TKE CONSTITUTION AND BYLAWS
The Ohio State University



Omicron Colony
Constitution Ratified on

# CONTENTS

[ARTICLE I - NAME OF ORGANIZATION.](#_diu3hirf6388) 2

[ARTICLE II - PURPOSE OF ORGANIZATION.](#_g383urll7i2s) 3

[ARTICLE III - MEMBERSHIP.](#_f7ba25u36cyg) 4

[ARTICLE IV - EXECUTIVE BOARD AND COMMITTEES](#_fq9nv8sjecg0) 8

[ARTICLE V - ELIGIBILITY, ELECTIONS, TERM LIMITS.](#_2k7tfp14q49q) 19

[ARTICLE VI - IMPEACHMENT OR RESIGNATION.](#_oz6ph75y7mfg) 22

[ARTICLE VII - MEETINGS.](#_vursr0j5dex6) 23

[ARTICLE VIII - FINANCE.](#_r6xv38xrnq8m) 26

[ARTICLE IX - AMENDMENTS.](#_ls2jgyukna7h) 29

[ARTICLE X - RATIFICATION.](#_nbohz11mi5m9) 30

[DECLARATION & SIGNATURE](#_6dy1s0hibnqf) 31

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# ARTICLE I - NAME OF ORGANIZATION.

The Omicron Colony of Tau Kappa Epsilon International Fraternity (TKE) is located at The Ohio State University. The organization may also be referred to as TKE or Omicron.

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# ARTICLE II - PURPOSE OF ORGANIZATION.

### Section I: Mission.

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

### Section II: Vision.

1. Tau Kappa Epsilon creates lifelong relationships that enhance educational, interpersonal, community and professional success.

### Section III: Purpose.

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

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# ARTICLE III - MEMBERSHIP.

### Section I: Non-discriminatory Clause.

1. Membership in Tau Kappa Epsilon will not be restricted on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender expression, age, marital status, or genetic information.

### Section II: Membership Qualifications.

1. All active members must be currently enrolled as a student at the Ohio State University with a minimum academic achievement record defined by a cumulative GPA of at least 2.75.
	1. Members with a 2.5 - 2.75 gpa can be looked at with a case by case review by the MQB.

### Section III: Membership Types.

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

#### Collegiate Member Defined.

* 1. A collegiate member is a male student in good standing at the Ohio State University, who shall have been regularly initiated by the collegiate Colony, and who shall not have been granted inactive or alumni status. Alumni members may revert to collegiate status while attending graduate school, but are not required to do so.
	2. A collegiate member shall meet all financial and academic requirements and will have the opportunity to attend all meetings/functions, may vote on all matters in amendments to this document, elections and other motions brought forth to the fraternity.
	3. A collegiate member shall serve on at least one committee of the colony, and is allowed to serve on multiple if desired.
	4. A collegiate member is required to meet all Membership Standards
	5. All collegiate members are required to actively be involved in at least one club, organization, or on-campus job at the Ohio State University each semester.
	6. All collegiate members are required to complete at least 10 hours of community service each semester.

#### Inactive Member Defined.

* 1. An inactive member is a regularly initiated member in good standing who shall be:
		1. First: A collegiate student at a school where no chapter or Colony of Tau Kappa Epsilon is established, or
		2. Second: An unaffiliated collegiate student in attendance at a school where a chapter of this Fraternity is established and is a regular initiate of a collegiate chapter at another school; or
		3. Third: A collegiate member whose participation in Colony activities has been precluded because of: (a) An extended illness, injury or other extreme and unexpected reason. (b) Not being enrolled as a student. (c) Not residing in the metropolitan area where his chapter is located because of participation in an internship, co-op program, foreign exchange student program or student teaching program.
		4. An Inactive Member will not have any voting privileges and will be permitted at events on an invite/request basis only.
	2. Written consent of the Chapter Advisor and the Board of Advisors is required for inactive status, and a copy of said consent shall be filed with the Offices of the Grand Chapter.
	3. The Chief Executive Officer may require a physician's statement to verify extended illness or injury, or a statement from the college/university to verify the member is no longer a student or no longer a resident.
		1. In the alternative, the Chief Executive Officer may require sufficient documentation from the Chapter Advisor and the Board of Advisors.
	4. An inactive member shall have none of the rights or privileges of an active, honorary or alumni member.

#### Alumnus Member Defined.

* 1. An alumnus member is one who continues to be in good standing, who has ceased to be a student in attendance in school, or continues to be in attendance in school after graduating with a Bachelor's Degree, and who has been regularly initiated into Tau Kappa Epsilon as (a) a collegiate member of a collegiate chapter, or (b) as an alumnus member of a Colony which has been chartered as a chapter of Tau Kappa Epsilon, or (c) as an alumnus member of a local fraternity, affiliated or unaffiliated, which has been chartered as a chapter of Tau Kappa Epsilon.
	2. An Alumnus Member will have no voting rights within the chapter and may only attend events on an invite/request basis.

