

Constitution
of
Mu Chapter of Theta Tau

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Preamble

We, the members of Mu Chapter of Theta Tau Fraternity, for the purpose of establishing a permanent set of laws and rules for the better government and direction of the chapter and for objects hereinafter set forth, do hereby declare all previous bylaws of the chapter null and void, and do enact and establish the following set of bylaws for the government of Mu Chapter.

No provision of these bylaws is intended or shall be interpreted to be in conflict with the constitution of the national bylaws. In case of conflict, the constitution and national bylaws shall take precedence.

It is our primary interest that necessary corrections, additions, and subtractions be made for the good of Mu Chapter.

Article I - Name, Location and Purpose

Section A: Name

- 1) The chapter shall be known as Mu Chapter of Theta Tau Fraternity.
- 2) Mu Chapter is held under and by the authority of a charter granted on the third of January 1922 by the Chapter Executive Council of Theta Tau.

Section B: Location

- 1) Mu Chapter has a post office box as its formal mailing address. This address is MSC# 870524, 1831 University Station, Tuscaloosa, AL 35487.

Section C: Purpose

- 1) The purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship.

- 2) Theta Tau strives to encourage the recognition and acceptance of its members' responsibilities to the university and the community.
- 3) Theta Tau expands the opportunities for social leadership and growth beyond the classroom.

Article II - Officers

Section A: Officers

- 1) The elected officers of the fraternity shall be Regent, Vice Regent, Scribe, Treasurer, Corresponding Secretary, Asset Manager, Marshal, and Member Advocate of the Chapter Executive Council.

Section B: Officer Responsibilities

- 1) Regent:
 - a) The Regent presides at all meetings, initiates all New Members, appoints all committee chairs, witnesses the records of all initiates, and fulfills such other obligations as may be imposed by the chapter.
 - b) The Regent is responsible for the Charter, Ritual, and Chapter Roll Book(s).
 - c) It is the responsibility of the Regent to ensure that all officers meet deadlines laid out in the officer calendar and to work with the chapter to outline goals and objectives to accomplish during that term.
- 2) Vice Regent:
 - a) The Vice Regent assists in the fulfillment of the Regent's responsibilities and executes other assignments as may be imposed by the chapter. The Vice Regent shall take the place of the Regent when the Regent is unable to officiate.
- 3) Scribe:

- a) The Scribe keeps the chapter records, ensures the timely maintenance and completion of the chapter annual report, witnesses the records of all pledges and initiates, keeps the minutes, corresponds with and notifies the Executive Director of pending initiations, of persons pledged and depledged, of elections of officers, and of the names, addresses and other data on new alumni, and performs any other duty the Regent may require.
 - i) The Scribe shall send the completed minutes to the chapter within a timely manner that shall not exceed 48 hours after the close of the previous meeting.
 - ii) The Scribe shall ensure that all Executive Council member changes are forwarded to the appropriate university office.
- 4) Treasurer:
 - a) The Treasurer keeps the chapter funds and financial records, develops and maintains a chapter budget, orders all insignia through the Central Office, makes semi-annual dues payments to the Central Office no later than March 15th and November 1st of each year, sends to the Central Office the full name, chapter, and class of each new initiate, together with national initiation fee and price of badge, and collects national initiation fee from each new initiate before initiation.
- 5) Corresponding Secretary:
 - a) The Corresponding Secretary corresponds diligently with the other chapters, the alumni clubs/associations, the Executive Director, the alumni of the chapter, submits articles for *The Gear of Theta Tau*, and keeps the chapter alumni record up-to-date. The Corresponding Secretary shall create, supervise, or monitor the chapter's website and other social media.
 - i) The Corresponding Secretary shall ensure that all conversations on the Theta Tau Slack Workspace are appropriate and professional.
 - ii) Furthermore, the Corresponding Secretary shall ensure that any conversations in the 'Student Members' Slack Page are purely and inherently chapter business and confidential.
- 6) Asset Manager:

- a) The Asset Manager maintains the upkeep of the fraternity house, communicates with the service providers working within the fraternity house, and upholds the House Rules, which are decided on semesterly by the House Manager.
- 7) Marshal:
- a) The Marshal protects the secrecy of the Ritual and maintains the order and procedures of the chapter.
 - b) The Marshal will oversee the Judiciary Committee and the Bylaws Committee .
- 8) Member Advocate:
- a) The Member Advocate will hold one or more pursuits per semester with the intention of addressing issues within the chapter and developing a list of goals to elevate the chapter.
 - b) The Member Advocate will oversee the Mediarly Committee.
- 9) New Member Educator:
- a) The New Member Educator shall follow the program set forth by the National Fraternity.

