

# CONSTITUTION AND BY-LAWS



## THETA GAMMA FRATERNITY

as amended and accepted by the Grand Council in session February 23, 2019

# **PREAMBLE**

We the members of the Theta Gamma Fraternity, realizing fully there is a higher order to the universe than that of any one man, believe that great advantages are to be derived through a brotherhood of similar ideals and fellowship. As such we have bound ourselves together in order to form a more perfect union among men. We endeavor to eliminate all prejudices and promote the principles of manhood, so that we may foster and promote those high ideals and standards espoused within our rituals. We therefore establish and enact the following Constitution and accompanying By-laws for the governance of our fraternity.

# **CONSTITUTION**

## **ARTICLE I – NAME**

Bearing these ideals in mind, we have chosen the name of THETA GAMMA; and each chapter shall be designated as XXX Chapter of THETA GAMMA.

The Chapters shall be named consecutively with the letters of the Greek alphabet according to the order in which they are installed.

## **ARTICLE II – CONSTRUCTION**

This Institution shall consist of:

1. The Grand Council. (See Article VI.)
2. The Chapters. (See Article V.)

## **ARTICLE III – PURPOSE**

The purpose of the Fraternity shall be to foster and promote the educational interests of its membership, to encourage leadership development, and make, maintain, and uphold a high standard of life, happiness and integrity for its members by uniting them in a closer bond of brotherhood, unity, and trust.

## **ARTICLE IV – MEMBERSHIP**

The membership of this fraternity shall be those Brothers who organized the body and whose names appear on the Rolls as Charter members, and those men who are students of the affiliated institutes or colleges of an active chapter who shall be elected to membership by unanimous vote minus one (1) of the active Chapter to which they are proposed for membership; provided that they are enrolled in accredited courses. The council requires that all candidates for membership meet the minimum scholastic requirements of the Institute or College in which they are enrolled. Each Chapter will define its own additional minimum standards for acceptance of candidates with the approval of the Grand Council.

Members of the Faculty of said Institutes and Colleges, in which a Chapter is located, may be elected to membership. This membership shall be designated as honorary and the number of such honorary members will be left to the discretion of each separate Chapter. See By-Laws Article I sections 6&7.

## **ARTICLE V – CHAPTERS**

### **Section 1 – Name**

The Chapters shall be designated by a Greek letter or letters as provided in Article II.

### **Section 2 – Purpose**

The purpose of a Chapter shall be to promote those ideals as embodied in the purpose of the National Body.

### **Section 3 – Membership**

#### *Sub. Section 1 – Qualifications.*

An individual to qualify for membership shall be considered by the Chapter to be a positive asset to the fraternity, as well as those requirements previously stated in Article IV. Such candidates shall receive a unanimous vote minus one (1) of the active Chapter to which he is proposed for membership.

#### *Sub. Section 2 –*

Method of Election. Each candidate for membership shall be proposed to the active Chapter members at least one week before being voted upon. Ballot upon proposed membership shall be secret, and there shall be suitable apparatus provided for taking the secret ballot. Two negative votes shall be sufficient to bar a candidate from admission into the Fraternity. A candidate's name may be voted upon during any school or college semester but may be brought up again for consideration in the succeeding semester.

*Sub. Section 3 – Members in Good Standing.* A member to be in good standing must have fulfilled his monetary obligations to both the Grand Council and the Chapter, as well as complied with any further restrictions imposed by the Chapter to which he is a member. Said restrictions to have the sanction of the Grand Council. He must maintain the minimum scholastic requirements of the Institute or College in which he is enrolled and other standards to be set by the individual Chapters with the consent of the Grand Council. Any member that at any time does not meet the minimum requirements of a member in good standing loses his voting power until such time as said standards have been met.

## Section 4 – Officers

*Sub. Section 1* – The officers of an active Chapter shall consist of: The President, the Vice President, the Secretary, the Treasurer, the Chaplain, the Sergeant at Arms, the Historian, ~~and~~ the Director of Initiations, and any such other officers as are deemed fitting by the active Chapter to conduct its business.

