/Service participation of the collegiate members of the chapter in all related activities and events.
- B) Raise awareness and monetary funds for non-profit entities, with particular emphasis on St. Jude Children's Research Hospital through activities and events around campus and the surrounding area.
- C) Set all Philanthropic monetary goals and service project goals per semester for each collegiate member and the chapter in general.
- D) Provide periodic Philanthropy/Service updates at collegiate chapter meetings.

Section XIV: Communications Committee:

The following are some, but not all, of the activities the Communications Committee shall be expected to manage. The Officer Mentor assigned to the Committee shall be determined by the Prytanis and the Executive Council.

- A) Develops the internal and external communications plan for the Chapter.
- B) Ensures that there is effective ongoing communications between the members, associates and advisors of Chapter issues and progress.
- C) Strives to improve the overall public image of the chapter with other Greek organizations, the campus community, and the surrounding community of Nodaway County.
- D) Manage the public promoting of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity through:
 - a. the development of the external component of the chapter's communications plan
 - b. Publication of chapter accomplishments, and member profiles on the university website, community news outlets, and alumni and parent communications.
 - c. Use of Chapter and Fraternity social media accounts.

- E) Manages all Television and Radio interactions upon approval of the Executive Council and the Chapter Advisor
- F) Ensures that all public appearances of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity have a strong representation/attendance of the members, all members are properly attired, and all members' behavior is socially acceptable for the event.
- G) Provide periodic updates at chapter meetings.

Section XV: Recruitment Committee:

The following are some, but not all, of the activities the Recruitment Committee shall be expected to manage. The Officer Mentor assigned to the Recruitment Committee shall be determined by the Prytanis and the Executive Council.

- A) The creation, supervising, and execution of all new member recruitment activities for the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.
- B) Creating a recruitment schedule.
- C) Printing and posting advertising flyers.
- D) Maintaining all supplies.
- E) Ordering needed food, items, and/or equipment.
- F) Maintaining all contact list of potential new members
 - a. Including names, phone numbers, and where they live.
- G) Present all plans to the chapter a well before any activities are executed.
- H) Provide Recruitment updates at chapter meetings.
 - a. During all active recruitment periods the Recruitment Committee shall provide daily updates to the collegiate chapter.

Section XVI: Risk Management Committee:

The following are some, but not all, of the activities the Risk Management Committee shall be expected to manage. The Pylortes shall act as the Risk Manager.

- A) The execution of the following Policies for Tau Kappa Epsilon Fraternity.
 - a. The Alcohol and Drug policy
 - b. The Hazing policy
 - c. The Sexual Misconduct policy
 - d. The Fire, Health, and Safety policy
 - e. The Firearms, Explosive, and Incendiary Devices policy
- B) Provide updates at each collegiate chapter meeting.

Section XVII: Social Committee:

The following are some, but not all, of the activities the Social Committee shall be expected to manage. The Officer Mentor assigned to the Social Committee shall be determined by the Prytanis and the Executive Council.

- A) Manages the execution of all social affairs of the chapter.
- B) Maintain and coordinate all supplies, food, items, and/or equipment necessary for all social affairs.
- C) Present all social event plans to the chapter well before any activities are executed.
- D) Provide Social updates at chapter meetings.

Article VI: Finances

Section I: Fiscal Year:

The fiscal year of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be from June 1 of each year through May 31 of the succeeding year.

Section II: Financial Reports:

The Crysophylos of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall present to the chapter and the Chapter Advisor written monthly financial reports to include a full ledger of activity with all receipts, bank statements, invoices, and collegiate member payment plans.

Section III: Annual Reports:

The Crysophylos shall submit an Annual Report to the Offices of the Grand Chapter no later than May 15. The report shall be on forms supplied by the Offices of the Grand Chapter and shall include a complete financial statement along with a budget for the ensuing year. A copy of the Annual Report shall be filed within 10 days with the Chapter Advisor, the Chapter Advisory Board and in the chapter files.

Section IV: Annual Budget:

The Crysophylos shall, before June 1 of each year, meet with the Prytanis, Chapter Advisor, and chapter membership to adopt a budget for the upcoming school year.

Section V: Audits:

The financial records of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be annually audited by the Chapter Advisory Board, and they may be audited at such other times as the Advisor or Chapter Advisory Board or other Fraternity authority may determine.

Section VI: Membership Fees:

The Chapter membership fees shall be determined by the Crysopholus and the Chapter Advisor. The agreed upon membership fee will be presented to the collegiate chapter for approval by a two-thirds (2/3) majority ballot of active collegiate chapter members. Except under unusual circumstances, the membership fees should be set to cover all budgeted operating expenses of the chapter

Section VII: Payment of Fees:

All Delta Nu Chapter of Tau Kappa Epsilon Fraternity membership fees shall remit prior to their due date, as determined by the Executive Council.

- A) If a member is unable to remit all owed fees before the due date they may, at the discretion of the Executive Council, be provided the option of a payment plan for the total amount in arrears.
- B) If a member is unable to remit all owed fees before the due date and is unable to agree to a payment plan for the total amount in arrears they will be suspended without privileges of membership until all owed monies are collected.
 - a. A late fee will be added where the total amount owed has not collected.
- C) If a member misses two (2) payments of an agreed upon payment plan they will be required to meet with the Membership Quality Board.
- D) The method of payment for all owed fees to the Delta Nu Chapter of Tau Kappa Epsilon Fraternity will be determined by the Executive Council and the Chapter Advisor.

Article VII: Membership Quality Board

Section I: Membership Quality Board:

The Membership Quality Board is the chapter committee that ensures each Frater continually meets the minimum standards for membership in Delta Nu Chapter of Tau Kappa Epsilon Fraternity. The Membership Quality Board will

- A) Uphold and Improve the quality of chapter membership
- B) Increase participation and retention of older members
- C) Dissolve "classes" of membership

Section II: Composition:

The Membership Quality Board consists of the Prytanis, Hegemon, Recruitment Chairman, Chapter Advisor, a representative of the Chapter Advisory Board other than the Chapter Advisor, and two at-large members appointed by the Prytanis. The at-large members are preferably upper classmen who have achieved Knights of Classic Lore level of fraternal achievement. The Chapter Advisor and representative of the Chapter Advisory Board are not required to be at every meeting but they must be notified of every meeting.

Section III: Role and Responsibilities:

It is the responsibility of the Membership Quality Board to:

- A) Review the chapter's Recruitment Standards and recommend changes to the chapter.
- B) Review the chapter's Member Standards (LKAP) and recommend changes to the chapter.
- C) Review the chapter's Knights of Classic Lore Standards and recommend changes to the chapter.
- D) Monitor each member's compliance with the Member Standards and provide guidance to those members who fall short.
- E) Certify the candidates for the Knights of Classic Lore, the second level of Fraternal Achievement.

Section IV: Meetings:

The Membership Quality Board shall meet throughout the year as follows:

- A) Regular meetings will be held a minimum of once (1) per semester.
 - a. The date and time of these meeting will be determined by all members of the Membership Quality Board.
- B) Special Meetings or Emergency Meetings can be called by the Prytanis at any time deemed necessary.
- C) A quorum will be no less than fifty (50) percent plus one (1) of the members of the Membership Quality Board.

Article VIII: Advisors

Section I: The Chapter Advisory Board:

The activities of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be supervised by a Chapter Advisory Board consisting of the Chapter Advisor, the Chapter Prytanis, the Chapter Crysophylos, and at least two other persons who should be alumni or non-collegiate persons. These additional non-collegiate members shall be appointed by the Delta Nu Housing Corporate Board, taking into account the recommendations of the Chapter Advisor. The Chapter Advisory Board shall act in compliance with the Delta Nu Housing Corporation Articles of Incorporation, the TKE International Constitution, Bylaws, laws, traditions, usages, obligations, and principles of the Fraternity. Their conduct should exemplify the Code of Conduct and provide an example for collegiate and non-members to emulate. The non-collegiate members of the Chapter Advisory Board shall serve for a term of three years, or for terms as approved by the Corporate Board of Advisors and until their successors are elected.

Section II: Officers of Chapter Advisory Board:

The Board shall have a Chairman, who will usually be the primary chapter advisor, a Vice Chairman, and a Secretary, which latter two officers may be combined in one person if desired. The members shall hold office until their successors are elected and shall not lose their right to vote by reason of holding office.

Section III: Motions by Members of Chapter:

Any member of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity may present written motions or resolutions for the consideration of the Chapter Advisory Board, or any matter within its jurisdiction, which, if seconded in writing by another member, shall thereupon be discussed and voted upon in the same manner as if offered by a member of the Board.

Section IV: General Supervision:

The Chapter Advisory Board shall have general supervision over all phases of chapter operations and the finances of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity; shall

approve budgets provided; shall prevent incurring unnecessary or unwise expenditures or indebtedness, or penalties to the Fraternity; shall require the prompt collection by the chapter of all monies due it or due the Housing Corporation or the International Fraternity, and assist therein, and shall require all chapter accounts to be kept and reports made on the forms and at the times required by law, or by the Chief Executive Officer.

Section V: The Chapter Advisor:

The Delta Nu Housing Corporation Board, which is the legal entity that oversees the TKE House, the Alumni Association and the Chapter, shall elect an individual 25 years or older, not a collegiate, to serve as Chapter Advisor and Chairman of the Chapter Advisory Board.

