

Theta Gamma Chapter of Theta Tau Fraternity

Preamble:

Theta Tau Professional Engineering Fraternity is a professional fraternity hoping to help its members develop professionally as well as uniting them in a bond of friendship and fellowship.

Article I: Name

The name of the organization will be Theta Gamma Chapter of Theta Tau Fraternity, $\Theta\Gamma$

Article II: Affiliation with other groups

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 at the National Office. Theta Tau Fraternity is also affiliated with Theta Tau Nationals and Theta Tau Great Lakes Region.

Article III: Purpose, vision, mission, aims, functions of the organization.

Section 1. Purpose:

The purpose of this fraternity shall be to develop and maintain a high standard of professional interest among its members and to unite them in a strong bond of fraternal fellowship.

Section 2. Mission:

The mission of this fraternity is to develop Engineering Leaders for Service, Profession, and Brotherhood.

Section 3. Theta Gamma Chapter of Theta Tau Fraternity understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures.

Article IV: Membership

Section 1. Active membership shall include:

Active membership shall be limited to persons enrolled in the University of Michigan's College of Engineering at the time of initiation. They must be at least 18 years of age, hold a cumulative GPA of at least 2.0, and not be a first semester freshman or a final semester student at the time of initiation.

Theta Gamma Chapter of Theta Tau is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Section 2: All interested candidates in accordance with the above policies may apply to be a pledge candidate during rush. All pledge candidates will be discussed on in the following manner: If there exists a period of an invite-only "closed rush", in order to be eligible to vote (or be a proxy), brothers must attend at least two other rush events and must also be in good standing. A "closed rush cap" will be established before the open rush to closed rush discussion, which shall be either twice the pledge cap or decided by a binary vote using the pledge cap as a lower bound, and double the pledge cap as an upper bound. The method shall be chosen by a simple majority vote at the beginning of each semester's rush. In order to be eligible to vote (or be a proxy) for a rush-to-pledge vote, brothers must attend at least two rush events and must also be in good standing. A "pledge cap" size shall be established before the vote itself. This shall be established in a binary

(half-interval) search method, with the starting value being the number of candidates rushing. A simple majority of all present members who have attended the required number of rush events, as well as proxies who have met that same criterion, is required for each vote during that search. Let this pledge cap be "x". Each eligible brother shall have "x" votes to award to up to "x" candidates, and the top "x" candidates to receive the most votes shall become the pledge class. A brother may award fewer than "x" candidates a vote, at their own discretion. A brother may only award each candidate a maximum of one vote. After the vote is conducted, brothers may motion to revoke on a specific pledge candidate to remove them from the pledge class. This vote will follow the structure of a vote to depledge, requiring the same margin of votes for removal. If a pledge is removed, the candidate with the next highest ranking from the overall vote will be added to fill their spot. No brother shall know the order in which the other candidates (who were not in the top "x" spots in the pledge class) were ranked, to eliminate biases.

All pledges eligible for membership must be approved by a secret vote by all student members who are in "good standing" as defined by the Scribe. A pledge receiving 15% or more of the good standing vote (or 5 votes, whichever is higher) against them (rounded down) will be asked to depledge. All pledges must also be evaluated by means of discussion 3 times during the pledging period, with the dates of these discussions to be determined at the discretion of Eboard and Pledge before the pledging period begins, with none of the discussions being held on consecutive weeks - a confirmation vote, which must be held by secret ballot, must happen at the chapter before initiation in the case that the third discussion and vote takes place more than a week before initiation. If the third discussion is within a week of initiation, the secret ballot vote be held at that chapter, eliminating the need for a confirmation vote at a later date.

Upon joining the organization, all members agree not to undermine the purpose or mission of Theta Gamma Chapter of Theta Tau Fraternity

Section 3: A pledge may depledge him or herself at any point during the pledge term. A brother may request early alumni status should they feel a significant change in lifestyle which leads them to doing so.

Article V: Officers

The officers of the Theta Gamma Executive Board shall be: Regent, Vice Regent, Scribe, Treasurer, and Corresponding Secretary. Ceremonial Officers will be appointed in accordance with the Constitution and Bylaws of Theta Tau.