*Sub. Section 2* – Time of Election. Election of officers definitely stated in Article V, Section 4, Sub. Section 1, shall be held not later than the fifth meeting prior to the close of the school or college year; and they shall be installed at the meeting prior to the close of the school or college year; with the exception of the member elected to the office of Treasurer. The member elected to the office of Treasurer shall be a member in Good Standing and shall be elected three months prior to the close of the school year; whence he shall serve as assistant to his immediate predecessor until the installation of the other Chapter officers, when he shall be installed into the office of Treasurer.

*Sub. Section 3* – Mode of Elections. All officers of the active Chapter shall be elected by a majority vote of the active Chapter members in Good Standing.

*Sub. Section 4* – Term of Office. The term of office shall be determined by the Chapters. Officers of the active chapter shall fulfill their duties in good faith, but shall be subject to impeachment by a two-thirds vote of the active chapter members in good standing.

*Sub. Section 5* – Powers and Duties. The powers and duties of the active Chapter officers shall be:

### PRESIDENT:

1. The President shall preside over all the meetings of the active Chapter.
2. The President shall appoint all committees.
3. The President shall promote in every way the activity and welfare of the active Chapter.
4. The President shall support the Constitution and By-Laws of Theta Gamma and it shall be his duty to enforce their maintenance by all members of the active Chapter.
5. The President shall observe that all Chapter officers fulfill the duties of their respective offices, and shall bring all delinquencies the attention of the Chapter for action thereon.
6. The President shall represent the Chapter in all contacts with Faculty, the School and all community organizations.
7. The President shall contact the Grand Exalted Master within the first week of each new scholastic semester, and maintain communication with the Grand Exalted Master throughout the semester.

VICE PRESIDENT:

1. The Vice President shall assist and cooperate with the President in every way.
2. The Vice President shall act as President in the latter's absence.

SECRETARY:

1. The Secretary shall keep a complete, accurate and neat record of the minutes of all Chapter meetings.
2. The Secretary shall keep all Chapter records complete, except financial.
3. The Secretary shall notify the Grand Secretary immediately upon the election of all Councilmen, providing full names and contact information.
4. The Secretary shall promptly execute all routine Chapter correspondence.
5. The Secretary shall maintain a complete revised roll of the entire Chapter membership, such roll to show name, address, year graduated and membership number.
6. The Secretary shall submit to the Grand Alumni Secretary a complete list of contact information for all newly inducted members, along with any revisions to the Chapter roll, prior to the completion of each semester.
7. The Secretary shall submit to the Grand Secretary a complete list of Chapter officers, and their contact information immediately following the Chapter elections.

TREASURER:

1. The Treasurer shall collect all monies due the Chapter or council from the membership, pledges and initiates.
2. The Treasurer shall be custodian of all Chapter funds and shall pay all debts of the Chapter upon proper authorization.
3. The Treasurer shall be the financial representative of the Chapter in its contact with the Grand Council.
4. The Treasurer shall keep an accurate record of all monies handled by him, and shall secure the audit and signature of an honorary member, Advisor, or Alumnus of his Chapter prior to turning over the books to his successor.

CHAPLAIN:

1. The Chaplain shall offer Prayer at all meetings of his Chapter.
2. The Chaplain, in conjunction with the Pledge Master, shall have charge of performing the ritualistic work of the Chapter.
3. The Chaplain shall be the custodian of the ritualistic equipment.
4. The Chaplain shall conduct the prescribed service when so requested at the funeral of a brother, in the absence of the Grand Chaplain.
5. The Chaplain shall endeavor to foster, cultivate and maintain a wholesome, moral attitude and conduct on the part of the Chapter and its

members.

**SERGEANT AT ARMS:**

1. The Sergeant at Arms shall maintain order at all Chapter meetings and functions.

**HISTORIAN:**

1. The Historian shall collect, and preserve complete data relative to the history of the Chapter.
2. The Historian shall assist the Secretary in keeping the Chapter roll up to date especially in regards to the most current contact information of alumni.
3. The Historian shall provide the Grand Historian with any information of historical significance regarding his Chapter.

**DIRECTOR OF INITIATIONS:**

1. The Director of Initiations shall have charge of the Chapter's New Member Education program.
2. In conjunction with the Chaplain, shall be the custodian of the ritualistic equipment.

