



# 2000-2001 Chapter President Operations Manual

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## **INTRODUCTION**

The experience you will get in leading your chapter is invaluable; there are few places on campus that you can earn such leadership skills. Take advantage of the honor that has been bestowed upon you by your brothers.

As Chapter President, you are responsible for the chapter. Much of its success or failure will rest on your shoulders, whether you were directly responsible or not. Stay in touch with the officers, brothers and new members. They will look to you as a central figure.

This manual was designed to help you, the Chapter President. Use it as a resource and guidebook. There are sections on chapter meetings, working with other officers, parliamentary procedure, social graces, and many more. In addition to this manual, as President, you need to read and understand the chapter by-laws, the National By-Laws, the Ritual of Theta Chi Fraternity, and the Risk Management, Standards, and Insurance Manual of Theta Chi Fraternity.

## **THE GOALS AND RESPONSIBILITIES OF THE PRESIDENT**

The following are the main goals and responsibilities for every president. If a president strives for and achieves the following, the chapter and individual member will be better.

1. Act as a role model and leader, capable of making intelligent, impartial decisions (i.e. responsible for external affairs of the chapter). Demonstrate a strong, positive image to individuals outside of the fraternity, which will improve the chapter reputation.
2. Maintain a calm appearance even in a stressful situation.
3. Remain consistent in judgement.
4. Be able to determine the limitations of others and of yourself and be able to delegate authority and responsibilities to others.
5. Plan and chair weekly chapter meetings and Executive Board meetings.
6. Hold a chapter goal setting retreat before the first chapter meeting of each semester. The semester goals and calendar should be finalized at this retreat. Hold a similar retreat at the end of each semester to review your past goals and set new ones.
7. Meet with the administrator responsible for Greeks each month to give updates and asks for advice.
8. Constantly strive to improve the office by keeping detailed notes and documentation for future presidents. Keep the information in an organized notebook.
9. Works on setting up and organizing visits from Leadership and Education Consultants, Regional Counselors, and other Official Family members. Also works on communicating with each entity.

## ACTING AS A ROLE MODEL AND LEADER

In many ways, the president is Theta Chi Fraternity. Not only does the chapter look up to the president to lead the chapter, but those outside of the chapter look to the president to be a direct representation of the membership and qualities of the fraternity. The president will be the one who is called by the media or the upset parents, the president will be the contact with the school's administration, and the president will be the one that has to answer for the decisions of each member of his group. These things are not to scare someone away from the position, but rather to give a president the insight into what his job represents.

Above all else, being a role model and leader is what makes a good president. Running meetings, filling out reports, and working with campus administrators are important. However, these things will come naturally after the president has worked on becoming a good role model and leader.

The following pages have many hints, tips, and strategies to becoming a good role model and leader.

### **Eleven Quick Leadership Tips for Chapter Presidents**

1. People support what they create. Don't expect others to carry out your ideas. Be sure everyone gets involved in the leadership process.
2. The most important letter you ever write will be a thank-you note.
3. If you can't name five things that your group is busy doing right now, then your group is probably not meeting up to its potential.
4. Advisors are people too! Make sure they feel needed and appreciated for what they do.
5. Meetings need variety and creativity. Next time, bring food. Put cartoons on your agenda. Meet at a nearby pizza place for a change. Let someone else in the group run the meeting. If you make it fun, they'll come back.
6. A successful group is so busy that it does not have time to whine and complain about internal matters. Only members with nothing to do have time to complain!
7. Do not be a martyr. Work hard, yes, but do not complain to the rest of us about what a stress it puts you under. You'll earn more admiration from us if we see the hard work you do and see a smile on your face.
8. Never underestimate the value of a phone call "for no reason." Remember that the people in your chapter should be your friends first, your co-workers second. Make time for them.
9. Take a pad of Post-It-Notes and write "yes" on every page. Then stick them all over your room or apartment. It's easier to think positive when you are surrounded by positive.
10. Keep a notebook. Don't make the person who follows you as president guess how you did it.
11. Always take the blame for a mistake, but never take the credit for a success. Spread that around to the people whose motivated work makes you look great. They need it more.

## LEADERSHIP

### Characteristics of a Good Leader:

**H**e is discontented with the status quo; he is more committed than his predecessors to change as a way of life.

**H**e is aware that the world is rapidly changing and that his organization must change to survive and prosper.

**H**e has vision and can see the “big picture.”

**H**e can assess the strengths and weaknesses of his organization and its members.

**H**e has good communication skills; this means both speaking and **LISTENING!**

**H**e knows when to pass the ball when someone else is in a better position to handle a situation.

**H**e can control his temper and emotions.

**H**e always acknowledges a good effort and gives credit when credit is due.

**H**e is diplomatic and fair.

**H**e is confident.

**H**e is always positive and makes the most of every situation.

**ABOVE ALL ELSE, HE LEADS BY EXAMPLE!**

## LEADERSHIP SKILLS

A leader is a communicator, a motivator, and an organizer. He must be able to develop new ideas, inspire by example, and keep going when all others would quit. A leader must be cautious and realistic, but he must also know when it is appropriate to take a risk. He must be ethical and responsible at all times and he must show compassion for others. He will “praise in public and criticize in private.” A leader will remain calm when all others display panic.

**Communication:** The best way to communicate is to listen! Ask questions to fully understand the thoughts and ideas of others. Be open to criticisms and suggestions. A good leader will always make himself available to others.

A good leader always has his plans and ideas developed before formally presenting them to others. The very selection of words and timing are important. A good leader will make someone more receptive to an idea rather than force it upon them.

**Motivation:** The best way to motivate people is to involve them in the process. Responsibilities need to be given to all members and these responsibilities must be known and understood by all. It is often difficult to motivate on a group level; a good leader will concentrate on individuals.

**Organization:** A simple idea but mastered by few. Organization is the oil in the machine; it is necessary for any endeavor to run well. A good leader will collect all his resources and have them at easy access. A good leader will know how “all parts of the puzzle” fit together. A good leader will leave solid organization and resources to his successors.

**Example:** The word “lead” means “to go before,” and all good leaders understand this. It is the key to being a successful leader. It is the only way to gain respect, and mutual respect is a must for success. A good leader is always aware of the example that he sets.

**Prudence:** A good leader will not make rash decisions. All actions should be carefully planned and all possible consequences examined. A leader is realistic in setting goals and knows what to expect from others.

**Compassion:** A good leader respects his fellow man. He understands their feelings and emotions. He is never condescending. He gives praise when warranted, encouragement at all times, and offers constructive criticisms in a positive way.

**Ethics:** A good leader is true to his word and fair in his dealings. He should strive to be trusted.

**Responsibility:** A leader understands his responsibilities to his position and his fellow men, and he will always strive to meet them.

## LEADERSHIP STYLES

Being the president of a fraternity is difficult. It is often thankless, tough, tiring, and troublesome. Oddly enough, you will find it among the most rewarding things you can do as an undergraduate. Through the fraternity, you will gain practical experience and leadership skills that will become a part of you forever. Take full advantage of this opportunity to serve the fraternity and learn more about yourself!

### Situational Leadership and Leadership Style

As a leader, you will face a wide variety of situations. Each one will require careful decision-making and an analysis of the circumstances. Leadership requires attention to two things:

The Person  
The Task

“The Person” refers to the individual or group of people assigned to work on “The Task.” A good leader will use effective relationship behavior with followers. This behavior includes giving support and encouragement, communicating at all times, facilitating discussion, listening, and providing feedback.

“The Task” is simply the job or project to be completed. For example, it could be the recruitment schedule of events, the homecoming float, or a social function that needs to be planned. Goal setting, organization, time lines, directing and controlling are all part of the Task Behavior.

It is very important that you take both of these factors into account as a leader. The different combinations of People and Tasks define the term “Situational Leadership.”

One of the most challenging aspects of being a leader is to match your style with the different people you work with. Each officer, committee chair, and member in the Chapter has his own reasons and motivation for being in the Fraternity. It is wise to find out what drives them – it may be a simple thank you in private, or they may want official recognition in the Chapter meeting. Some people will have to constantly be reminded, while others will never need a reminder.

As a leader, you should choose a style that is comfortable to you, and one that is effective with the people you work with. The following is a list of the four basic leadership styles:

### **The Director**

You guide behavior of those around you by telling them how to do things and informing them of the decision previously made. As the leader, you establish power and control over the group and guide them in a predetermined direction. This is good for followers who are unable to do the Task and need step-by-step instructions in order to succeed. You solve problems immediately with the information available at the time.

### **The Coach**

As the leader, you still make the final decisions, but only after asking advice from those around you. Once a decision has been reached, you carefully explain the situation and facts and provide a chance for questions to be asked and discussion to take place among the group. You still have a directive touch with the Task, but you are also concerned with the individual person involved and give them support. You often sell and persuade people on ideas and the direction of the Task. You commonly use this style when followers are unsure how to do the Task, but they are willing and confident.

### **The Cheerleader**

In this style, you are not directing people as much as you are encouraging them. They may have the expertise or means to do a Task, but no confidence or motivation to help out. As the Cheerleader, you work with them and gain a commitment by participating in the Task with them. Once their inhibitions are gone, they will gain the needed confidence to carry on. A good example of this is the person who is afraid to take full responsibility but will work with other people on a Task. As the leader in this situation, you will focus on the person and his well being more than the Task at hand.

### **The Advisor**

This is a very hands-off leadership style you would use when the follower is confident of his ability to complete the Task and has the necessary internal motivation to get the job done. This style is true delegation, where you observe and monitor the follower along the way. You can use this style when the follower has developed his own leadership style and ability to work on his own. Even with the hands-off approach, it is still wise to thank the individual for a job well done.

In reviewing these four styles, you can see that the Director and the Coach are leader-directed styles and the Cheerleader and the Advisor are follower-directed styles. The key to success with situational leadership is to know the people you work with. Make it a priority to understand their abilities and motivations. It will be much easier to be a leader if you understand the people following your lead. It is also important to know that leadership does not always mean you are in charge. That is why two of the four leadership styles are follower-directed.

Leadership is a learned behavior, so just take it slow and your own style will develop as you gain experience. Don't try to be something you are not, but realize that your style should change to fit the situation. Some situations call for immediate action and you will be the Director. Others will enable you to play the Cheerleader or Advisor role. Remember that successful leaders understand the people around them and can communicate effectively. Seek out ways to get people involved in the organization. Never underestimate what involvement in the organization can do for a person.

\*\*Information source: Bowditch, James L., and Anthony F. Buono A Primer on Organizational Behavior. John Wiley and Sons: New York, 1990.

## MAINTAINING A CALM APPEARANCE

Unfortunately, presidents are sometimes called to handle a crisis situation. This is when the leadership and decision-making abilities can be put to the test. It is always important to stay calm at all times. When those who follow see the leader panic, they will panic themselves.

The chapter President or another designated officer must be in command of every emergency situation. This does not mean he cannot consult with other members who may have more expertise or insight, but it does mean that the final decisions are his. In the absence of the President or designated member, have a rank order of officers established and be sure they know where to find a copy of this bulletin.

## IN CASE OF...

### Fire

1. Contact the fire department from outside of the building.
2. All members should meet in a predesignated area. Take a head count and report missing individuals to the fire department.
3. Do not allow anyone to return to a burning building.
4. Notify appropriate campus officials as well as chapter alumni officers and the International Headquarters.

### An Injury or Emergency Situation

1. Call for medical assistance first. In other emergency situations it may be necessary to contact the police or fire department. Briefly and calmly explain the situation so that the appropriate emergency personnel may respond.
2. Assemble the members and close the house at once. Permit only members and appropriate officials to enter. Assign one or more responsible brothers to calmly guard the door.
3. The President or another designated officer is to be the only spokesman for the chapter. Instruct the members to speak to police or emergency personnel only.
4. Do not notify parents or other family members. In the event of a serious accident, illness, or death, medical or police personnel will notify the family members. You should have a member card file with parent/guardian information and make it available to authorities. You should contact the family later to share your concern/sympathy.

## **A Death or Suicide Attempt**

1. Call for medical assistance immediately. Then notify police, campus officials, alumni advisors and officers and the International Headquarters.
2. Do not notify parents. Other officials are better able to handle the situation.
3. In the event of a death of someone who lives in the chapter house, do not remove any personal items from the room. Do not let members enter the room. Let in only police or other officials. Since it is likely that the brother shared the room, you will want to move the roommate out of the room temporarily. Ask the family what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are they will want to do this. Before they arrive, be sure all borrowed items have been returned. If possible, keep the room locked. When they arrive, have empty boxes available and offer to help. Understand that this is a difficult time for them and they may want privacy. You will want to coordinate attendance at the funeral.
4. In the event of an unsuccessful suicide, call for emergency services. While awaiting their arrival, talk with the member or individual involved. Do not play psychologist, just be a friend.
5. When providing information to the International Headquarters about a death of a member, please have ready the full names and addresses of the parents/guardians of the member who has passed away. Please remember that some parents have been divorced and are remarried, we will need both groups. The National President, National Chaplain, and Executive Director typically send a note or card and would like to address the parents personally.

## **Handling the media**

The media will undoubtedly contact you. Only the President or an alumnus advisor should speak for the group.

1. Do not release names until you are sure the family has been notified.
2. Avoid "no comment." Instead say, "I don't know."
3. Never say "never."
4. Work with the Greek Advisor and the International Headquarters to develop a careful statement for the media.

In any emergency, use tact and caution in your statements to members, to the press, and to others. Particularly where litigation may follow, be careful about jumping to conclusions or speculating. Keep an active ear for public opinion as the crisis is managed.

When the situation has calmed down following the emergency be sure to document the steps taken to handle the situation. This will benefit future chapter leaders.

Individual and group counseling is strongly recommended following a crisis situation.

## CRISIS MANAGEMENT PHONE LIST

Fill in Names and Phone Numbers

Ambulance: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Police: \_\_\_\_\_

Greek Advisor: \_\_\_\_\_

Alumnus Advisor: \_\_\_\_\_

Alumni Corp. President: \_\_\_\_\_

Regional Counselor: \_\_\_\_\_

International Headquarters: \_\_\_\_\_

**When contacting the International Headquarters, the following information will be needed:**

1. Name and location of the chapter/colony/interest group
2. Name of person reporting the incident
3. Name of injured persons
4. Exact time, date, and location of injury or damage
5. Description of the incident
6. Names of any witnesses
7. Who else has been notified

\*\*Please note that whenever a name is given, we must obtain full legal name, home address, and telephone number.

Copy this list and make it available to all chapter officers and members. Keep additional copies near the telephone as well as in this manual.

## REMAINING CONSISTENT IN JUDGEMENT

As the President of the chapter, you will be called on to make many decisions that can affect individuals and the chapter as a whole. You need to stay consistent in your decisions and you must stay consistent when you confront individuals or groups within your chapter.

Remember you lead the whole group, not just the members you are close to or your "Greek Family."

We have provided you two resources to use in making judgements. A process to help in decision making and information on confrontation.

## A.C.I.P. DECISION MAKING PROCESS

**A** stands for alternatives. In choosing an outcome -- you want to consider a wide range of them. There are many, which will fit you. You want to freely explore all of your possibilities.

**C** stands for consequences. Once you have narrowed down your choices that look best, you want to consider what is likely to happen if you choose each one of them. For each choice, write down:

1. The gains and losses to your self
2. The gains and losses to the group

**I** stands for information. You want to search for new information about each choice.

**P** means plans. You want to make detailed plans for,

1. How you will carry out your decision.
2. What you will do if one of the negative consequences that you thought of under "C", above, occurs.

## EFFECTIVE CONFRONTATION

Method for Confrontation: *DESC Method*

### **Describe (D):**

- a. Identify the incident or behavior, which has distressed you. Be careful in approaching this individual(s) that you do not use statements that immediately put them on the defensive, like:

“You’ve got a problem with action.”

Rather, use statements like: “Hey name, I’ve got a problem.”

“Really, what?”

“Well, it bothered me the other night when you action.”

- b. Ask for other person’s response, get their side of the story. Listen non-defensively.

### **Explain (E):**

Tell the person what has happened as a result of their behavior and how it affected you and others. Do not assume they know the “total picture” of that it will reflect yours.

### **Specify (S):**

Is this a repeated occurrence?

How does this incident compare to the person’s performance history?

Specify what should be done differently.

### **Consequences (C):**

Tell the person what will happen if this behavior does not change.

### **Rules to Confrontation**

1. You have a responsibility to confront.
2. Immediacy is vital.
3. Know all the facts leading up to the situation. Keep records.
4. Do not apologize for doing your job.
5. Be direct and to the point.
6. Be positive and constructive.
7. Be fair, not “nice.”
8. Results should be “win-win.”
9. Be aware of the impact on other roles.

### **Delegating Authority**

You can do this job alone. An effective President is the President who can assign tasks to individuals in the group, and then ensures that those tasks get done.

Delegation is the key to an effective group. Without delegation, groups can fail.

One person cannot do all of the work of the chapter. In an efficient system, authority is given to a committee to make non-controversial decisions, and to bring information and plans before the chapter. Delegation serves a number of purposes, including:

- Allowing more brothers to be actively involved.
- Distributing the workload.
- Giving a sense of accomplishment in the chapter/colony.

Fraternity leaders should know when to delegate authority. The following are some simple guidelines to determine when to delegate authority.

### **Delegate**

1. When there is a lot of work.
2. When you feel someone else has particular qualifications that would suit the task.
3. When someone expresses interest in his task.
4. When you think a particular person(s) might benefit from the responsibility.

### **Do Not Delegate**

1. Without being clear on what is to be done, what the resources are and when the deadline is for completion of the task.
2. Something you would not be willing to do yourself (i.e. mental work).
3. A task to someone who may not have the capabilities.

### **Methods of Delegating**

The best way is to simply ask for volunteers. If you do not get much response, then ask people who you know are capable of completing the task. Oftentimes, when people are asked specifically for their help, it gives them a sense of pride that they have some worth in the organization. Do not be afraid to assign tasks, and spread the tasks around. Make sure that the same people do not always get the same jobs.

Delegating authority is not an easy process. Fraternity leaders must delegate much of the work and authority; otherwise they will take too much of a burden upon themselves and become "burned out."

## **Chair Weekly Chapter/Executive Board Meetings**

As President, it is your main responsibility to organize and chair the weekly chapter and Executive Board Meetings. This section should be able to give you the information you will need to do this effectively.

Regular chapter meetings allow the chapter to come together as a group and exchange information, solve problems, make decisions, share concerns and discuss issues. While you will want much of the work of the chapter to be done in committees, the chapter will be able to "get the big picture" during a regular meeting.

When presiding over a meeting, it is your responsibility to see that the meeting runs efficiently and fairly and to see that the business of the chapter is accomplished.

**An effective meeting will be well prepared:**

1. Dates and times set well in advance and known by all members. - It should be consistent.
2. Prepare an agenda!
3. Prepare the physical setting (chairs, lighting, temperature, materials, and room arrangement . . .)
4. Have all information available (announcements, decisions, previously tabled motions and by-laws . . .)

### **Running an effective meeting:**

1. Start at the specified time.
2. Follow the agenda.
3. Speak clearly and project your voice.
4. Do not allow unnecessary distractions and interruptions. Warn disruptive members when they are out of line and expel them from the meeting when necessary.
5. Allow only one person to speak at a time.
6. Keep the meeting moving at a good pace, keep it interesting.
  - a) Ask members to keep comments brief.
  - b) Do not allow too many people to "reiterate."
  - c) Address only one issue at a time (stick to the point!).
7. Have the Theta Chi Constitution, By-Laws and Legislation, as well as local by-laws on hand.
8. The meeting should last a reasonable amount of time; be consistent about the length of meetings.
9. Understand parliamentary procedure and voting have a "cheat sheet" if necessary.
10. Monitor non-verbal cues. Are members becoming bored? If so, pick up the pace of the meeting.
11. Do not tolerate members talking when someone has the floor.
12. Do not allow members to sit together in cliques but be subtle in breaking these up
13. Never allow alcohol in a chapter meeting.

## **Preparing an Agenda**

In planning an agenda, you should review all old business that is to be presented and determine what committee reports are to be given. In many cases, you may also want to plan for new business or the discussion of some topic. It is easier if the Executive Committee meets a day before the chapter meeting and organizes this information. A sample agenda is given as follows:

### **Order of Business**

1. Opening of Chapter
  - a. Calling of Order
  - b. Recite Creed
  - c. Duties of Officers
  - d. Calling of Roll
2. Reading and Approval of Previous Minutes
3. Proposal of Names for Membership
4. Communications
5. Reports of Officers and Committees

6. Unfinished Business
7. New Business
8. Good of Fraternity
9. Report of Critic
10. Appointment of New Critic
11. Closing of Chapter
  - a. Collection of Rituals
  - b. Closing Prayer
  - c. Singing of *"It Is To Thee, Dear Old Theta Chi."*
  - d. Adjournment

### **Descriptive Breakdown of Meeting**

#### **Opening of Chapter**

The President or presiding officer should open chapter with a rap of the gavel and announce that the meeting will come to order. He should then call for the members to stand and recite the Creed of Theta Chi. This shall be done at all meetings. Meetings should be opened according to Ritual on a regular basis. Roll should be called, and members should respond with a respectful "Here, Brother."

#### **Reading and Approval of Previous Minutes**

This should be done to ensure that all members are up to date on the proceedings of the chapter.

#### **Proposal of Names for Membership**

If the chapter has truly made a commitment to rush 365 days a year, this will be brought up every week!

#### **Communications**

Communications from individuals outside of the chapter or from other organizations should be read here.

#### **Reports of Officers and Committees**

The presiding officer should know what committees have reports to deliver. Ideally, these reports should be written and submitted to the presiding officer or Secretary before the meeting. Committee reports should be given before officer reports in any order that the chapter desires.

Officers should deliver their reports in order of rank with the President speaking last. This will allow him to cover any areas that have been missed and to explain "the big picture."

#### **Unfinished Business**

Any tabled motions or unfinished business should be handled here.

#### **New Business**

Most of the motions and items of business will be handled here. These require the most knowledge and use of good parliamentary procedure and voting practices.

### **Good of the Fraternity**

Good of the Fraternity should be used to express thoughts, compliments or criticisms that will benefit the chapter or its members. It is not a time to make jokes, tell pointless anecdotes or vent gripes and frustrations. Do not tolerate comments that are sexist, racist or otherwise in poor taste. Allow members to express their opinions, but do not allow them to ramble.

Many chapters pass the gavel during Good of the Fraternity, this is both symbolic and functional as it allows each member to speak and reduces the time required.

### **The Critic**

The Critic should assess the chapter meeting as well as chapter activities from the past week. The Critic should compliment as well as criticize performance. Comments should be restricted to the chapter as a whole and should not be personal in nature. The duties of the Critic must be taken seriously and the privilege should be denied if not taken seriously.

### **Who should attend?**

Chapter meetings represent one of the basic commitments to the Fraternity. Members who fail to attend chapter meetings should be referred to the Standards or Judicial Board.

Many chapters now allow new-members to attend non-Ritual meetings in part or in full. This allows them to know and understand what is going on in the chapter. They are responsible for the information presented and the Marshal no longer has to play "delivery boy" about the chapter events and policy.

### **Formal Chapter Meetings**

Meetings should be conducted according to Ritual on a regular basis, at least once per month. Members should dress and act accordingly. Officers and members should wear robes if available. The Alter should also be set up according to the Ritual. The Opening and Closing of Chapter is to be conducted from the Ritual. The chapter should also conduct Memorial Service from the Ritual when appropriate.

### **The Physical Surroundings**

Pay attention to the setting of your meetings. Use the following checklist as a guide:

- Room is free from distractions (TV, music, and people walking in).
- Room is clean and pleasant.
- There is adequate lighting.
- There are enough chairs and tables if needed.
- All members can see the presiding officer clearly.

Above all, be functional. Officers should be seated together, or in a formal meeting, according to the Ritual. Do not forget to provide a prominent seat for visiting alumni, representatives from the Grand Chapter or International Headquarters and brothers from other chapters.

Finally, as chairman of a chapter meeting, it is your responsibility to see that the meeting is efficient, productive and enjoyable. You have the authority to call disruptive members out of line, but above all you must be judicious. Allow all views to be heard as long as they are presented in a calm and reasonable manner.

## **Parliamentary Procedure and Robert's Rules of Order Revised**

### **Motion**

A motion is a proposal that the assembly take certain action. It is made by a member's obtaining the floor and saying, "I move that," then stating the action he proposes to have taken.

As a general rule, every motion should be seconded. This is to prevent time being consumed in considering a question that only one person favors, and consequently little attention is paid to it in routine motions. A motion is seconded by a member's saying, "I second the motion," or "I second it," which does without obtaining the floor. After a motion is made no other motion is in order until the chair has stated the question on the motion, declared that it has not been seconded, or has ruled it out of order.

### **Motion to Amend**

A motion to amend takes precedence of the option to postpone definitely, and yields to all privileged and incidental motions except the motion to divide the question. It can be amended itself, but this "amendment of the amendment" cannot be amended. An amendment is debatable if the motion begins amended is debatable. An amendment of a pending question requires only a majority vote for its adoption.

An amendment may be made in any of the following forms:

To insert or add (to place at the end).

To strike out.

To strike out and add or substitute, as it is called if an entire paragraph is to be struck out and another inserted.

### **Classifications of Motions**

A main or principal motion made to bring before the assembly any particular subject. It takes precedence of nothing – that is, it cannot be made while another motion is on the floor and it yields to all privileged, incidental, and subsidiary motions. Main motions are debatable, and subject to amendment, and can have subsidiary motions applied to them. As a general rule only majority of votes cast is required for adoption.

A subsidiary motion is a motion applied to another for the purpose of most conveniently disposing of them. They may be applied to a main motion and when made, they supersede the main motion and must be decided on before the main motion is acted upon. Subsidiary motions except to lay on the table, the previous question and postpone indefinitely may be amended.

The incidental motion arises out of another question, which is pending and therefore takes precedence of the question out of which they arise. They yield to privileged motions and are undebatable.

Privilege motions are such as, while not relating to the pending question, are of so great importance as to require them to take precedence of all other questions, and, on account of this higher privilege, they are undebatable.

### **Postponements**

Definite and Indefinite. To postpone indefinitely, takes precedence of nothing except the main motion to which it is applied and yields to all privileged, incidental, and other subsidiary motions. It cannot be amended or have any other subsidiary motion applied to it except the previous question and motions limiting or extending debate. It can be applied to nothing but main motions, which include question of privilege and orders of the day, after they are before the assembly for consideration.

An affirmation vote on it may be reconsidered but not a negative vote. If lost (defeated) it cannot be renewed. If a main motion is referred to a committee while to postpone indefinitely is pending, the latter motion is ignored and does not go to the committee.

The object of this motion is to reject the main motion without incurring the risk of a direct vote on it. The effect is to enable members who have exhausted their right of debate on the main question to speak again.

To postpone to a certain time means that a question may be postponed with in the session or within the next session and, if it is desired to postpone it to a different time, it must not be beyond the next regular session. It is used at times of a meeting when a bare quorum is present. At the next regular meeting the postponed question will take precedence of new business.

### **To Lay on the Table**

The object of this motion is to enable the assembly, in order to attend to more urgent business, to lay aside the pending question in such a way that its reconsideration may be resumed at the will of the assembly as easily as if it were a new question.

No motion that has another motion adhering to it can be laid on the table by itself. If any motion is laid on the table, all adhering motions are carried with it. It is removed from the table in the same condition.

### **Previous Question**

Its purpose is to bring the assembly to a vote at once on the immediately pending question. It is the proper motion to use for its purpose, the proposition, without further debate or options to an end. It requires a 2/3 vote of the members present.

### **To Reconsider**

This motion must be made by one who voted on the prevailing side; anyone may second it. It can be made only on the day the vote to be reconsidered was taken, or on the next succeeding. It can be made while any other question is pending, even if another has the floor.

### **To Rescind**

With some exceptions, any action or unexecuted part of an order may be rescinded by a majority vote, provided notice has been given at the previous meeting or in the call for this meeting; or it may be rescinded without any notice by a 2/3 vote, or it may be rescinded by vote of a majority vote of the entire membership. This motion has the same effect as an amendment, which will strike out an entire by-law, resolution, section, or paragraph.

### **Division of a Question**

This will allow a pending motion to be voted on with each resolution or proposition treated separately as individual motions. It is not debatable and requires a majority vote.

## Debate

No member shall speak more than twice during the same neither day to the same question, nor longer than ten minutes at one time. No member can speak a second time to a question as long as any member desires to speak who has not spoken to the question. To extend the limits of debate requires 2/3 vote. An amendment to the main motion makes the real question before the assembly a different one, and in regard to debate, is treated as a new question.

### Some Motions Require a 2/3 Vote

- Amend the constitution, by-laws, etc.
- Amend or rescind a standing rule.
- Suspend the rules.
- Make a special.
- Previous Question
- Limit, or extend limits of debate.
- Close Nominations

## Quorum

A quorum of an assembly is such a number as must be present in order that business can be legally transacted. It refers to the number present, not to the number voting. Unless the by-laws provide a smaller group, the quorum of a body of delegates is a majority of the number enrolled as attending the convention or meeting.

### ACTIONS

### PURPOSE

#### IV. Privileged Motions

(arranged bottom to top by order of precedence)

		Need a Second	Amendable	Debatable	Vote Required	May Interrupt a Speaker
25. Adjourn to specific time	arrange time of next meeting	yes	yes	no	maj	no
24. Adjourn	to dismiss meeting	yes	no	no	maj	no
23. Take a recess	to dismiss meeting for specific length of time	yes	yes	no	maj	no
22. Raise question of privilege	make request during debate	no	no	no	dec	yes
21. Make matter of special order	force consideration at specific time	yes	yes	yes	2/3	yes
20. Call for order of day	force consideration of postponed motion	no	no	no	dec	yes

#### III. Incidental Motions (no order of precedence)

19. Appeal decision of the chair	correct or reverse chairman	yes	no	yes	maj	yes
18. Call for division of the house	correct or reverse chairman	no	no	no	maj	yes
17. Raise points of order	correct parliamentary error	no	no	no	dec	yes
16. Object to consideration	to suppress action	no	no	no	2/3	yes

15. To divide motion	to modify a motion	yes	yes	no	maj	no
14. Modify/withdraw motion	to modify a motion	no	no	no	maj	no
13. Suspend the rule	take action contrary to standing rules	yes	yes	no	2/3	no

## II. Subsidiary Motions (arranges bottom to top in order of precedence)

12. To rescind	to repeal	yes	yes	yes	2/3	no
11. To reconsider	to reconsider again	yes	no	yes	maj	yes
10. Take from table	to consider again	yes	no	no	maj	no
9. To lay on the table	to defer action	yes	no	no	maj	no
8. Call for previous question	force into immediate vote	yes	no	no	2/3	no
7. To limit or extend	modify freedom of debate	yes	yes	no	2/3	no
6. Postpone to certain time	to defer action	yes	yes	yes	maj	no
5. Refer to a committee	to modify a motion	yes	yes	yes	maj	no
4. Amend an amendment	to modify a motion	yes	no	yes	maj	no
3. Amend or substitute	to modify a motion	yes	yes	yes	maj	no
2. Postpone indefinitely	to suppress action	yes	no	yes	maj	no

## I. Principle Motion

1. A main motion	To introduce business	yes	yes	yes	maj	no
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## Executive Committee

The Executive Committee (EC) should consist of at least the top five officers:

- President – Chairman
- Vice President
- Secretary
- Treasurer
- Marshal

Other officers that may be included: the Recruitment Chairman, Scholarship Chairman, Member at Large, Risk Manger, and/or Standards Board Chairman.

The purpose of this committee is to formulate a plan and evaluate the progress of the group and its leaders. This group should not be too large nor too small, in order to run the day to day affairs of the chapter.

The duties of the Executive Committee should be:

1. Meet once a week, prior to the chapter meeting. This allows time to work out problems and to overview and prepare for the chapter meeting.
2. Set goals and a direction for the chapter.
3. Discuss and secure the agenda for the chapter meeting.

4. To present a unified front before the chapter. All problems need to be worked out before going into the chapter meeting. There should be no surprises; all EC members should be aligned on the topic of discussion, and up to date.
5. The EC officers present a written report each week, filed with the Secretary.

## **Relationship with Executive Officers**

### **Vice President**

The relationship between the President and Vice-President is very important. If you have not already done so, meet with the Vice President and outline each of your responsibilities. The President is primarily responsible for external affairs, while the Vice President is primarily responsible for the internal affairs of the chapter. For example, the President is responsible for communication with the campus, community, alumni, and the International Fraternity. The Vice President is responsible for the officers, committee chairmen, committees, and the standards/judicial board. It is important that the Vice-President is capable of running a chapter meeting. It is also important that he be aware of the various external contacts, as he is second in command. Show him your responsibilities so that in your absence, he can run the chapter smoothly.

As President, think of the BIG PICTURE; areas such as recruitment, new member education, alumni programming, and campus image. The President is the Chief Executive Officer (CEO) of the chapter. It is his responsibility to set the direction, and lead the chapter to its goals. The Vice President works on the details behind the scene. It is important that both officers realize each of their responsibilities, and that they communicate with one another.

In some chapters, the President and Vice President battle for power, generally disagree, and argue about differing subjects. This is extremely detrimental to the chapter. Do not allow it to happen. Confront all roadblocks in private, whether it is the Vice President or another member. In other chapter the Vice-President does almost nothing. This may be due to the lack of direction he has been given. Set goals, discuss duties, and monitor responsibilities.

### **Secretary**

The President needs to ensure that the Secretary is taking care of his duties. The following are the main responsibilities of the Secretary that the President needs to make sure are being done:

1. Minutes are Being Kept in a Minutes Book
2. The Roster Book is Up to Date
3. The Proper Forms are being Completed and Sent to the Appropriate Offices
4. A Contact List is Given to Each Member
5. Officers and Correct Contact Information is Updated to the IHQ

Remember that even though it is the responsibility of the Secretary to get these items done, the President is ultimately responsible for all of them.

### **Treasurer**

Your relationship with the Treasurer is also important. Your chapter's finances must be in good order. If not, the chapter will cease to operate. The simple fact is that without money, your chapter can no longer function.

While it will be difficult for you to have intimate knowledge of the chapter's accounts, it is important for you to know the following:

1. Do the accounts have two signatures? As President, you should sign almost every check that comes out of the account. In your absence, the Vice-President should sign.
2. NO ALCOHOL is purchased with chapter funds.
3. Are all of the house bills/dues paid up? If there is a problem with certain individuals, you must be aware of it, and something must be done.
4. Are all bills paid?
5. Have the taxes been filed? (990 form by May 15<sup>th</sup>)
6. Has every member signed housing contracts?
7. Is the chapter within budget?
8. If the treasurer disappeared, could someone effectively take over immediately (Assistant Treasurer)?
9. Have the insurance premiums been paid? Is a copy of both the property and liability policy on file with the chapter?
10. Make sure the Treasurer is following all guidelines to protect the chapter from embezzlement.

As President, it is important that you understand the budgeting process, how dues are collected, and where the money is spent. The treasurer must be up front with you about every financial aspect of the fraternity. The treasurer must also be up front with the entire chapter as well. It is not his money, it is the chapter's money, and they have a right to know about the budget, accounts receivable, and where the money has been spent. The chapter's books should be open to any member who asks.

### **Marshal**

The chapter's new member education program is a cornerstone of the Fraternity. As President, it is your responsibility that the program be a success and free from any hazing. Even "just a little" hazing is wrong, illegal, and could result in serious problems for the chapter. If your chapter has any signs of hazing, immediate action is required.

In working with the Marshal, have an explicit agreement with him that you, as President, must be aware of every element of the new member program, and that if any situations or problems arise, that you be notified immediately.

It is important to be visible for new members. They will look to you for advice, and may feel uncomfortable about asking it. Try to attend as many of the new member meetings as possible. The new members should attend all chapter meetings as well.

## **Chapter Retreats and Goal Setting**

Every group needs a sense of direction and goal setting helps set that direction. Each chapter/colony/interest group needs to have a goal setting retreat before the start of each new semester/quarter and they need to review the goals before the end of each semester/quarter. The goals will help guide the Executive Committee, the group's committees, and the membership at large to what they need to do over the semester/quarter.