The Regent, Vice Regent, and Scribe shall be elected by plurality vote of the student members, at the second-to-last regular business meeting of Winter semester each year. The Regent, Vice Regent, Scribe, Treasurer and Corresponding Secretary will be elected by plurality vote of the student members, at the second-to-last regular business meeting of each semester. In the case that the Treasurer or Corresponding Secretary moves to a higher position on the Executive Board for the fall semester, a replacement candidate for that position shall be elected by a plurality vote of the student members during the second-to-last regular business meeting of the Winter semester, with a term of one semester rather than two semesters.

These positions will be assumed at the beginning of the semester that immediately follows the election date. Nominations will be accepted one full week before the corresponding election date. A member may only be nominated for a position if he is in good standing.

In the case where the office of Regent is vacated, the Vice Regent shall assume his duties as Regent and the Chapter will nominate a new Vice Regent at the next regular business meeting and vote at the following meeting. In the case where any other elected office is vacated, the Chapter will nominate members to that office at the next regular business meeting and vote at the following meeting.

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

thenames, addresses and other data on new alumni, and performs any other duty the Regent may require.

TheScribe 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.

Article VI: Advisor

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.

Article VII: Operations

Section 1. All active student members must attend every mandatory event, unless properly excused. All active student members will not miss more than one chapter meeting per semester, unless properly excused. All active student members must attend the first chapter meeting each semester. Any violation of these rules will result in the member no longer being in good standing.

Section 2: The officers of the Theta Gamma Executive Board shall be: Regent, Vice Regent, Scribe, Treasurer, and Corresponding Secretary. Ceremonial Officers will be appointed in accordance with the Constitution and Bylaws of Theta Tau.

The Regent, Vice Regent, and Scribe shall be elected by plurality vote of the student members, at the second-to-last regular business meeting of Winter semester each year. The Regent, Vice Regent, Scribe, Treasurer and Corresponding Secretary will be elected by plurality vote of the student members, at the second-to-last regular business meeting of each semester. In the case that the Treasurer or Corresponding Secretary moves to a higher position on the Executive Board for the fall semester, a replacement candidate for that position shall be elected by a plurality vote of the student members during the second-to-last regular business meeting of the Winter semester, with a term of one semester rather than two semesters.

Section 3: Theta Gamma shall hold a recommended meeting once a week during the academic year. All student members are expected to attend as per Article V. Weekly meetings may be canceled due to unforeseen circumstances, at the discretion of the Regent, with input from the Executive Board and Chapter as long as at least two meetings are held in a given month.

The closed meeting of Theta Gamma shall be in accordance with the Ritual, Constitution and Bylaws of Theta Tau.

Special meetings may be called by the Regent, Executive Board, or by a majority vote of the student members.

Article VIII: Finances

Sec. I - The budget must be approved each semester by a majority vote of the chapter. This vote may be conducted electronically, either through Google Forms or other secure means. Sec. II - Any brother in financial distress may submit a request to the treasurer for an alternative dues scheme that best benefits both the brother

and the chapter. Sec. III - All brothers must receive an invoice for how much they owe the chapter at the beginning of each semester, compiled by the treasurer. By initiating, all brothers accept the responsibility to pay the chapter the dues levied each semester, with the sole exception of financial emergency, which will be handled at the treasurer's discretion. Sec. IV - The treasury must be audited each semester by no less than three officers and two general members (excluding the treasurer). The treasurer should be present to clarify any confusion, but should not actively participate in the audit. To conduct the audit, the auditors must ensure that all members have reviewed their outstanding balances, and that the chapter's checking account agrees with the bank balance. All checks processed must be duly recorded (electronically), and all transactions must be tied to a specific budget expense. Sec V - At any time, no fewer than two members of the executive board should have access to the chapter bank account, as well as access to the financial database. One of these two members must be the treasurer, and the other may be selected at the regent's discretion. Expenditure privileges must be limited solely to the treasurer. Sec. VI - The treasurer must compile a report on the state of the treasury and present it to the chapter twice each semester. The main points of the presentation should include income, expenses, and proportion of dues collected from the chapter. Other information may be requested by members of the general body, and may be included at the treasurer's discretion. Sec. VII - The treasurer may not divulge financial information about individuals to the general body, but may disclose this information to members of the executive board when deemed necessary. This includes, but is not limited to, current outstanding dues balances, previous outstanding dues balances, and financial hardships that may have befallen a brother. Sec. VIII - Venmo shall be an acceptable form of payment for dues and other expenses, however all transactions must occur on "Private," and the treasurer must take care to transfer the balance to the chapter's bank account at least weekly. The account may not be linked to any form of social media, and access to the account shall be limited to the treasurer. Sec. IX - To ensure that only the current treasurer has access to sensitive financial information, all passwords must be changed after each new treasurer is empaneled. These passwords must be recorded in at least one location accessible by the regent in the event that the treasurer is unable to fulfill their duties to the chapter. Sec X - Any brother, in correspondence with the Treasurer, may request an individualized payment plan. This plan would only require the payment of national dues and allow per-event payments for each additional event attended. The per-event cost will be determined by the committee head responsible for planning the event, and communicated to the Treasurer on request.