Section C: Reports

- 1) Any proposals, presentations, or reports for the chapter shall be added in the minutes in an uneditable, electronic document.
- 2) The Regent and Scribe shall render a report of the chapter between December 1st and January 1st of each year to the chapter's Regional Director(s).
- 3) The chapter shall also render a report of the chapter to the Executive Director between April 1st and May 1st of each year.
 - a) Such reports shall be on the form prescribed and furnished by the Executive Council.
- 4) The Regent and Treasurer are jointly responsible for all financial reports and for the transmission of fees and dues.
- 5) The Treasurer will make a formal written report of the chapter's financial situation to be included in the minutes of the first chapter meeting of each month.
- 6) The Regent and Scribe are jointly responsible for all general reports.
- 7) The Corresponding Secretary is responsible for the chapter letter for *The Gear of Theta Tau*.

Section D: Chapter Executive Council

- 1) The officers will hold meetings of the Chapter Executive Council.
- 2) The purpose of the Chapter Executive Council shall be:
 - a) To formulate the long-range planning of the chapter.
 - b) To coordinate the activities of all committees and all other functions in the chapter.
 - c) To review the financial conditions of the chapter.
 - d) To review the position of financially delinquent members and to decide the action to be taken.
 - e) To levy all disciplinary actions.
 - f) To address any financial or legal burden the chapter may face as administered by another body, and to inform the chapter of the resolutions to any such burdens.
 - g) To make any vital purchases or emergency payments that cannot wait to be voted on by the chapter and are fundamental to the functioning of an active, a committee, or the chapter.
 - h) To uphold any relationships with the University of Alabama and other governing bodies.

Section E: The Chapter Advisor

- 1) The Chapter Advisor's duties shall be:
 - a) To counsel members concerning financial, social, and scholastic matters.
 - b) To inform the active chapter of University policies concerning the Fraternity.
 - c) To inform members of services and programs offered by the University.
 - d) To take an active interest in the Fraternity.
 - e) To consult the Regent before making any statements that would in any way bind the Fraternity.

Article III - Membership

Section A: Definition

- 1) All persons who have been initiated into Mu Chapter of Theta Tau and who are enrolled at the University of Alabama are considered to be active members of Mu Chapter.
- 2) Persons initiated by another chapter may transfer their membership and become active members of Mu Chapter.
- 3) National privileges of Members include the right to vote on regardless of standing:
 - a) Potential New Members/New Members
 - b) Officer Elections
 - c) Delegate/Alternate Elections
 - d) Early Alumnus votes
 - e) Suspension/Expulsion of members (including themselves)
 - f) This inherently means the right to attend at least such chapter meetings at which one of the above will be determined.
- 4) The chapter may not revoke a member's National privileges without suspension (via trial process).

Section B: Obligations

- 1) All members must pay their dues in full as stipulated by the chapter and these bylaws.
- 2) All members are required to attend all functions of the fraternity, unless excused.
- 3) All members are required to have a minimum cumulative GPA of 2.0.

Article IV - New Member Education Program

Section A: Qualifications

- 1) Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to any federally protected class, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.
- 2) A Potential New Member must be enrolled as a full-time student in a curriculum within the College of Engineering.

- 3) To receive a bid to become a New Member, a Potential New Member must be voted on by a secret ballot and the vote must pass as outlined in the chart below.