#### Honorary Member Defined.

* 1. An honorary member is one of the following who, having been nominated by a collegiate chapter or colony and confirmed by the Chief Executive Officer of Tau Kappa Epsilon, is not a member of any other national social fraternity and who has been regularly initiated into Tau Kappa Epsilon: (1) male members of the faculty of the school where the chapter making the nomination is located, (2) male persons who have rendered or are rendering important service to the school, the community, the state, or province, or the nation, who are of good moral character; or (3) male persons who have rendered important service to the chapter making the nomination or to the Fraternity.
	2. Alumni of any local fraternity which has been installed as a chapter may be initiated as honorary members by a collegiate chapter.
	3. The Chief Executive Officer shall designate the place of initiation, and which collegiate chapter scroll such honorary member shall sign when initiated, and the manner his signature shall be affixed thereto.
	4. Upon the approval of the Grand Prytanis, alumni of a school where a chapter is held in suspension may be initiated by a chartered alumni association, and such initiates shall sign the scroll of the collegiate chapter designated by the Grand Prytanis.
	5. Honorary members, in their own chapter, shall have all the privileges of alumni members.

### Section IV: Requirements for Initiation.

No person shall be initiated into this Fraternity as a collegiate member except an individual who meets Recruitment Standards and has been duly and regularly elected to membership by vote of the collegiate Colony.

### Section V: Voting on Candidates for Membership.

Selection and voting shall proceed in the following manner:

1. After a recruitment activity, the Colony shall determine which prospective members should be referred to the Recruitment Committee to schedule a screening interview with Colony members.
2. Potential new members will not be asked, invited to, or forced to accompany brothers to any settings where alcohol or illegal substance is present. This consists of bars, clubs, liquor stores. Potential new members may attend fraternity gatherings and events where alcohol may be available for purchase, however, is not the primary purpose for the event. Examples of this include bowling alleys and group dinners etc. Along with this, these will remain sober events in which brothers will not drink nor encourage the consumption of alcohol during these events.
3. Screening Interview Process, in particular questions to ask and qualities to assess, shall be determined by the Recruitment Committee and MQB members.
4. The Recruitment Chairman may individually refer a prospective member to the Colony for a screening interview.
5. After the prospective member is interviewed, the Colony shall vote to decide whether the prospective member should be extended an invitation to join Tau Kappa Epsilon.
	1. A prospective member is considered approved by the Colony if seventy-five percent (75%) of votes cast (excluding abstensions) are in favor of invitation.
6. An approved prospective member shall be presented with a bid card, a formal invitation to join the Fraternity.
7. After accepting the bid, the candidate shall be inducted (using the candidate induction ceremony) within 14 days.

### Section VI: Double Membership Forbidden.

No person shall be eligible for membership in this Fraternity who is a member of any other collegiate, national, or international social fraternity.

### Section VII: Affiliation.

The Omicron Colony may, by such vote as its local laws provide, affiliate into active membership any inactive initiate of another chapter who may be in attendance at the school where said first chapter is established, and in good standing, and such affiliate shall thereupon become an active collegiate member of the Colony affiliating him. An alumnus member who is in good standing at the institution which he is attending may be eligible for collegiate chapter affiliation at the discretion of the collegiate chapter, or by such vote as its local laws may provide.

### Section VIII: Restoration of Inactive Members.

An inactive member who has acquired such status under [Section III](#_acth8av64dtt) of this article may be restored to collegiate membership by two-thirds vote of his chapter.

### Section IX: Good Standing Defined.

A member in good standing is one who is not on probation or who is not in arrears to his chapter or the Fraternity, or to any agency or instrumentality thereof, beyond the period fixed by law. A member not in good standing shall be considered as suspended from membership until all arrears are paid, or time of payment extended.

### Section X: Expulsion, Suspension, Probation and Dropping from Rolls.

Members may be expelled, suspended, put on probation, dropped from the rolls and otherwise punished for non-payment of obligations and such offenses as may be provided by law, upon due notice and opportunity for hearing. Expulsion, suspensions, and multiple probations will lead to a fine.

### Section XI: Fines.

Members may be charged fines, at the discretion of the Membership Quality Board, for noncompliance with the Bylaws or other noncompliance determined through a unanimous vote from the Membership Quality Board. The Membership Quality Board shall determine any fines on a case-by-case basis.

### Section XII: Demit.

A member, at his own request, may demit by written request to the Chief Executive Officer. With such a request, said member shall surrender his badge, membership card and membership certificate. Upon approval of said demit, the Chief Executive Officer shall immediately notify the appropriate fraternity official to strike said member's name from the chapter scroll. A member who demits shall have no rights or privileges in Tau Kappa Epsilon.

# ARTICLE IV - EXECUTIVE BOARD AND COMMITTEES

### Section I: Executive Board.

#### Executive Board Defined.

* 1. The Executive Board shall consist of the Omicron Colony Officers, along with the Recruitment Chairman, and the Philanthropy Chairman.

### Section II: Chapter/Colony Officers Duties, Rights and Responsibilities.

#### Officers Defined.

* 1. Prytanis (President)
	2. Epiprytanis (Vice President)
	3. Grammateus (Secretary)
	4. Crysophylos (Treasurer)
	5. Histor (Historian)
	6. Hypophetes (Chaplain)
	7. Pylortes (Sergeant-at-Arms)
	8. Hegemon (Educator)

#### Prytanis.

The Prytanis has all the duties and powers of a President and serves as the Chief Executive Officer of the Colony. The responsibilities of Prytanis are:

1. Oversee the Colony as the presiding officer at all meetings, including but not limited to, meetings of the Colony officers, formal Colony meetings, informal Colony meetings, and rituals.
2. Enforce the constitution, laws, traditions, rituals, and local bylaws and rules, at all times.
3. Listen to the needs of the Colony and attempt to meet them. Clarify the goals of the Colony and carry out the wishes of the Colony, delegating work as appropriate.
4. The Prytanis shall present a slate of committee chairmen to the officers for unanimous approval.
5. Appoint a delegate to Conclave, and a delegate to campus interfraternal organizations.
6. Get all Colony members involved during the semester.
7. Ensure communications between your Colony, your school, and other fraternities; between your Colony and the Offices of the Grand Chapter; and between your Colony and your alumni.
8. Along with the Hypophetes, maintain the Colony morale at a high level.
9. Facilitate the running of the operations of the house.
10. Be the spokesman for the Colony.
11. Represent the Colony at Conclave, and see that the Colony participates in TKE educational conferences and programs.
12. Attend Alumni Association meetings as the Colony representative.
13. Coordinate an officer retreat with the Chapter Advisor and a Colony retreat with the Chapter Advisor.
14. Help the Crysophylos prepare an adequate budget.
15. Be a leader; influence others for the benefit of the Colony. Make responsible decisions.

#### Epiprytanis.

The Epiprytanis has all the duties and powers of a vice president. In the absence of the Prytanis, he performs all of his duties. The responsibilities of Epiprytanis are:

1. Assist the Prytanis as required.
2. Hold copies of The Black Book and the Colony Constitution and Bylaws. Be familiar with their contents, bring copies to meetings, and be prepared to answer or secure answers for any question or interpretation of them.
3. Keep the Colony Constitution and Bylaws up-to-date by inserting all amendments and updates as necessary.
4. Review Bylaws at least annually; look for updates needed to keep them current.
5. Oversee and assist in coordinating all committee activities and functions..

#### Grammateus.

The Grammateus has all the duties and powers of a Secretary. The responsibilities of Grammateus are:

1. Keep the list of Colony officers on file with the Offices of the Grand Chapter updated. Do this using the [TKE Chapter Module](https://module.tke.org/).
2. Keep a permanent record of all proceedings of the Colony, sharing the minutes with the Chapter Advisor and Board of Advisors, and passing these records on to your successor.
3. Attend all correspondence not otherwise delegated, keeping a file of all official Colony correspondence with the Offices of the Grand Chapter, the college or university, and other interested parties.
4. Develop a new phone list every term, providing a copy to each member.
5. Report any unfinished business to the Colony at all meetings.
6. Assist with the compilation of the annual membership roster, which is used by the Offices of the Grand Chapter to calculate Annual Membership Fees.
7. Assist the Prytanis in preparing the Annual Report and any applications for Chapter awards, both due to the Offices of the Grand Chapter each spring.
8. Retiring Grammateus shall notify the Offices of the Grand Chapter with a roster of the newly elected officers within 10 days of officer elections.

#### Crysophylos.

The Crysophylos has all the duties and powers of Treasurer. The responsibilities of the Crysophylos are:

1. Collect all money due to the Colony.
2. Disburse Colony funds, timely paying Colony obligations. Reference the [Fee Structure](https://www.tke.org/resources/member_resources/finance/fee_structure) regarding fees owed to the Offices of the Grand Chapter and corresponding due dates.
3. Remit promptly (within 15 days) to the Offices of the Grand Chapter all initiation registrations and fees.
4. Prepare accurate monthly financial reports of cash receipts and disbursements.
	1. Such reports shall be distributed to the Chapter Advisor and Board of Advisors, and a copy shall be posted for all members of the Colony to read.
5. File an Annual Report with the Offices of the Grand Chapter as required by the Black Book.
6. Make sure that all candidates register and pay their candidate fee online, so that they may promptly receive their candidate kits.
7. Ensure that all initiate fees are remitted to the Offices of the Grand Chapter in a timely manner.
8. Assist in making the Colony budget.

#### Histor.

The Histor has all the duties and powers of a Historian. The responsibilities of the Histor are:

1. Produce newsletters for Colony members and alumni and forward a copy to the Offices of the Grand Chapter.
2. Provide information for The Teke magazine about Colony activities.
3. Safely keep, and transmit to your successor, the chapter scroll.
4. Take photos or videos of Colony events to record chapter history for each term.
5. Coordinate the development of composites.
6. Cooperate with local alumni associations, where they exist, to provide programming for Teke alumni.

#### Hypophetes.

The Hypophetes serves as the Chaplain. The responsibilities of the Hypophetes are:

1. Develop a calendar for rituals, in conjunction with the Hegemon and Prytanis.
2. Keep all ritual items and make an inventory of them.
3. To preside in the absence of both the Prytanis and Epiprytanis.
4. Administer the oath of officers elect.
5. Counsel with any member about his academic progress and difficulties, arranging for further help, tutoring and counseling as needed.
6. Participate on the scholarship committee.
7. Maintain the Colony morale at a high level.

#### Pylortes.

The Pylortes has all the duties and powers of a Sergeant-at-Arms. The responsibilities of the Pylortes are:

1. Be the primary risk management representative for the Colony.
2. Act as doorkeeper at meetings, maintaining order as needed or directed by the Prytanis.
3. Work with the Colony to develop an alcohol awareness program.
4. Set up before Colony meetings.
5. Be custodian of all flags, properly displaying them whenever customary.

#### Hegemon.

The Hegemon is the Colony educator, primarily concerned with the preparation of Candidates. The responsibilities of the Hegemon are:

1. Prepare a written program covering all aspects of the new member education program and supervise the program.
2. Ensure that candidates are registered with the Offices of the Grand Chapter. Hegemons should register all candidates using the [TKE Chapter Module](https://module.tke.org/).
3. Implement a Membership Development Program, "The Blueprint" for all members.
4. Be in charge of Candidate activities, which should stress scholarship, recruitment, active participation, and leadership.
5. Constantly monitor the progress of new members.
6. Cooperate with the Prytanis in the selection of big brothers.

### Section III: Committees Duties, Rights and Responsibilities.

#### Committees of Omicron Colony Defined.

* 1. Athletic Committee
	2. Brotherhood Committee
	3. Fundraising Committee
	4. Philanthropy Committee
	5. Public Relations Committee
	6. Recruitment Committee
	7. Risk Management Committee
	8. Housing Committee
	9. Apparel Committee
	10. Social Committee
	11. Membership Quality Board

#### Committee Structure.

* 1. Two (2) weeks prior to the end of the semester, the Prytanis (with the assistance of the Prytanis-elect, if applicable) shall present a slate of committee chairmen to the officers for approval. At the discretion of the Prytanis, Co-chairmen may be appointed to oversee a committee.
		1. All changes to the slate of committee chairmen made by the Prytanis, including appointments and removals, must be approved by a unanimous vote by the Executive Board.
	2. The Prytanis may create any other committees he sees fit. Committee chairmen should choose their own committee members, subject to the approval of the Prytanis.
	3. Each committee chairman is responsible for the successful functioning of his committee, and may be removed at any time by the Prytanis, who shall report any such changes to the Chapter at the next regular meeting.
		1. Each officer may appoint such members as he may see fit to assist him in proper and successful carrying out of the duties of his office.
	4. The Committee Chairmen shall report to the Epiprytanis.

#### Athletic Committee.

The Athletic Committee shall be led by the Athletic Committee Chairman. The Responsibilities of the Athletic Committee and the Chairmen are:

1. Organize, and supervise, the athletic participation of the Colony in all appropriate events.
2. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
3. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Brotherhood Committee.

The Brotherhood Committee shall be led by the Brotherhood Committee Chairman. The Responsibilities of the Brotherhood Committee and the Chairmen are:

1. Organize at least 5 brotherhood events per semester, exclusive to initiated collegiate members of the Omicron Colony of Tau Kappa Epsilon.
2. To advance the connection and bond between all active, initiated members.
3. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
4. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Fundraising Committee.

The Fundraising Committee shall be led by the Fundraising Committee Chairman. The Responsibilities of the Fundraising Committee and the Chairmen are:

1. Organize fundraising events that benefit the Chapter
2. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
3. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Philanthropy Committee.

The Philanthropy Committee shall be led by the Philanthropy Committee Chairman. The Responsibilities of the Philanthropy Committee and the Chairmen are:

1. Organize, manage, and share opportunities for the Colony membership to participate in Volunteer and Philanthropic Opportunities.
2. Ensure Colony members are aware of their roles and expectations for Colony- planned philanthropy events.
3. Ensure Colony philanthropy donations and hours are recorded on the TKE Chapter Module at [module.tke.org](https://module.tke.org/).
4. Work with Crysophylos to ensure all philanthropy funds raised are sent in a timely manner and by the proper means.
5. Inform members of Philanthropic opportunities available in the community to be involved and/or help other organizations.
6. The Chairman should devote his focus to fundraising for Tau Kappa Epsilon’s official Philanthropy Partner, [St. Jude Children’s Research Hospital](http://www.tke.org/stjude).
	1. Some secondary, local philanthropy or philanthropies should be chosen by the Colony and planned and executed by the philanthropy committee chairman.
7. The Chairman should arrange community service opportunities and ensure the Colony is on track to completing its service hour goal with the Offices of the Grand Chapter.
8. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
9. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Public Relations Committee.

The Public Relations Committee shall be led by the Public Relations Committee Chairman. The Responsibilities of the Public Relations Committee and the Chairmen are:

1. Create and sustain a good external Colony image.
2. Assist Histor to sustain a virtual footprint by helping maintain all social media and outgoing messaging.
3. Make sure the Colony’s external image represents the values and standards of Tau Kappa Epsilon.
4. Maintain Colony relations in the Ohio State University Community by:
	1. Organizing a minimum of three (3) PR gestures to different Greek Organizations per semester.
	2. Organizing a minimum of two (2) PR gestures to non-greek organizations in the Ohio State University Community.
	3. Organizing one large scale PR event for the Ohio State University Community per year.
5. Create and maintain relationships and contacts with other organizations on campus.
6. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
7. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Recruitment Committee.

The Recruitment Committee shall be led by the Recruitment Committee Chairman. The Responsibilities of the Recruitment Committee and the Chairmen are:

1. Develop and implement an appropriate and effective program to attract new members to the Fraternity, submitting the program in writing to the Colony at the end of each semester for approval for the next semester.
2. Ensure that all Colony members are trained in recruitment techniques.
3. Invite interested individuals to accept membership and to report the same to the Colony at the next meeting.
4. The Recruitment Committee Chairman serves as a member of the Membership Quality Board.
5. Be aware of all programs and resources available to assist the Colony in its recruitment efforts.
	1. At the last regular meeting of each semester, the Recruitment Chairman shall present his plans, programs and budget requirements to the Colony for a simple majority approval. Once approved, the Recruitment Chairman is empowered to conduct activities, to invite new men to recruitment events, and to arrange all matters to successfully bring men into the Fraternity as new members.
	2. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
6. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Risk Management Committee.

The Risk Management Committee shall be led by the Pylortes (Risk Management Committee Chairman). The Responsibilities of the Risk Management Committee and the Chairmen are:

1. Ensure that the Colony follows [Risk Management Guidelines](https://www.tke.org/resources/member_resources/risk_management/risk_guidelines).
2. Develop, implement, and enforce a social protocol/strategy that addresses all matters of risk management, which may include but not be limited to alcohol, drugs, hazing, etc. on Colony property or at Colony functions, and other risk management concerns.
3. Cooperate with the Pylortes in ensuring that all Colony members are educated in, and aware of, risk management guidelines.
4. Report violations to the Chapter Advisor, the Board of Advisors, and the Offices of the Grand Chapter.
5. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
6. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Housing Committee.

The Housing Committee shall be led by the Housing Committee Chairman. The Responsibilities of the Housing Committee and the Chairmen are:

1. Organize, and supervise the filling of all housing spots and maintain the cleanliness of the house.
2. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
3. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

#### Apparel Committee.

#### The Apparel Committee shall be led by the Apparel Committee Chairman. The Responsibilities of the Apparel Committee and the Chairmen are:

#### Organize, and supervise the production of apparel for the Omicron Colony

#### Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.

#### The chairman also ensures that all apparel are in accordance with values and regulations of Tau Kappa Epsilon.

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#### Social Committee.

The Social Committee shall be led by the Social Committee Chairman. The Responsibilities of the Social Committee and the Chairmen are:

1. Prepare a social program based on the budget that has been approved by the Board of Advisors.
2. Supervise and direct the social program in accordance with established [Risk Management Guidelines,](https://www.tke.org/resources/member_resources/risk_management/risk_guidelines) hiring halls, bands, services, purchasing supplies, or making other expenditures within the budget, with all contracts being reviewed and approved by the Board of Advisors prior to being signed by the Chairman of the Board of Advisors.
3. Ensure that sufficient quantities of non-alcoholic beverages and food are available at all social functions.
4. Assemble a slate of active Fraters to serve as Social committee.
5. Hold bi-weekly (once every two weeks) committee meetings, or more at the discretion of the committee chairman.
6. The chairman also ensures that all events are in accordance with values and regulations of Tau Kappa Epsilon.

### Section IV: Membership Quality Board.

The Membership Quality Board (MQB) is the Colony committee that ensures each Frater continually meets the minimum standards for membership. This committee consists of the Prytanis, Pylortes, Hypophetes, Hegemon, Recruitment Chairman, Chapter Advisor, an alumni representative from the Board of Advisors, and two impartial at-large members appointed by the Prytanis. (The at-large members are preferably older brothers of the colony who have been Active for at least one full year.). All the Duties, Rights, and Responsibilities of the MQB require a quorum of at least 5 committee members.

The Membership Quality Board shall be led by the Membership Quality Board Chairman. The Membership Quality Board Chairman shall be chosen by the Prytanis from the list of MQB members. The Responsibilities of the Membership Quality Board and the Chairmen are:

1. Develop Member Standards and Recruitment Standards and present them to the Colony for a vote requiring three-quarters majority approval at the beginning of each semester.
2. Review these standards each semester and present recommendations to the Colony for approval.
3. Design, with the help of Recruitment committee, a system for the colony to conduct interviews of prospective members.
4. Evaluate Colony members each academic term, according to the established Member Standards, to ensure that all Collegiate members are in good standing.
5. Fine colony members in accordance with the Bylaws, or through a unanimous vote from the Membership Quality Board due to other noncompliance.
6. Place members on warning, probation or suspension, or refer to the appropriate authority for action.
7. Recommend charges for revocation of membership for any member who has seriously or repeatedly fallen below the Member Standards. These charges shall be read at the next regular Colony meeting and a simple majority vote should be taken to empanel a Special Court. The Special Court shall be conducted as outlined in [The Black Book](https://cdn.tke.org/tkeorg/files/file/black_book.pdf).

### Section V: Advisors.

#### Faculty Advisor.

* 1. This Advisor shall be a member of the faculty or staff at the Ohio State University.
	2. The Colony shall, at the time of its regular annual election, reappoint/designate an individual to serve as Faculty Advisor.
	3. The Faculty Advisor may be removed by a vote from the Board of Advisors.
	4. The Faculty advisor shall offer support and guidance to the Colony but will not vote on any matter including, but not limited to, recruitment, budgetary discussions, chapter operations, and brotherhood.

#### Chapter Advisor.

* 1. Assist and guide Chapter Officers.
	2. Attend Chapter meetings, at least once each month, and Officer meetings as needed.
	3. Attend TKE educational programs.
	4. Conduct Chapter and Officer retreats.
	5. Assist with Ritual.
	6. Provide guidance in disciplinary issues.
	7. Assist with membership recruitment.

#### Board of Advisors.

* 1. The Board of Advisors (BoA) is a group of individuals who strive to advise the Colony, provide it with continuity, and offer a more mature perspective to the Active members of the Colony.
	2. The Board of Advisors shall serve as the Board of Directors of the Chapter Corporation. Only members of the Board of Advisors shall be eligible to serve as directors of the Chapter Corporation.
	3. The Board of Advisors maintains separate bylaws, holds elections for officer positions, and is ultimately responsible for the operations and subsequent success or failure of the Colony.
	4. Each semester the Board of Advisors will approve the Colony’s budget and oversee financial operations.
	5. Three members of the active Colony serve on and have full voting rights on the BoA: the Colony Prytanis, Colony Crysophylos and an Executive Board member designated by the Prytanis.