Dues will be collected on a semesterly basis and will be assigned by the Chapter. Voting procedures are outlined in Article IV, Section 3.

Members will be required to pay their dues for the Fall and Winter semester in a payment plan. The payment plan shall be set by the chapter treasurer at the beginning of each semester, but must at least collect 33% (1/3) of dues by the fourth week of the semester, 66% (2/3) of dues by the eighth week, and 100% of dues by the twelfth week of the semester. These percentages can be shifted earlier at the discretion of the treasurer, but shall not exceed 40% by the fourth week, 80% by the eighth week, and 100% by the twelfth week. Pledges will be required to pay dues in a payment plan. The pledge payment plan consists of paying the National pinning dues and the cost of the initial pledging materials at the time of pinning, 1/3 of the total dues prior to retreat, and 100% of the dues prior to the time of initiation. Pledges must make payment of dues directly to the Chapter Treasurer. A grace period for each due date extends until the first chapter meeting after the due date for brothers only. For this purpose, chapter meetings include: regular chapter meetings, ceremonies, and retreat. For pledges, this grace period only applies to the second payment amounting to 1/3 of the total amount due for the semester; if a pledge does not pay the first round of dues before their pinning, they shall not be pinned, and if a pledge does not pay the third round of dues before their initiation, they shall not be initiated.

Members failing to pay dues by the due date may be assessed late fees consisting of 4% of the total semester dues for missing the first deadline, 4% of the total semester dues for missing the second deadline, and 2% of the total semester dues for missing the final deadline, for a maximum fine of 10% of the total semester dues, at the discretion of the Chapter Treasurer. Pledges failing to pay dues on time may not participate in the event associated with that due date.

If a member cannot pay dues according to the schedule he will be required to meet with the treasurer and sign a dues agreement as to how and when the debt will be repaid no later than one week prior to the due date. The Treasurer will preserve these written agreements until the debts are repaid. Members who are delinquent without agreement (and acting in good faith therein) will be subject to suspension and referral to the Theta Tau Central Office for debt collection. Members with unapproved submissions are subject to the due dates according to Article VIII, Section 2.

Debt to the Chapter beyond one semester, unless arranged according to Article VIII, Section 4 will result in a member to not be in good standing with the Chapter.

Any pledge who depledges may not be eligible for paid dues to be refunded, as the collected dues have been used to fund the pledge's portion of any events sponsored by Theta Gamma, at the discretion of the Chapter Treasurer. Any person pledging will be informed of this policy before accepting an invitation to pledge.

Article IX: Quorum

A quorum will be required for any vote. Quorum will consist of 50% of active student members in good standing. Proxy votes will count towards quorum.

Article X: Removal of Members and Officers

Section 1: Removal of Officers

An Officer can be recommended for removal by his or her chapter by a motion to recommend for removal during chapter meetings by a member. If the motion is seconded, the relevant form on the Theta Tau national website will be filled out by the highest officer, not including the one in question. If this is ratified by the national Executive Council, the officer will be removed.

Section 2: Removal of Membership

A member may file for self-expulsion on Theta Tau national website. Expulsion will go into effect if ratified by the national Executive Council. Similarly, a member in violation of the National code of conduct may be recommended for expulsion by E-board. Expulsion will go into effect if ratified by the national Executive Council.

Article XI: Ratification

This constitution must be ratified unanimously by the 5 members of the members of e-board, and must be reviewed every year.

Article XII: Statement of Compliance

Theta Gamma Chapter of Theta Tau Fraternity has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies.