

# Theta Gamma Fraternity Town Hall Procedures Manual



**Creation Date: 08/01/2016**

## **Purpose**

The Theta Gamma Town Hall Procedures Manual is a reference guide that sets out the accepted practices of the Town Hall Meeting (THM) with regards to how the business of these meetings will be conducted.

Creation of a once a month THM between Grand Council Executive Board (GCEB), the Active Chapter President (ACP), and the Chapter Corporate Board President (CCBP).

Appendix A provides the most recent listing of all GCEB, as well as their contact information.

The Procedures Manual may be amended at any time at the GCEB discretion.

### **Goals**

1. That the Theta Gamma Active Chapters will be more engaged with Grand Council on a regular basis
2. That the GCEB will be more engaged with Active Chapters on a regular basis
3. That All Active and Alumni Brothers in good standing can submit questions for consideration by the ACP and CCBP
4. That Alumni brothers may become more active with their pledge chapters and the Grand Council.
5. That meeting notes from the THM will be made available in the members only forum of the Theta Gamma website. If you are not a member of the website, please go to <http://www.thetagamma.com/profile/login/>

### **A. Definitions**

1. Town Hall Meetings (THM) are set by the Grand Council at such times and places as it seems appropriate. See Appendix B for schedule
2. If the THM needs to be canceled by the GCEB
  - a. 48 hours must be provided by email to all attendees to the meeting.
  - b. A new date must be presented as part of the notification
  - c. Rescheduled meeting must happen with the same week
3. Meeting Attendees
  - a. GCEB
    - i. Grand Exalted Master must attend the meeting
    - ii. All other GCEB are encouraged to attend, but are not mandated to do so.
  - b. Active Chapter
    - i. ACP (If he cannot attend, the next chapter officer from the active chapter can attend)

- ii. CCBP (If he cannot attend, the next chapter officer from the corporate board can attend)
  - iii. Both ACP and CCBP are encouraged to attend but only one person needs to attend
    1. If neither person attends, questions from the chapter will still be answered at the town hall meeting.
  - c. If a chapter is found in violation of other members (whether active/alumni) joining the meeting, chapter will face a substantial fine. \$100 fine and removed from the current monthly THM. They will be allowed to attend the next meeting.
4. There are no votes, motions, rule/amendment, or policy changes that can be made by GCEB, ACP or CCBP. This a question and answer session only.

#### B. Question Submission Process

1. A question submission form will be created for each month
2. All Theta Gamma Fraternity Brothers in Good Standing may submit questions. Please refer to Grand Council's definition of a Brother in Good Standing. If you are not a brother in good standing, you are not eligible to submit questions or have your questions answered.
3. At a specified date, all questions will be submitted to the ACP and CCBP for review.
  - a. If you pledged Gamma, your question will be reviewed by Gamma Chapter
  - b. If you pledge Gamma but transferred to Alpha, your questions will be reviewed by Gamma.
  - c. If the chapter you pledged is no longer active, a chapter that is closest to you geographical location will review your submitted question.
4. ACP and CCBP will review and prioritize all questions and submit to the GCEB to be answered at the THM.

Please be aware, questions may not be answered due to legal issues. In this case the GCEB will notify the ACP and CCBP and another question may be submitted.
5. A spreadsheet of all questions should be emailed to the following [gem@thetagama.com](mailto:gem@thetagama.com). See Appendix A for schedule. See Appendix C for a sample spreadsheet submission

6. GCEB would need to be prepared to answer every question from each chapter that was submitted

### C. THM Agenda

1. The meeting will be managed by an appointed Moderator. Duties include
  - a. Management of time
  - b. Who should be speaking
  - c. Managing the rules of the THM
2. Moderator will be
  - a. Brother in Good Standing
  - b. Preferably not hold a position on the GCEB, or Chapter Corporate Board.
3. Meeting duration will be at a maximum 2 hours and 15 minutes
  - a. First 15 minutes will be dedicated to the GCEB to discuss any current/upcoming fraternity business, financial information, etc.
  - b. Each chapter will be allocated 30 minutes to have as many questions answered per the submitted spreadsheet submitted by the ACP/CCBP.
    - i. After each question has been answered, the ACP/CCBP may ask follow up questions.
    - ii. The only people allowed to talk during this time frame will be the GCEB and the ACP/CCBP of that chapter
      1. If another chapter is asked to participate in the questions by the current chapters allocated time, no additional time will be extended
      2. Speaking out of turn
        - a. First Time Warning
        - b. Second Time Warning
        - c. Third Time Fine, \$25 payable to Grand Council. Must be paid within the week
        - d. Fourth Time Removed from the current THM
  - c. After 30 minutes is up, GCEB would move on to the next chapter's questions
  - d. THM will be recorded and will act as the minutes of the meeting. The audio recording as well as the questions answered and attendees of the meeting will be available on the Theta Gamma Member's Only area for download as soon as possible.

## **Appendix A GCEB**

### **Elected Officials**

Grand Exalted Master, Patrick Carey, [gem@thetagamma.com](mailto:gem@thetagamma.com)

Vice Grand Exalted Master, OPEN

Grand Secretary Treasurer, Joe Alamia

Grand Chaplain, Dan "Wyo" Horton

Grand Editor, Joe Bithorn

Grand Historian, Roger Willingham

Grand Alumni Secretary, OPEN

### **Grand Council Advisors**

Chosen by the Brothers to serve permanently or until they resign their position.

Grand Advisor, Patrick Boire, [boirep@gmail.com](mailto:boirep@gmail.com)

Grand Advisor, Mick Collins, [mcollins@snet.net](mailto:mcollins@snet.net)

## **Appendix B Schedule**

### **September 2016**

September 5th 11:59pm EST All questions are submitted to ACP/CCBP for review

September 10th 11:59pm EST All prioritized questions submitted to GCEB by ACP/CCBP

September 11th through 18th GCEB reviews all questions submitted.

September 18th Town Hall Meeting 7pm EST

### **October 2016**

October 17th 11:59pm EST All questions are submitted to ACP/CCBP for review

October 22nd 11:59pm EST All prioritized questions submitted to GCEB by ACP/CCBP

October 23rd through October 30th GCEB reviews all questions submitted. October 30th Town Hall Meeting 7pm EST

### **November 2016**

November 6th 11:59pm EST All questions are submitted to ACP/CCBP for review

November 12th 11:59pm EST All prioritized questions submitted to GCEB by ACP/CCBP

November 13th through November 20th GCEB reviews all questions submitted.  
November 20th Town Hall Meeting 7pm EST

December 2016

TBA

**Appendix C**

Sample form to be provided