Section VI: Duties of the Chapter Advisor:

The Chapter Advisor should visit the Delta Nu Chapter of Tau Kappa Epsilon Fraternity regularly and attend chapter meetings insofar as possible; advise the officers concerning the performance of their duties and assist them with such questions as may arise therein; advise the chapter with respect to the Articles of Incorporation, Constitution, Bylaws, laws, traditions, usages, obligations, principles and ritual of the Fraternity, and rulings and decisions of the Grand Prytanis.

Section VII: Powers of the Chapter Advisor:

The Chapter Advisor shall have power to call meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity; to prefer charges against any collegiate member of such chapter; and he shall be a voting member of the Chapter Advisory Board.

Section VIII: Assistant Chapter Advisor:

The Chapter Advisory Board or the Chapter Advisor may, at any time, designate a graduating senior or alumnus to serve as an Assistant Chapter Advisor.

Section IX: Duties of the Assistant Chapter Advisor:

The Assistant Chapter Advisor shall be an ex-officio member of the Chapter Advisory Board, and shall assist the Chapter Advisor in performing his duties as described in the Constitution and Bylaws.

Section X: Faculty Advisor:

A faculty member or staff member of the University shall be appointed by the Chapter Advisory Board and serve as a member of the board. This advisor should, but is not required to, attend as many meetings as possible and work with the chapter officers on relationships with the university.

**Article IX:
Meetings**

Section I: Kinds of Collegiate Chapter Meetings:

The meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall consist of Executive Council meetings, regular collegiate chapter meetings, formal collegiate chapter meetings, special collegiate chapter meetings, committee meetings, and Membership Quality Board meetings.

Section II: Executive Council Meetings:

The Executive Council of the Chapter shall meet a minimum of once (1) a week before all collegiate chapter meetings are held to properly prepare for the weekly collegiate chapter meeting. The date and times of the Executive Council meetings will be determined by Prytanis and approved by the Executive Council. The Council may wish to consider meeting one hour before the chapter meeting to promote efficiency.

- A) The Executive Council is not required to meet if there is not a scheduled collegiate chapter meeting that week.
- B) This requirement can be waived by the Chapter Advisor when the chapter size is small and virtually all members hold an officer position.

Section III: Regular Collegiate Chapter Meetings:

Regular collegiate chapter meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be held a minimum of once (1) a week to discuss the business of the Fraternity. The date and times of the regular collegiate chapter meetings will be determined by the Executive Council at the first meeting of each semester.

- A) The Executive Council may move or cancel a regular collegiate chapter meeting by a two-thirds (2/3) vote of the Executive Council.
- B) The Executive Council may hold a formal collegiate chapter meeting in place of the regular collegiate chapter meeting.

Section IV: Formal Collegiate Chapter Meetings:

Formal collegiate chapter meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be held when deemed necessary by the Executive Council.

- A) It is recommended that a minimum of 3 formal collegiate chapter meetings be held each fall and spring trimester.
- B) The normal business of the Fraternity shall be conducted at all formal collegiate chapter meetings.

Section V: Special Collegiate Chapter Meetings:

Special collegiate chapter meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be called at the discretion of the Prytanis or Chapter Advisor.

- A) It is recommended that all members be given a minimum of 24 hour notice of a special collegiate meeting if possible.
- B) Absence from a special collegiate chapter meeting with less than 48 hour notice, because of a prescheduled event, will not count as a meeting absence toward any collegiate member.
- C) To allow for the maximum number of possible attendees, special collegiate chapter meetings are allowed to be held electronically.

Section VI: Committee Meetings:

Committee meetings of the Xi-Theta Chapter of Tau Kappa Epsilon Fraternity shall be held at a frequency necessary to discuss the business of the committee, generally once per week. The date and times of each committee meeting will be determined by each committee chairman.

Section VII: Membership Quality Board Meetings:

Membership Quality Board meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be held a minimum of once (1) per semester. The date and time of these meetings will be determined by the members of the Membership Quality Board. Special Meetings or Emergency Meetings can be called by the Prytanis or Chapter Advisor at any time deemed necessary.

Section VIII: Meeting Attendance:

All collegiate members are expected to attend, arrive on time, and participate in all meetings they are asked to attend based on their individual obligations to the Chapter. Any collegiate member that has excessive absences, as determined by the Executive Council, shall lose membership privileges up to and including probation, suspension, and expulsion from Tau Kappa Epsilon Fraternity.

Section IX: Quorum:

Quorum for all meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity shall be defined as no less than fifty (50) percent plus one (1) of the active collegiate chapter members with voting privileges.

Section VIII: Meeting Guest:

No persons other than collegiate members, candidates, alumni, or honorary initiated members shall witness, take part in, or be present for any meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity unless otherwise approved by the Executive Council or the Chapter Advisor.