**Section 5 – Powers, Duties and Restrictions of the Active Chapters**

The power of the active Chapters shall be to uphold the purpose and traditions of the Fraternity, and to promote its interests. The restrictions upon the active Chapter shall be those restrictions imposed by the Grand Council and the Faculty of the Institute or College in which the Chapter is located; if said restrictions bear the approval of the Council.

**Section 6 - Meetings**

*Sub. Section 1 – Time of Meeting.* Each Chapter shall conduct a weekly meeting throughout the academic year. A formal meeting must be held at least once monthly during the academic year.

*Sub. Section 2 – Manner of Meeting.* All meetings must be held in absolute secrecy. All meetings shall be conducted under parliamentary procedure. Robert's Rules of Order to be used as a reference.

*Sub. Section 3 – Quorum.* A quorum shall consist of one-half plus one of the membership in good standing of the active Chapter.

*Sub. Section 4 – Procedure of Meeting.* Procedure of meetings shall be after the manner prescribed in the Ritual.

## **Section 7 – Committees**

*Sub. Section 1 – Membership.* All committees shall be appointed by the President.

*Sub. Section 2 – Term of Office.* A committee shall continue in office until its business is transacted or unless by a two-thirds vote of the active Chapter members in good standing, it is decided to disband the committee.

## **Section 8 – Incorporation**

A Chapters' membership, or a group or association of alumni members, may seek to become incorporated if there is not already one in existence. The Grand Council shall recognize the corporation as an affiliation of Theta Gamma Fraternity, working complimentary to the chapter. Their purpose of existence shall be to advise, and when deemed necessary in accordance with the active chapter assist with business affairs necessary to maintain a stable environment within the chapter. The Grand Council will recognize the Corporation as the overseer and owner of the Chapter house and all properties.

# **ARTICLE VI – GRAND COUNCIL**

## **Section 1 – Name**

The name of this body shall be the GRAND COUNCIL of THETA GAMMA FRATERNITY

## **Section 2 – Purpose**

The purpose of the Grand Council shall be to act as the Governing Body of the Fraternity, and shall be to foster and promote the educational interests of its membership, to encourage leadership development, and make, maintain, and uphold a high standard of life, happiness and integrity for its members by uniting them in closer bond of brotherhood, unity and trust. The Grand Council shall provide the Ritualistic work of the Fraternity.

## **Section 3 – Membership**

*Sub. Section 1 – Qualifications.* Members of the Grand Council shall be elected by a majority vote of the active Chapter members in good standing. Each Chapter shall be privileged to elect three (3) graduating members, and three (3) alumni members to the Council each year. A member elected by the Chapter to the Grand Council shall be a



member in good standing, and who has been deemed worthy through outstanding service to the Fraternity. Any member in good standing, who has not been elected by the Chapter to the Grand Council, and has deemed himself worthy through outstanding service to the fraternity, may nominate himself for membership by petitioning the Executive Board of the Grand Council no later than three (3) months prior to the annual Grand Council Convention.

All those selected for, and petitioning for, membership to the Grand Council shall be subject to review, and approval, of the Grand Council Executive Board.

*Sub. Section 2 – Time of Election.* The active Chapters shall elect their Councilmen by the end of the fall semester. Upon election of Councilmen each chapter will notify the Grand Council.

*Sub. Section 3 – Term of Office.* Members elected to the Grand Council shall serve permanently providing they remain in good standing. Grand Council membership may be suspended if any Councilman be deemed in bad standing.

*Sub. Section 4 – Powers and Duties.* The powers and duties of a Grand Council member shall be to have an active interest in Theta Gamma and be present at all Grand Council meetings in so far as possible. To serve faithfully in all offices and upon all committees to which he may be appointed or elected.

#### **Section 4 – Officers**

The officers of the Grand Council shall be: The Grand Exalted Master, the Vice Grand Exalted Master, the Grand Secretary, the Grand Treasurer, the Grand Chaplain, the Grand Alumni Secretary, the Grand Historian and the Grand Editor. These officers shall comprise the membership of the Executive Board.

*Sub. Section 1 – Mode of Election.* The Grand Council officers shall be elected by a majority vote of the Grand Council in session.

*Sub. Section 2 – Term of Office.* The Grand Exalted Master, the Grand Chaplain, the Grand Editor, and the Grand Secretary shall be elected for two (2) year terms beginning with the 1990 election; the Vice Grand Exalted Master, the Grand Treasurer, and the Grand Alumni Secretary shall be elected to term of two (2) years beginning with the 1991 election and shall continue to be elected in the same method from then on. The Grand Historian shall serve for a period of five (5) years. A Grand Council Executive Board officer may be removed from his office by a 2/3 majority vote of the current Executive Board member if he is not upholding the duties of his office. If a member is removed from a Grand Council Executive board position or resigns his position while the Council is not in session, the remaining Executive Board members may appoint a member to fulfill the remaining term of the office.

GRAND EXALTED MASTER:

1. Grand Exalted Master shall be to preside at all meetings of the Grand Council and the Executive Board.
2. The Grand Exalted Master shall appoint all committee chairman.
3. The Grand Exalted Master shall perform all such other duties as fall upon a presiding officer.

VICE GRAND EXALTED MASTER:

1. The Vice Grand Exalted Master shall act as Grand Exalted Master in the latter's absence.
2. The Vice Grand Exalted Master shall visit each Chapter once a year and shall be reimbursed for fuel (receipts required), an additional \$50.00 stipend will be allowed for incidental expenses (if required). The host Chapter is to entertain him while at their Chapter.
3. The Grand Exalted Master and Vice Grand Exalted Master may jointly appoint a representative in case neither can make such visits personally.

GRAND TREASURER:

1. The Grand Treasurer shall keep accurate account of all Grand Council finances.
2. The Grand Treasurer shall keep an accurate record of all Grand Council financial transactions.
3. The Grand Treasurer shall have full charge of the issuance of all Grand Council invoicing corresponding to dues of both Grand Council members, and the active Chapters.

GRAND SECRETARY:

1. The Grand Secretary shall keep an accurate record of all meetings of the Grand Council Executive Board.
2. The Grand Secretary shall notify all members of the Grand Council of the date and meeting place of all Grand Council meetings.
3. The Grand Secretary shall have full charge of updating the Theta Gamma Fraternity Constitution and By-Laws whenever amended.
4. The Grand Secretary shall see that each Chapter has a current copy of the Theta Gamma Fraternity Constitution and Bylaws.
5. The Grand Secretary shall forward a copy of the Grand Council meeting minutes, as well as the Grand Council Executive Board meeting minutes, as they occur, to the active Chapter Secretary.
6. The Grand Secretary shall have full charge of issuing of all shingles to new members.

GRAND CHAPLAIN

1. The Grand Chaplain shall offer Prayer at all Grand Council meetings and

- shall perform all such other duties as may properly fall to him.
2. The Grand Chaplain shall conduct the prescribed service when requested at the funeral of a Brother. In his absence, an active Chapter Chaplain or any other member may conduct the service.
  3. The Grand Chaplain shall have full charge of all the ritualistic work of the Fraternity.
  4. The Grand Chaplain shall have charge of the issuance of pledge pins to the active Chapters.

#### GRAND ALUMNI SECRETARY

1. The Grand Alumni Secretary shall endeavor to stimulate and maintain interest in the Fraternity on the part of its alumni membership by coordinating with the active Chapters to maintain a calendar of upcoming Chapter events, and assisting the active chapters in promoting such events, on the Theta Gamma website, and in any other such ways which may be utilized for this purpose.
2. The Grand Alumni Secretary, with the assistance of the active Chapters, will have charge of updating, and maintaining a complete roll of fraternity members, and their contact information.

#### GRAND HISTORIAN

1. The Grand Historian shall take measures to collect historical data of the Fraternity at large, and to preserve in suitable form complete record of the doings of the Fraternity.

#### GRAND EDITOR

1. The Grand Editor shall have full charge of issuing the THETA GAMMA BULLETIN, with recommended publication.
2. The Grand Editor shall have full charge of all content management within the fraternity website ([www.thetagamma.com](http://www.thetagamma.com)), and all electronic and social media that is owned or sponsored by the Theta Gamma Fraternity Grand Council.

The Executive Board shall have the power to act as and for the Grand Council between the sessions of the Council, with the exception that the Board shall not have the power to amend the Constitution.

### **Section 5 – Powers and Duties of the Grand Council**

The Council shall have the power of authorizing and installing all new Chapters. The Council shall have the power of naming all new Chapters. The Council shall have the power of revoking the Charter of a Chapter by a three-fourths vote of the Council in session. The Grand Council shall serve as the Governing Body of the Fraternity, having full power over all affairs pertaining to the Fraternity. The Grand Council only shall have the power of amended the Constitution of THETA GAMMA Fraternity. Amendments to

the Constitution require a two-thirds affirmative vote of those present at any session of the Council. Said amendments must be placed on the table for consideration at least one day. The Grand Council shall have the power to establish By-Laws (All actions which permanently affect the organization of the Fraternity, and which are not incorporated as a part of the Constitution, shall be considered as By-Laws).

## **Section 6 – Meetings**

*Sub. Section 1 – Time and Place.* The Grand Council shall meet at least once a year, the time and place to be fixed yearly in advance.

*Sub. Section 2 – Quorum.* Ten (10) Councilmen gathered together at any meeting of the Grand Council called by the Exalted Master shall be considered a quorum and shall have the power to transact business provided notice of one month is given to all active Chapters and available councilmen.

*Sub. Section 3 – Procedure.* All meetings shall be conducted in absolute secrecy. All meetings shall be conducted under parliamentary procedure. Robert's Rules of Order to be used as reference.

*Sub. Section 4 – Executive Board Meetings.* In order to ensure that the Grand Council business continues to progress when the council is not in session, the Executive Board is to meet as necessary outside of the annual convention

Executive Board meetings may be called by the Grand Exalted Master when he deems it necessary in the best interest of the Grand Council. Notices of such meeting shall be emailed to notify all Executive Board members at least three (3), but not more than ten (10) days before the scheduled date set for the meeting. Such notice shall state the reason that such meeting has been called, and the business to be transacted at such meeting.

At the request of three (3) members of the Executive Board, the Grand Exalted Master shall cause a meeting to be called; but such request must be made in writing at least fourteen (14) days before the requested scheduled date, and by whom called.

A gathering of one (1) more than half ( $5/8$ ) of the Executive Board members will be considered a quorum.

The Executive Board shall not amend the Constitution. Amendments to the Constitution may be made only in the manner prescribed in Article VI, Section 5 (Powers and Duties of the Grand Council), and Article VI, Section 6, Sub Section 2 (Quorum).

The Executive Board between sessions of the annual Grand Council Convention may not spend more than five hundred dollars (\$500.00) of the Grand Council Checking Account on any expenses not specifically incidental to those specified as normal

operating expenses. In the event that the Grand Council Checking Account should fall below fifteen hundred dollars (\$1500.00) the Executive Board may not spend more than one-third (1/3) of the amount that is in the Grand Council Checking Account at the time of the annual Grand Council Convention. The Grand Council Executive Board will freeze spending if the Grand Council Checking Account should fall below eight hundred dollars (\$800.00).

Members of the Grand Council Executive Board may either meet in person or through teleconference.

Official minutes of the Grand Council Executive Board are to be recorded by the Grand Secretary. In the absence of the Grand Secretary, an officer will be appointed in his stead, from those in attendance, by the Grand Exalted Master.

### **Section 7 – Committees**

*Sub. Section 1* – All committee chairmen shall be appointed by the Grand Exalted Master.

*Sub. Section 2* – Term of Office. A committee shall serve until its business is transacted or until by a two-thirds vote of the Grand Council in session, it is decided to disband the committee.

# BY-LAWS

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## ARTICLE I - ACTIVE CHAPTERS AND MEMBERS

*Section 1* – Each active Chapter member shall pay a ten dollar (\$10.00) bi-annual fee to the Grand Council. Payments should be made at the beginning of the fall and spring semesters. This fee to be collected by the active Chapter Treasurer, and the active Chapters are to be responsible to the Grand Council for the payment of this fee.

*Section 2* - Each Chapter Secretary is responsible for providing the Grand Secretary with a list of all newly inducted members immediately following their induction, this list shall include their full name, so that Shingles may be issued. The Chapter Secretary is also responsible for providing the Grand Chaplain with the approximate number of Pledge Pins the Chapter will need at least two weeks prior to the beginning of the pledging period, so that they may be shipped in a timely fashion. A Chapter must be current on their dues to receive both Shingles and Pledge Pins.