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# ARTICLE V - ELIGIBILITY, ELECTIONS, TERM LIMITS.

### Section I: Eligibility.

#### Requirements.

* 1. To be eligible to run for any officer or committee chairman position a member must:
		1. Maintain a minimum of a 3.0 GPA.
			1. 3.2 for the Executive Board.
		2. Be in good standing as defined by these bylaws.
		3. Be in good academic and financial standing with both the university and international fraternity.
		4. Be unanimously approved by the Membership Quality Board.
			1. Reasons for disapproval might include:
				1. Prior probationary charges, inappropriate social interactions, harassment towards new members, et cetera as determined by the MQB.

### Section II: Election Period.

#### Election Dates.

* + 1. Elections for Prytanis, Epiprytanis, Crysophylos, Grammateus, Hypophetes, Pylortes and Histor will be held at the third to last meeting of every Fall Semester.
		2. Elections for Hegemon will be held at the third to last meeting of every semester.
		3. The Prytanis will notify the Colony what positions of office are up for election two weeks prior to the election.

#### Nominations.

* + 1. All Executive Board positions may be nominated.
		2. Nominations occur the fourth to last meeting of each semester.
		3. A nomination can be made by any active Frater which must be seconded by another Frater and then the nomination must be accepted to enter into the running for the position. A frater may nominate himself.
		4. Any nominated Frater has four (4) days to accept or decline his nomination.

#### Election Proceedings.

* 1. During the election meeting, each candidate shall have a specified amount of time, depending on the position, to make a statement regarding his qualifications and other information pertinent to the office for which he is running, followed by questions from the Colony directed at the candidate. Timing for each position is as follows:
		1. Each candidate in elections for Prytanis and Epiprytanis shall have five (5) minutes to give a speech, with three (3) minutes for questioning.
		2. Each candidate in elections for Crysophylos, Grammateus, Hypophetes, Histor, Hegamon, and Hypophetes will have three (3) minutes to give a speech, with two (2) minutes for questioning.
	2. Recruitment Chairman and Philanthropy Chairman will have ninety (90) seconds for speeches and ninety (90) seconds for questioning.
	3. At any time during the questioning, the allotted questioning period may be extended by 1 minute by a motion to extend with another Frater seconding the motion.

#### Voting.

* 1. Only active Fraters in good standing with the Ohio State University and Tau Kappa Epsilon may be eligible to vote.
		1. Regardless of the length of a member’s time in the Colony or his position, all votes are equal.
	2. A quorum of two-thirds of active members is required to conduct a vote in an election.
	3. If, after the first round of voting, no candidate possesses a majority of the votes, the bottom candidate shall be repeatedly removed and a runoff vote shall be conducted until either:
		1. the top two candidates together possess a majority (one-half) of the total votes, at which point the next runoff shall be between only the top two candidates.
		2. There are only two candidates remaining, at which point the runoff vote between the two decides the election.
	4. Voting shall be by the usual sign, unless an alternative voting method is directed by the Prytanis or motioned and seconded by two brothers. The Prytanis may direct that a vote be taken by secret ballot.

#### Transition of Officers.

* 1. Timing.
		1. Transition of Officers will occur between the fall and spring semester and in the last two weeks of the spring semester (depending on position).
	2. Officer Retreat.
		1. An officer retreat will take place before the start of every semester.
		2. The officer retreat will include all incoming and outgoing officers.
		3. For parts of the officer retreat the BOA Chairman, Chapter Advisor, Faculty Advisor, TKE Staff and local volunteers will also be included.
		4. The officer retreat may take place virtually, but is preferably done in- person.
		5. The purpose of the retreat is to make incoming officers aware of current operations of the Colony, to plan in detail the upcoming semester and work with alumni and the Offices of the Grand Chapter to continue improving Tau Kappa Epsilon.

### Section III: Officer and Committee Chairman Terms

#### Executive Board Terms.

* 1. Chapter Officers are to serve from January 1 to December 31, exercising the duties as defined in the International Constitution and Bylaws of TKE and further defined within these Bylaws.
		1. Prytanis, Epiprytanis, Crysophylos, Grammateus, Hypophetes, Pylortes and Histor will serve one year terms with elections being held in the 3rd to last week of the Fall Term.
		2. Hegemon, Recruitment Chairmen and the Philanthropy Chairman will serve one semester terms with elections being held for the Hegemon by the Prytanis on the third to last Sunday of each term.

#### Committee Chairmen Terms.

* 1. Chapter Committee Chairmen are to serve single semester terms
	2. The Prytanis, with the unanimous approval of other officers, may remove and replace Committee Chairmen at any time during their term.
1. Terms Limits
	1. There are no restrictions to running for reelection to a position as long as the Frater can serve out his full term as an active member in good standing with both the Ohio State University and Tau Kappa Epsilon.

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# ARTICLE VI - IMPEACHMENT OR RESIGNATION.

### Section I: Reason for Impeachment.

1. Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.

### Section II: Procedures for Removal.

1. The Colony may remove any of the officers by a two-thirds vote of the members in good standing attending any regular meeting at which a quorum is present.

### Section III: Procedures for Resignation.

* 1. The local Colony may accept the resignation of any Colony officer when it appears that such resignation would be in the best interest of the Colony and the Fraternity

### Section IV: Procedure for Filling Vacant Officer Positions.

1. In case of vacancy in any office, it shall be filled by majority ballot at the next regular meeting of the Colony.

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# ARTICLE VII - MEETINGS.