		ROUND		
		1	2	3
MAX TIME		3 hours	2 hours	1 hour
Percent Favorable Vote	100	Bid > 90%	Bid > 85%	Bid > 80%
	95			
	90	Discuss Next Round	Discuss Next Round	NO Bid < 80%
	85			
	80	NO Bid < 65%	NO Bid < 70%	NO Bid < 80%
	75			
	70	NO Bid < 65%	NO Bid < 70%	NO Bid < 80%
	65			
	60	NO Bid < 65%	NO Bid < 70%	NO Bid < 80%
	55			
	50	NO Bid < 65%	NO Bid < 70%	NO Bid < 80%
45				
40	NO Bid < 65%	NO Bid < 70%	NO Bid < 80%	

A recommended method that chapters may use to determine candidates is through three rounds of voting. (See example image to the left.) When following this method, each candidate under consideration for each round should be reviewed and voted on at the end of that round. Candidates meeting the Bid threshold for the round are given bids and not discussed in subsequent rounds. Candidates below the No Bid threshold are not given bids and not discussed in subsequent rounds. Candidates below the Bid and above the No Bid threshold are discussed in the very next round. Each round of discussion should take no longer than the allotted time, and the facilitator should limit discussion accordingly so that all candidates can be sufficiently considered.

Section B: Program

- 1) The New Member Education Program shall be no more than eight weeks in length (from the date of formal pledging to the date of the National New Member test).
- 2) The Educator shall also seek to have the following additions to the program, approved within the 30-day National guideline for amendments, as necessary:
 - a) Hammer. The New Member Education Project shall be a Hammer for each New Member, fashioned in accordance to the “Hammer Dimensions” at the end of the Policies and Procedures Manual.
 - b) Weekly meetings
- 3) Any New Member’s Education program can be terminated by the chapter. Brothers shall use common sense and discretion in terminating a NM.
 - a) All attempts should be made prior to termination to resolve the differences between the active(s) and NM(s).

Section C: Pinning

- 1) A potential New Member must pay the \$200 pinning fee in full or have an agreed payment plan with the Treasurer before they can be pinned.

- a) The pinning fee is refundable at the chapter's discretion, or the EC's discretion if the circumstance should need to remain confidential.

Section D: Initiation

- 1) A New Member cannot be initiated if they will graduate before completing two active semesters as a student member, unless they plan to continue as a student member in graduate school.
- 2) Prior to initiation, a New Member must have passed, at minimum, three secret votes to become a member. Each vote is to pass by a 4/5 majority.
- 3) To be eligible for initiation, a New Member must:
 - a) have taken, to the satisfaction of the chapter, an examination on the fraternity and Mu Chapter given by the New Member Education Committee.
 - b) paid for their badge and initiation fees in full before initiation.
 - c) successfully completed the New Member Education program.
 - d) be enrolled in The University of Alabama College of Engineering.
 - e) have completed their first semester of classes, or have completed an equivalent number of credit hours.
- 4) Any New Member that has completed the program but does not become initiated with their class may be initiated no later than 12 months from the time that their New Member program ended. After this period, they will no longer be considered a New Member or Member in Waiting and must repeat the New Member process to be eligible for initiation again.

Section E: Member-In-Waiting

- 1) If there is any time between the eight weeks of the New Member Education Program and the date of initiation (as can occur while waiting for the New Members to start their second semester of classes), the New Members become Members-In-Waiting.
- 2) Members-In-Waiting shall not be charged any dues for membership during the duration of time between the end of the New Member Education Program and the date of initiation.

- 3) Members-In-Waiting shall only be charged the dues of an active member after they have been initiated, and these dues must be prorated to the number of (academic calendar) weeks left in the semester in which the rights of full membership can be enjoyed.
- 4) All efforts should be made to have Initiation as soon as possible and to avoid delaying Initiation of a Member-In-Waiting past what is required by any National policies.

Article V - Meetings

Section A: Occurrence

- 1) At minimum regular bi-weekly meetings shall be held beginning one week after registration ends. Meetings will not be scheduled during dead week.
- 2) The Regent may call special meetings at any time. The Scribe will notify all members of special meetings.
- 3) The day and time of the first chapter meeting of each semester will be set by the current members of EC and announced at the planning session. At this meeting, if a change in the day and/or time is deemed necessary, suggestions for a new day and/or time for chapter meetings will be considered and voted on. A simple majority vote is necessary to set a new day and/or time for future chapter meetings.

Section B: Etiquette

- 1) Robert's Rules of Order shall govern the parliamentary procedure of meetings except when inconsistent with the Constitution and PPM of the National Fraternity or Mu Chapter.