Retreats are a time to get away from the chapter house, evaluate and regroup. A retreat does not have to be fancy, long or complex. It can simply be held in a classroom, hotel, or a brother's home. At minimum, the following retreats need to be planned each year or semester/quarter:

### **Executive Council Retreat**

Transition: After each election, time needs to be set aside for an officer transition retreat.

Set Goals, Budgets, and Chapter Calendar before each semester.

### **Full Chapter Retreat**

Essential for every chapter, at least once a year. A time to set goals, discuss problems and promote brotherhood.

### **Recruitment Schools**

Before recruitment the Recruitment Chairman needs to hold a recruitment school to refresh and teach brothers the finer points of recruiting.

Please consult the Retreats and Transition Manual for Theta Chi Fraternity for additional information.

### **Goal Setting**

Here are some fundamentals for effective chapter/colony/interest group goal setting:

1. Utilize input from others. It has been said a million times but people do support what they help create. Hold a chapter retreat to set chapter goals.
2. Get it in writing! Everyone gets a copy so they understand the direction of the chapter, post a copy as well. Having goals written will keep you on course and help in evaluation later.
3. Review and critique. Do this with the entire chapter. Did you really try or was it just on paper? How can you improve performance?
4. Always look forward. Are new goals established even before old ones are reached?
5. Involve alumni. Many times they can provide information about what has worked and failed in the past. Alumni are an untapped resource.
6. All goals need to be S.M.A.R.T. **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime Oriented.

## **Working with Campus Administration**

Theta Chi Fraternity exists at the permission of the campuses that we are represented at, thus it is important that all chapters/colonies/interest groups work with the campus administration.

There are two main ways to keep up good communication and reputation with campus administration.

1. Make sure you go and meet with the administrator responsible for Greeks at the start of each semester/quarter. This meeting can be used to talk about the goals for the upcoming semester/quarter, what kind of assistance the group might need, contact information, and anything else that might be needed. The administrator might ask to meet with you on a regular basis, please make sure that you do this and don't miss a meeting.
2. Invite campus administrators over to the chapter to speak to the group or to just give the members a chance to meet them. Dinners or receptions are great ways to do this.

In a crisis situation, make sure that one of your first phone calls is to the appropriate campus official. Many times they will be able to provide you with immediate resources and information. This can be very beneficial in the long run.

## **Improving the Office**

As President, you should always work to make the office a better place for the next guy. How can you do that? Here are some ways....

### **Keep a Notebook**

The notebook is a great way for you to document everything that you do as an officer over the year. All too often great ideas and experience are lost due to a lack of communication between the old officers and the new.

The organization of an effective notebook is very simple. The notebook may be divided into several sections by binder dividers. Below is each section with a description of what should be in those sections.

#### **Section 1: Goals and Accomplishments**

The first section is designed to offer the officer a chronological account of not only the accomplishments of the previous officer, but also the goals he had when he took office. How many times have "good" approaches or projects been attempted only to find after considerable effort the campus will not permit it, or the alumni will not support it, or that it was financially unfeasible? Often, the voice of experience is lost with time. We can learn from our mistakes as well as our successes...

You should have a sheet that lists each goal for each semester/quarter and a brief description of each one. An additional sheet should have whether or not you accomplished this goal and if so, how you did so. If not, what did you get done towards that goal? What would you have done differently?

#### **Section 2: Duties of the Office**

List what you have done and what your duties are. Give detailed descriptions of each duty and what it took for you to take care of each other. What was the duty? How did you go about taking care of it? When did you have it done? In an essence, if someone found this book they should have a good idea of exactly what you did as President.

#### **Section 3: Officer Daily Journal**

Chapter officers should keep a day to day journal for several reasons. First, it may help another member understand exactly how much work is required of the officer. This may help prior to elections when a member is considering an office or chairmanship but is not sure if he has time to give his best effort. One member's idea of "I'm pretty busy" may differ greatly from another member. Another reason for a daily journal is to give future officers better insight into how you completed your tasks, or how to best respond to particular people or situations.

#### **Section 4: Resources and Publication**

Make sure you provide additional resources and information for those after you to have and to understand. These items could include handouts, newspaper articles, magazine articles, journals, newsletters, etc. The sky is the limit, but only include those things that you think would benefit the next officer.

## **Setting Up Visits from the Official Family**

It is very probable that during your term as President you will receive a visit from an Official Family member of Theta Chi Fraternity. Sometimes these visits are business related, such as a visit from a Director or Leadership and Education Consultant to a Grand Chapter member attending a chapter banquet or function.

This section will help describe each entity of the International Fraternity and to give you some tips on how to prepare for and arrange a visit from each different entity where applicable.

### **The Grand Chapter**

The Grand Chapter of Theta Chi Fraternity is the elected administrative, executive and judicial body of the Fraternity. It is made up of alumnus brothers who volunteer their time and talents to benefit Theta Chi. The delegates at the National Convention elect members of the Grand Chapter every two years. The Grand Chapter has the power to issue and suspend chapter charters; establish colonies; decide what petitions for chapters will be present to the active chapters for ratification; decide all questions concerning the interpretation of the By-Laws and Ritual; appoint Regional Counselors; and appoint and supervise an Executive Director and assistants. The Grand Chapter may make, adopt, alter and repeal By-Laws and resolutions as long as they are consistent with the Constitution, Ritual and resolutions passed by the National Convention. The National Convention or the Grand Chapter can only repeal all regulations and decisions made by the Grand Chapter.

Grand Chapter members can and are willing to attend banquets, receptions, and events hosted by chapters and alumni corporations. The best way to invite a member of the Grand Chapter is to write the Executive Director at the International Headquarters. The request should include the date(s), time(s), and location(s) of the event(s). It should also include the purpose of the event and what the Grand Chapter member is being invited to do while at the event. It is appropriate to have the Grand Chapter member participate in some way during the actual event. The request should be submitted as far in advance as possible, but at the minimum two months prior to the event. The Grand Chapter does its best to fulfill all requests, however sometimes schedules do not work out. Thus it is important to give the Grand Chapter as much notice as possible.

If you have any questions, please don't hesitate to contact the Executive Assistant at the International Headquarters at 317.824.1881.

### **Norwich Housing Corporation**

The Norwich Housing Corporation (NHC) of Theta Chi Fraternity is an Indiana Corporation incorporated in 1998. However, the NHC's predecessor the National Board of Trustees was incorporated in Massachusetts in 1929. The NHC is charged with the administration of properties and funds received from the Fraternity by gift, bequest, or otherwise.

The NHC is made up of alumnus members of the Fraternity who serve for five-year terms. Appointments are made by the current members of the NHC and approved by the Chairman of the NHC.

The principal asset of the NHC is the National Endowment Fund made up of national initiation fees, alumni contributions, and gifts. The purpose of the Fund is to provide a source for mortgage loans to Alumni Corporations of chapters.

Requests for application forms for loans and a manual of information and instruction should be made through the International Headquarters. Please direct all loan requests to the Chief Financial Officer. Arranging a visit by an NHC officer needs to be done through the same process used for the Grand Chapter.

## **Theta Chi Funds for Leadership and Education, Inc.**

Theta Chi Funds for Leadership and Education, Inc. supports many of the instructional programs sponsored by the International Fraternity. Theta Chi Funds, Inc. played a major role in the establishment of the first Chapter Leadership Conference, held in 1985 in Columbus, Ohio. As the Fraternity's public foundation, Theta Chi Funds sponsors educational programs and leadership development activities for the Fraternity.