### Section I: Colony Meetings.

1. The Omicron Colony of Tau Kappa Epsilon shall meet weekly on Sunday nights at 5pm in a designated University building, or another time decided by the Prytanis.
2. All active Fraters are expected to be in attendance.
	1. A Frater may request an excused absence from the Grammatus at least twenty- four (24) hours prior to the meeting.
3. Order of Business:
* Opening ceremony (Silver Book)
* Order of business (Silver Book)
1. Attendance by Grammateus
2. Review of previous meeting minutes
3. Review of unexcused absences
4. Officer and chairman reports
	1. Grammateus
	2. Crysophylos
	3. Histor
	4. Hypophetes
	5. Pylortes
	6. Hegemon
	7. Epiprytanis
		1. Recruitment Chair
		2. Philanthropy Chair
		3. Other (when applicable):
			1. Athletic Chairman
			2. Brotherhood Chairman
			3. Fundraising Chairman
			4. Philanthropy Chairman
			5. Public Relations Chairman
			6. Social Chairman
			7. Other
5. Prytanis report
6. Special committee reports (if applicable)
7. Presentation of communications (More likely than not, many of those listed below will not be in attendance. Proceed through the list in order of who is present.)
* Grand Prytanis
* Grand Officers
* Grand Province Advisor, Province Advisor, TKE HQ Staff
* Chapter Advisor
* Board of Advisors representative
* Business manager
* College or University representative/advisor
* Other
1. Announcements
2. Unfinished Business
* Includes any tabled items from previous meetings or topics needing more attention or work to complete.
1. New Business
* Includes any general chapter business for which discussion needs to take place (voting on bylaw amendments, upcoming events/activities, new officer nominations/elections, etc.)
1. Proposals for Membership
* This should at least be mentioned at every meeting, should the need to extend a bid or bids arise.
1. Gavel pass
	1. Optional for non-ritual chapter meetings.
2. Ritual Closing by Prytanis

### Section II: Other Meetings.

#### Officer Meetings.

* 1. There shall be a separate weekly meeting, aside from the regular weekly Colony meeting.
		1. Those in attendance shall be: Prytanis, Epiprytanis, Grammateus, Chrysopholis, Histor, Hypophetes, Hegemon, Pylortes, Recruitment Chairman, and Philanthropy Chairman

#### Committee Chairmen Meetings.

* 1. There shall be a separate weekly meeting, aside from the regular weekly Colony meeting.
		1. Those in attendance shall be: Epiprytanis and the Chairman of each committee.

#### Committee Meetings.

* 1. At the discretion of any committee chairman, he shall be able to call a meeting of his committee, with sufficient advance notice, in order to discuss information that is relevant and substantial to the success of the Colony.

#### Special Meetings.

* 1. Special meetings may be called at any time by the Prytanis or shall be called by him upon a written request of not less than ten percent (10%) of the undergraduate members communicating to the general Colony at least 24 hours in advance of the time fixed for the meeting. The purpose of the meeting shall be clearly stated in any such request, and in the call to order of such meeting.

### Section III: Presiding Officer of Meetings.

#### Colony Meetings.

* 1. The Prytanis shall be the presiding officer of all Colony meetings
	2. In the absence of the Prytanis, the Epiprytanis shall fulfill his duty and obligation of temporarily assuming the presiding officer role of the Colony meeting.
	3. In the event that both the Prytanis and Epiprytanis are absent, the Hypophetes shall serve as the presiding officer of the Colony meeting as aforementioned in Article IV.(II).(7) of this constitution.

#### Officer Meetings.

* 1. The Prytanis shall be the presiding officer of all officer meetings.

#### Committee Chairmen Meetings.

* 1. The Epiprytanis shall be the presiding officer of all committee chairmen meetings

#### Committee Meetings.

* 1. The committee chairman for the respective committee shall be the presiding officer of any committee meeting he chooses to hold.

#### Special Meetings.

* 1. The presiding officer of special meetings shall be consistent with that of Colony meetings.

### Section IV: Attire.

#### Attire for Meetings.

* 1. Every member in attendance shall wear stitched TKE letters or dress business casual. In case of any disagreement regarding “business casual” attire, the decision will rest with the Prytanis.
	2. The Attire for “Other Meetings” as aforementioned in Article VII.(II), shall be at the discretion of the presiding officer of that meeting

### Section V: Quorum.

1. Fifty-one percent (51%) of the undergraduate members in good standing shall constitute a quorum for the conduct of business at any regular or special meeting of the Colony.

### Section VI: Attendance by Alumni.

1. Any alumnus or honorary initiate may attend any meeting of the Colony and may join in discussion and debate the same as any active member, but may not make or second motions, or vote.

# ARTICLE VIII - FINANCE.

### Section I: Financial Procedure.

1. The Crysophylos will have prepared a budget to present to the active Colony for the following school year in the second to last meeting of the spring semester.
	1. In order to be approved the Crysophylos must:
		1. First, have the budget approved with a two-thirds vote by the current Officers.
		2. Second, have the budget approved with a vote by the Board of Advisors.
		3. Third, have the budget approved with a two-thirds vote by the active membership.
2. The amount of dues and the method and dates of collection shall be proposed by the Crysophylos and approved by a majority vote of the active membership at the third to last meeting of the spring semester for the following year.
3. Dues are set by the Colony based on the requirements of the approved Colony budget that has been reviewed by the Board of Advisors. The budget must include all fees and assessments due to the Offices of the Grand Chapter, including Annual Membership Fees (AMFs) and Risk Management Fees.
4. Special Assessments.
	1. Special assessments are defined as ad hoc monetary collections for items not enumerated in the Colony budget.
	2. Special assessments may only be levied by a two-thirds vote of the Colony and only with the approval of the Board of Advisors.