**Article X:
Trial of Members**

Section I: Rights of Membership:

Membership in the Fraternity is a privilege and confers no legal rights of any kind on any member except the benefits of membership as prescribed by the Constitution and Bylaws of the Fraternity. The Fraternity is a private, voluntary organization and may revoke, condition, or restrict the privilege of membership, upon good cause and by due process. The procedures for trial and appeal provided in the Black Book of Tau Kappa Epsilon Fraternity shall be the sole and exclusive means to determine or resolve any issues as to the circumstances and status of membership or the privileges and responsibilities thereof. No member may assert any rights to enforcement or review of such decisions in a court of law, and by joining the Fraternity each member expressly waives and relinquishes any such non-fraternal rights.

Section II: Triable Offenses:

The Delta Nu Chapter of Tau Kappa Epsilon Fraternity thereof shall have power to try and punish their members for any of the following offenses, to-wit:

- A) Failure of any member to conform to the Constitution, Bylaws, laws, traditions, usages, obligations and ritualistic ceremonies of the Fraternity.
- B) Any Violation of the obligations of membership.
- C) Refusal or persistent failure to pay dues or assessments, or any other indebtedness to the Fraternity
- D) Any violation of Delta Chapter of Tau Kappa Epsilon Fraternity bylaws, Code of Conduct, or house rules.
- E) Joining another fraternity prohibited by ARTICLE VI, Section 8 of the Constitution Tau Kappa Epsilon Fraternity.
- F) Failure of any member to prefer charges or provide information as provided in Article X, Section 1.
- G) Failure of any member to meet the member standards of the Fraternity as defined by the LKAP.

Section III: Charges, By Who Preferred:

Charges may be preferred by any Grand Officer, by the Judiciary Chairman, by the Chief Executive Officer or his representative, by the Chapter Advisor, Chapter Advisory Board, Volunteer, or any alumnus or collegiate member of Delta Nu Chapter of Tau Kappa Epsilon Fraternity.

Section IV: Trail Procedures:

The Black Book of Tau Kappa Epsilon Fraternity shall be the governing and guiding document for all proceedings and procedures that involve Trial of Members.

**Article XI:
Documents**

Section I: Tau Kappa Epsilon Black Book:

If any Articles, policies, or statements in these Bylaws are inconsistent with the International Constitution, the International Bylaws and Traditions, laws, traditions, usages, regulations, rulings, obligations or ritual of Tau Kappa Epsilon Fraternity then those Articles, policies, or statements shall be void and the policy of the International Constitution, and the International Bylaws and Traditions shall stand until the Delta Nu Chapter of Tau Kappa Epsilon Fraternity Bylaws can be updated to be consistent with the International Constitution, the International Bylaws and Traditions.

Section II: Rules of Order:

Except as otherwise required by law or as otherwise provided by the Constitution or Bylaws, parliamentary law, as contained in the latest edition of Robert's Rules of Order, shall govern the proceedings of all meetings of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.

Section II: Bylaw Appendix:

The Appendix documents attached to these Bylaws are policies for the Delta Nu Chapter of Tau Kappa Epsilon Fraternity outside of these Bylaws and shall and can be updated and changed by the collegiate chapter, the Chapter Advisor, or the Board of Advisors outside of the Amendment process of these Bylaws. They include:

- A. The Code of Conduct
- B. House Rules
- C. Scholastic Program
- D. Others as determined by the Executive Council and Chapter Advisor

Article XII: Amendments

Section I: How Amended:

Amendments to these Bylaws shall be adopted upon:

- A) Written submission to the Executive Council of the Delta Nu Chapter of Tau Kappa Epsilon Fraternity.
- B) Being read, reviewed and discussed by the collegiate chapter at a collegiate chapter meeting.
- C) Being tabled for a minimum of one (1) week while being reviewed by the collegiate chapter.
- D) A two-thirds (2/3) vote of the collegiate chapter members is required to pass all amendments.
- E) The Chapter Advisory Board has the right to veto any amendments passed by the collegiate chapter with a two-thirds (2/3) vote and written explanation of the reasoning.

Section III: Bi-Annual Updates:

These Bylaws shall be reviewed by the collegiate chapter, the Chapter Advisor, and the Chapter Advisory Board each odd-numbered year to coincide with the Bi-Annual Conclave of the Grand Chapter to ensure that it remains consistent with any changes to the International Constitution, the International Bylaws and Traditions.

Section II: Effective Date:

These Bylaws, as amended, shall be in effect from and after (Date), and shall repeal and supersede all existing Bylaws heretofore enacted.

Appendix I: Code of Conduct

Appendix II: House Rules

**Appendix III:
Scholastic Program**