Theta Chi Funds, Inc. acts as the official fund raising arm of our International Fraternity, as recognized by the National By-Laws of Theta Chi Fraternity. The board awards tuition scholarships to undergraduate brothers and scholarships to cover the cost of the registration fees for all of the leadership conferences.

If a group wishes to have a member of the Funds board attend an event, please follow the same procedures as detailed under the Grand Chapter.

## **The Foundation Chapter**

The Foundation Chapter of Theta Chi, Inc. is a private, non-profit organization which grants scholarships to both graduate and undergraduate students (who are Junior in standing) of Theta Chi Fraternity. The Foundation Chapter operates solely and exclusively for beneficial, charitable, literary, and educational programs.

The Foundation Chapter was chartered in 1953 by the Grand Chapter and incorporated in the state of Indiana. The corporation may acquire, use, hold and dispose of property for the benefit of a fraternal organization, exempt from taxation.

The Foundation Chapter's grants and scholarships are based on financial need and academic performance. Applications are available through the International Headquarters.

If a group wishes to have a member of the Foundation Chapter attend an event, please follow the same procedures as detailed under the Grand Chapter.

## **Regional Counselors**

Regional Counselors are volunteers appointed by the Grand Chapter to assist chapters and alumni corporations. They are to be used by local groups with operations, planning, and functioning as a chapter. Their visits and the kind of help they provide is determined by the group and what help they need. Regional Counselors are great resources and should be contacted to help when ever possible.

Each group is appointed a Regional Counselor. If you do not know who your Regional Counselor is, please contact the Director of Chapter Services at the headquarters.

## **International Headquarters Staff**

The International Headquarters is the nerve center of the Fraternity. It is the administrative office for all activities of the International Fraternity. Its functions are service oriented. In fact, whatever is to be done within the organization is really a job of the International Headquarters as far as administration is concerned.

Here is a small list of the general responsibilities of the IHQ:

- Chapter operations and goals
- Alumni records and contact
- Administration for the Grand Chapter and the Norwich Housing Corporation

- Editing and Publishing of the Grand Chapter's publications
- Hiring and Supervising the Leadership and Education Consultants
- Administrating the expansion program
- Planning and coordination of leadership programs
- Interfraternity cooperation and activity
- Administrating the L.E.A.D. program

There are primarily five staff members who will make visits to groups. These staff members are, as well as their duties:

**Executive Director:**

The Executive Director oversees the day to day operations of the International Headquarters Staff. He has the direct contact with the Grand Chapter and the staff.

**Director of Chapter Services:**

The Director of Chapter Services oversees the Leadership and Education Consultants, the expansion program, and assists the Regional Counselors in the discharge of their duties.

**Director of Chapter Operations:**

The Director of Chapter Operations is responsible for the planning and coordination of all leadership programming.

**Director of Chapter Development:**

The Director of Chapter Development oversees the fraternity's risk management and insurance program.

**Director of L.E.A.D.:**

The Director of L.E.A.D. is responsible for the implementation of the L.E.A.D. program of Theta Chi

When any of these staff members visit a group, they will call ahead and arrange the visit with the President of the group. Typically, they will want to meet with the whole group, executive board members, and the new members. It is important to make sure that once a staff member calls the group and finalizes plans that the group takes the visit seriously and everyone is in attendance and ready to ask questions and work with the staff member.

As with everything, if you think you need help, you probably do and you need to call to arrange a visit. Please don't hesitate to contact the IHQ to speak with a director.

**Leadership and Education Consultant/Expansion Coordinator Staff**

The Leadership and Education Consultants (LEC) and Expansion Coordinators (EC) are Fraternity employees, hired from among the best of recent graduates. They serve as the direct arm of the International Headquarters to the chapters/colonies/interest groups. Their purpose is simple – to assist chapters and colonies, weak or strong, in continuing or developing programs and operational procedures which will make them “fraternities” in the real sense.

The function of the LEC/EC is difficult to explain in brief. He is a PR man, salesman, trouble-shooter, objective observer, listener, and motivator – a professional “fraternity” man. Above all, he is a Brother and should be regarded as such.

The LEC is expected to meet as many brothers and new members as he can. He meets with chapter officers and chairman. He will also want to meet with the whole group. He will contact the advisors, alumni corporation officers, and the key administrators at your campus who are involved with fraternities.

After this intensive visit, he objectively assesses your chapter's position and sends in a comprehensive report to the International Headquarters. When a LEC arrives at your group, treat him well. He is there to help you individually and as a group, and you should not fail to take advantage of his experience, knowledge, and love of Theta Chi Fraternity.

Expansion Coordinators are primarily used to assist colonies and interest groups as they go throughout their growth. However, many times they do visit chapters to assist them.

Each group will receive information regarding the LEC/EC's visit at least three weeks prior to the visit; this time could be shorter or longer depending on the time of year (the group will always have ample time to prepare). The packet of information has all of the information that your group will need to make the visit a success. Please pay attention to all of the information that is needed and have it ready for the LEC/EC when needed. If you have any questions, please don't hesitate to contact the Director of Chapter Services at the headquarters.

## **Additional Information to Assist the President**

### **Time Management Basic Principles**

1. Keep a list of "To-Do's" with you.
2. Allow time for activities and enjoyment. Burnout is the alternative.
3. Major Projects: "Swiss Cheese Theory," poke a few holes in it at a time. Take it in bite size chunks.
4. Do not Procrastinate. A journey of one thousand miles begins with one step.
5. Allot reasonable amounts of time to projects. Be realistic.
6. Obtain Satisfaction from checking off projects and goals that have been completed.
7. Use a monthly calendar and planner.
8. Never handle a piece of paper more than once. Most correspondence is in this category.

*Read it once, take care of it, or trash it.*

### **Writing: Proofreading Tips**

#### **Rules:**

1. Proofread for accuracy.
2. The average document should be proofed three times. Looking for:
  - Proper syntax, spelling, usage and punctuation.
  - Content Accuracy
  - Visual document formats – paragraph, indents, tabs, margins, and white space.

### **Helpful Hints:**

1. Read copy from right to left and bottom to top to spot spelling errors.
2. Proofread during your “prime time,” know when you’re at your best.
3. Have necessary reference material within your reach – dictionary, grammar and usage manuals, and a stylebook.
4. When proofreading long lists of names or directory information containing names and addresses, have someone assist you.
5. Correct the new copy as your partner reads aloud from the original. You will be less likely to confuse the sequence of numbers or letters.
6. Look for repetition of short words, such as the, an, to, or in at the beginning of a line.
7. Watch for omission of letters in long words (i.e. inconvenience as inconvenience).
8. Be aware that confusion of suffixes can cause missed errors (i.e. typed/types, former/formed).
9. Don’t rely too heavily on your computer’s spell check software program.

### **Allow adequate time to proofread:**

1. Time yourself to find out how long it takes you to read a one-page document. For example, it may take two minutes.
2. Plan to read each document three times. For example, that one page document, proofread properly would take six minutes.
3. Reserve time specifically to proofread. If you have a ten page document to proof and you have an appointment in fifteen minutes, know that you will need sixty minutes to proofread the document accurately. You can either start proofreading, knowing you will only make it through the first two or three pages, or you can wait until you have a full sixty minutes to devote to the document.