### Section II: Monetary Disputes.

1. If a brother believes the Crysophylos has incorrect records he must supply the Crysophylos and Officers with written proof.
2. In addition, if the Crysophylos believes that a brother has incorrect records he must supply the brother and Executive Board with written proof.
3. If the Crysophylos or brother is not satisfied then the argument shall be brought before the Board of Advisors.

### Section III: Payment Plans.

There are two payment plans with regard to timing of payments, as well as other plans that accommodate factors such as a brother being on cooperative education or having paid lifetime AMFs.

1. Time Based Plans.
	1. Yearly: Fraters on a yearly plan will pay the flat amount of dues in one payment at the beginning of the school year.
	2. Semesterly: Fraters on a semesterly plan will pay a flat amount of dues in one payment at the beginning of each semester.
2. Situation Based Plans.
	1. Lifetime Members: Lifetime members will not have to contribute to the yearly AMF payment from International Headquarters.
	2. Study Abroad: Members on cooperative education are not responsible for paying local dues but are responsible for any dues owed to International Headquarters.
		1. These members must pay for any Colony events that they attend during their time studying abroad.
3. Special Payment Plans.
	1. Members may organize a payment plan with the Crysophylos. It is the Frater’s responsibility to approach the Crysophylos about a special payment plan.

### Section IV: Penalties for Non-Payment.

1. In the event of financial delinquency by a Frater, the Crysophylos and Prytanis may elect to levy any or all of the following punishments on a Frater, separate from any declaration of probationary status:
	1. Exclusion from any or all social functions.
	2. Revocation of voting privileges at meetings.
	3. Ineligibility to run for Colony office.
	4. Exclusion from consideration to be a Big Brother to a New Member.
2. If a Frater enters into and stays current on a payment plan, he may appeal to either the Prytanis or the Crysophylos to have his punishments reduced or removed, if he believes he has shown good faith in paying back money owed to the Colony.
3. Alumni Members that have left/graduated school will be placed on a payment plan if they have any balance on their account.
	1. Plan **–** $75.00 monthly starting on the 15th of every month. If they do not pay $75.00 by the next month they will be charged late fees. Payments can be made either to the Crysophylos directly or on any online payment method already set up by the Crysophylos.
	2. Late Fees **–** If an alumni member on the payment plan fails to pay, they will be charged late fees.
		1. First Offense – $25.00
		2. Second Offense – $50.00
		3. Third Offense – Placed under review for referral to collections and a simple majority vote taken by the Colony to send this member to collections. Automatic exclusion from Alumni/Active Events.
4. Members are required to report to the Crysophylos their payment plan selection for yearly dues within seven (7) days of the first meeting of fall semester. Membership dues are to be paid fourteen (14) days after the first meeting of the semester unless an alternate payment plan has been arranged with the Crysophylos within seven (7) days of the first meeting of the semester.

### Section V: Candidate and Initiation Fees.

1. After receiving a bid, each candidate shall pay his Candidate Fee to the Offices of the Grand Chapter. Prior to his initiation, each candidate shall pay to the Offices of the Grand Chapter the appropriate Initiation Fee. No extension of time may be granted, nor shall any candidate be initiated until all fees are paid in full.
	1. In special circumstances, the Colony Prytanis may make an exception to this rule.

### Section VI: Late Fees.

1. Late fees shall be paid two weeks after a member is made aware of the charge.
	1. Late payment will result in the fine doubling.
2. The Membership Quality Board shall determine any fines on a case-by-chase basis.

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# ARTICLE IX - AMENDMENTS.

### Section I: How Made.

1. Any proposed amendments to these Bylaws shall be submitted in writing to the Epiprytanis who shall announce the proposition via electronic communication and present the same to the Colony at the next regular meeting under new business for discussion after which the proposed amendment shall lay on the table until the next regular meeting when, if duly seconded and receiving a two-thirds favorable vote, it shall be declared adopted.
2. Grammatical and organizational changes that do not change the meaning or spirit of these Bylaws are not considered amendments. These changes shall be presented to the Epiprytanis and executed at his sole discretion.

### Section II: Duty to Enter.

1. It shall be the duty of the Epiprytanis to immediately enter in all copies of the Bylaws all amendments thereto.

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# ARTICLE X - RATIFICATION.

### Section I: Method of Ratification.

1. This constitution shall become effective upon approval by a ¾ vote of the membership.
2. All members ratifying the Bylaws must sign the Bylaws within the week of Ratification
3. The most recent ratified constitution and any amendments attached shall be considered the current constitution for the Omicron Colony of Tau Kappa Epsilon (TKE) at the Ohio State University (OSU).

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# DECLARATION & SIGNATURE

Approved - - , 2022

Declaration of Constitution and Bylaws

We declare the Constitution and Bylaws of the Omicron Colony of Tau Kappa Epsilon International Fraternity to be approved and effective on - -, 2022 and to read as presented above, having been approved by a three-fourths vote of the Founding Members of the Omicron Colony of Tau Kappa Epsilon on - -, 2022.