*Section 3* – A member of the Fraternity who is taking a postgraduate course at his Alma Mater shall be considered as an active member of that Chapter.

*Section 4*– The active Chapters may suspend a man from membership when they deem it necessary for good and sufficient reasons. The Secretary of that Chapter shall be required to immediately notify the Grand Secretary, the Grand Treasurer, and the Secretaries of all the other active Chapters, whenever such action is taken.

*Section 5* – Honorary members are entitled to a shingle of their respective active Chapters.

*Section 6* – Honorary members shall receive the last two walls of the ritual if they so desire, they may receive the full initiation.

*Section 7*– When an active member transfers from one institution to another, he may transfer his membership from one Chapter to another, upon election of the second Chapter. A shingle of the new Chapter will be issued to him upon request of the active Chapter Secretary provided his dues are current.

*Section 8* – January 16th of each year shall be known as Founder's Day.

*Section 9* – Each Chapter may present a scholarship award to the outstanding scholar within the Chapter; the time and place of presentation to be determined by the local Chapters.

*Section 10* – No person who has not received the fourth wall shall be eligible to sit in at any Chapter or council meeting.

## **ARTICLE II - GRAND COUNCIL**

*Section 1* – All Councilmen shall notify the Grand Secretary of any change of address, who in turn will update the Council membership roll. The Grand Secretary will forward this information onto the Grand Treasurer and the Grand Alumni Secretary.

*Section 2* – The Theta Gamma Bulletin shall be published annually at the expense of the Grand Council.

*Section 3* – All Grand Council officers shall be sworn in using the Grand Council oath.

*Section 4* – The Grand Council shall bear the expenses, with regard to the ritualistic materials, incidental to all new Chapters. This equipment shall be maintained in a suitable fashion by the chapter and be returned to the Grand Council in the event of chapter failure.

*Section 5* - Instillation of all new Chapters will be performed by a degree team appointed by the Grand Council.

*Section 6* – A Body petitioning Theta Gamma for membership as a Chapter of Theta Gamma, must:

1. Be an organized group formally recognized by the University or College on a probationary period with Theta Gamma for no less than one year.
2. This organized group shall consist of at least ten men, under the supervision of an advisor approved by the Grand Council.
3. All members of the group shall be in good standing with the University or College, and must maintain the highest of academic, moral, and ethical standards.
4. The group shall make application in writing to the Grand Secretary.
5. The group to be installed shall provide suitable room for the installation, shall assist the degree team in obtaining any necessary incidentals, and shall bear the expense of said incidentals.
6. Alumnus of the group petitioning Theta Gamma for membership shall be required to complete the ritualistic works upon installation of their Chapter in order to be recognized as members of Theta Gamma. Such alumnus shall be issued their shingle upon verification of the Chapter Secretary.

*Section 7-* All motions passed by the Grand Council Executive Board during its meetings outside of the annual Grand Council Convention must receive the unanimous approval of those present.

*Section 8 –* The “Black and Gold” and “Theta Gamma Anthem” shall be the official songs of the Fraternity.

*Section 9 –* The White Carnation shall be the official flower of the Fraternity.

*Section 10 –* The colors Black and Gold shall be the official colors of the Fraternity.

*Section 11 –* No man shall be considered a full-fledged Councilman until he has presented himself at an annual convention of the Grand Council for initiation into the Fifth Wall. Note: No man previously elected to the Council before November 22, 1931, shall in any way be considered as losing his rights as a Councilman, but he shall be required to accept initiation into the degree of Councilship at the first following Convention which he attends.

*Section 12 –* The present Executive Board (November 22, 1931) shall participate in the Fifth Wall or Degree of Councilship, and will draw up the ritual for this wall, and will act as the first-degree team. Thereafter, each succeeding Board will act in similar capacity.

*Section 13 –* The fifth wall pin shall be the official pin of the Grand Council.

*Section 14 –* The official pledge pin of Theta Gamma shall be the shield which is colored vertically half Black and half Gold.

*Section 15-* All members are expected to abide by the Theta Gamma Fraternity Code of Conduct, and may be subject to judicial action if their behavior is found to be unbecoming of a Theta Gamma man.