## **Public Speaking**

### **Writing/Preparations:**

1. After your introduction, make sure to:
  - a. Acknowledge the host’s introduction.
  - b. Recognize special guests in attendance.
  - c. Use remarks to: gain favor, with respect, and as a lead to the key points of the speech.
2. Open the presentation with something in common with your audience.
3. Present the speech with points in chronological order.
4. Use audio-visual aids when possible.
5. Humor adds to any speech, but be sure that it is appropriate, relevant to the topic, not offensive, and not outdated.
6. Rehearse:
  - a. Several times, on your feet, in a room size of which the presentation will be given.
  - b. In front of a mirror for posture and body language.
  - c. In front of brothers, and ask for a critique.

### **The Presentation:**

1. Nervousness is normal. Outward signs of nervousness can be concealed. Concentrate on what you are saying rather than on yourself.

2. Look at your audience. Make sure that eye contact is made to all sections of the audience. Eye contact can keep an audience in the presentation and prevents audience members from being offended if the speaker seldom looks in their direction.
3. Be cautious of unconscious physical distractions such as:
  - foot tapping
  - death grip or leaning on podium
4. Keep the speech up-tempo by emphasizing four techniques:
  - pausing
  - purposely slowing down a phrase
  - lowering or raising voice pitch
  - speaking softly or loudly
5. When introducing another speaker
  - Don't steal time by making it into a speech.
  - Don't build the speaker up to unachievable heights.
  - Don't speak on the subject unless asked to briefly introduce it.
  - Don't introduce someone you have not met.
  - Be careful not to detract from a speaker by your actions while he speaks.
6. Respect time limits.

### **Social Graces and Manners**

Manners help to establish communication. Manners generate a sense of self-confidence, provide an advantage in social and business situations, and provide a practical means of doing things.

### **Street Manners**

- When walking, the man is on the outside, on the left, or nearest the curb. The man is also seated to the left.
- Hold doors and elevators, allow women to enter and exit first, press the proper floor buttons if you are nearest the display.
- Whenever there is a choice, one walks behind, not in front of other people.
- In a crowd a gentleman will precede his lady companion, or any other time when protection or direction are indicated.
- Automobiles; unlock and hold the door for passengers before entering the automobile.
- Ladies first when going up stairs, gentleman first when going down stairs (so that the man may break her fall).
- Stay away from Public Displays of Affection (PDA).
- On a Airplane:
  - have your ticket/boarding pass out and available
  - wait until you have been called before boarding
  - don't block passages in aisles
  - make it easily for flight attendants to deliver and pick up meals and refreshments
  - be careful of your conversation and be aware that everyone is not that interested
  - Do not smoke!
- One should always knock and wait to be invited in, before entering an office, home, or private room.
- Any service, however slight, is acknowledged with a "thank you."

### **When Dining Out**

- Never stack your dishes when you've finished eating.
- The woman always precedes her date to the table.
- Be sure that your date has removed her coat before being seated.

- If you are invited out, order at the medium price.
- If your guest asks what you intend to order, tell them before the server arrives. This is usually to determine how much you intend to spend on the meal.
- Never issue an invitation to anyone and then let him or her pay the bill.
- If you are honored in a toast, you do not drink.

## **Introductions**

One is always introduced to another: “Mrs. Z, may I introduce Mr. B.” or “Mr. B, may I present Mrs. Z.”

Three rules to introductions:

1. A man is always introduced to a woman.
2. A young(er) person is always introduced to an older person.
3. A less important person is introduced to a more important person.

Forms of speech: I would like to introduce....  
 May I introduce....  
 I would like you to meet....  
 May I present....

- Use an identifying phrase also, especially if recognition is due.
- Handshake: Firm, not bone crushing, use eye contact and repeat the same.
- Always stand when introduced.

## **Table Manners and Etiquette**

- Place settings: forks are on the left, knives and spoons are on the right.
- Start with the silverware on the outside and work in, leaving the silverware at the top last, usually for dessert. Observe the host if you are uncertain.
- The napkin rests on your lap, and is placed on the left side of the place setting when all have finished.
- Wait for the host/hostess to begin, or for all at the table to be served. Defer to a guest or to women at banquets.
- Pass dishes to the right hand and hold it for that person.
- Guide food onto the fork with the knife.
- Spear peas and other vegetables.
- Soup: Tilt the cup or bowl away from you in order to finish the soup. Never leave the spoon in the cup or bowl when finished.
- Salads: Remember that others may wish to utilize the dressing. Use knife and fork to cut salad into pieces.
- Bread or rolls: Break into small pieces, placing a pat of butter on the bread plate. Don't hold the bread in the air to butter, place the bread on the edge of the plate.
- Main Courses: A general rule is to cut three to four small pieces and consume those before cutting additional pieces. If you are in a formal or semi-formal situation, almost all food should be cut into pieces and eaten with a fork. In other situations, fingers may be used.
- Keep your elbows off the table.
- Difficult Situations:
  - Pasta/spaghetti: use a spoon and be careful.
  - Fresh vegetables: (celery or carrots) take small bites

- Gravy/Sauces: cut bread into small pieces, and soak up the sauce with the pieces of bread, to be eaten with a fork
  - Sauces/Dips: if a sauce/dip is being used for more than one person, place a small amount on your plate or another container for your use. This applies to a vegetable dip, cocktail sauce, and others.
- Use your napkin to subtly remove a foreign object from your mouth.

## **Proper Use in Theta Chi Fraternity**

### **Theta Chi Name and Letters**

The use of the words “Theta Chi” and the Greek Letters Theta and Chi is NOT restricted to brothers only, new members may wear the letters and name as well. There is no basis for such restrictions in our Ritual or By-Laws. At one time the meaning of the Greek letters of our name was secret, but over the years we have become proud of the fact we are the fraternity of “An Assisting Hand.” Since the letters no longer have a secret meaning, their use should not be restricted.

### **The Badge/New Member Recognition Button**

Our badge should be your most-valued possession. It is to be worn in a respectful and appropriate manner. It should only be worn on a collared shirt or a sweater. It is not to be worn on a T-shirt or sweatshirt. Although it may be convenient, the badge is NOT to be worn on the lapel of a suit coat or jacket.

The badge is to be worn in the vicinity of the heart. As a guideline it should be worn 1 inch above the inside edge of a shirt pocket. The badge is worn “at a distinctive angle, the long angle of the theta bisecting the angle formed by the head and right shoulder.” In other words, the badge is worn so that the sword on the left points vertically toward the ground. (As the wearer looks at the badge.)

The New Member Ceremony is vague on the wearing and use of the new member button. It is an insignia of Theta Chi Fraternity and should be treated as such. It is to be worn at any time that it would be appropriate for a member to wear the badge. The new member button is worn in the same manner as the badge – which is in a respectful and appropriate manner. The new member button is to be worn on a collared shirt or sweater over the heart. It should not be worn on a T-shirt, on the collar of a shirt or in a disrespectful manner.

### **Robes**

Robes are NOT secret!

Most fraternities and sororities and similar organizations have robes to add to the effect of their ceremonies. The insignia on our robes help to identify the officers, but they have no great ritualistic significance. While robes are not secret, this does not mean that they should be used conspicuously.

**ROBES SHOULD BE PROFESSIONALLY CLEANED ON A REGULAR BASIS!** This goes for minor repairs as well. It is better to take the robes out to the cleaner than to have them in poor condition.

All chapters must have a complete set of twelve robes. Eleven have insignia and one for an alumnus. Many chapters have additional robes for members and gray robes for initiates. Robes are always to be worn during initiation and formal chapter meetings. They may also be worn at regular meetings and chapter memorial service.

New robes may be ordered through the headquarters.