Section C: Agenda

- 1) The agenda of regular meetings is as follows:
 - a) Open, following ritual procedure.
 - b) Read passage from national or local bylaws
 - c) Old business
 - d) New business

- e) Weekly Announcements
- f) Close, following ritual procedure

Article VI - Committees

Section A: Committees

- 1) Standing committees include:
 - a) Academic
 - b) Alumni Affairs
 - c) Asset
 - d) Brotherhood Building
 - i) Sports
 - e) Bylaws
 - f) Community Service
 - g) Diversity, Equity, Inclusion (DEI)
 - h) External Affairs
 - i) Historian
 - j) Judiciary
 - k) Large Events
 - l) Mediarly
 - m) Merchandise
 - n) New Member Education
 - o) Philanthropy
 - p) Professional Development
 - q) Public Relations (PR)
 - r) Recruitment
 - s) Risk Management (RM)
 - t) Social
 - u) Standards

- v) UGC
- w) Website
- 2) Ad hoc committees may be appointed as the Regent deems necessary.
- 3) Along with a chairperson, all committees should be composed of at least two members.
- 4) A manager and their subcommittee shall be analogous to a chair and their committee.
- 5) A subcommittee only requires one member. The only member responsible for a subcommittee is its manager.
- 6) The Regent shall appoint all committee chairs.

Article VII - Finances

Section A: Management

- 1) The financial affairs of the chapter shall be overseen in their entirety by the Executive Council and managed as appropriate by the Treasurer.

Section B: Dues

- 1) Housing Corporation fees for active members each semester are:
 - a) For Members living in the house:
 - i) Dues totaling \$6,649 per semester which consists of:
 - (1) \$4,000 Room Rent
 - (2) \$1,690 Meal Plan
 - (3) \$500 combined Chapter and National Dues
 - (4) \$400 House Fund Fee
 - (5) \$50 Deferment Fee
 - b) For Members not living in the house:
 - i) Dues totaling \$3,060 per semester, which consists of:
 - (1) \$1,690 Meal Plan
 - (2) \$500 combined Chapter and National Dues
 - (3) \$420 Parlor Fee

(4) \$400 House Fund Fee

(5) \$50 Deferment Fee

Article VIII - Awards

Section A: R. J. Van de Graaff Outstanding Theta Tau Member

- 1) This award is named in honor of the late Mu Chapter alumnus, R. J. Van de Graff for his countless years of service in the fields of engineering and science.
- 2) This award is to be given to any current member of Theta Tau who has given exceptional service to Theta Tau, Mu Chapter, and the University of Alabama.
- 3) This award is to be presented at the Alumni Spring Picnic.

Section B: Outstanding Senior

- 1) This award is available to any senior graduating in May, August, or December of the same calendar year, in the College of Engineering. It is based on scholarship, research, and work for the advancement of the College of Engineering.
- 2) This award is to be presented at the Alumni Spring Picnic.

Section C: William K. Rey Outstanding Alumni Award

- 1) This award is named in honor of the late William K. Rey, former Regent of Mu Chapter, and Grand Regent of Theta Tau for his countless years of service to Mu Chapter, the University of Alabama, and Theta Tau.
- 2) This award is to be presented annually to any alumnus, living or deceased, who has done the most to further the development of Mu Chapter of Theta Tau and to society in general.
- 3) This award is to be voted on at least one month prior to the Alumni Spring Picnic and is to be presented at the Alumni Spring Picnic.

Article IX - Amendments

- 1) Proposed amendments to this Constitution must be made at least one week before a vote is taken.
- 2) A two-thirds majority of all active membership present and voting may amend this document.
- 3) This Constitution or any part thereof, may be temporarily suspended by a unanimous vote of the active student membership present and voting.

Article X - Policies And Procedures

- 1) In the interest of expediency and efficiency, the Marshal and the Bylaws Chair shall maintain a formal document, titled "Policies and Procedures Manual", "PPM" for short, kept in conjunction with but separate from the Mu Chapter Constitution.
- 2) This Manual shall contain all additional information and clarification which is relevant and necessary for the chapter to faithfully carry out the duties mandated by the Constitution.
- 3) The Manual shall derive from this Constitution an equally binding power on the chapter.
- 4) Proposed amendments to this Manual must be made at least one week before a vote is taken.
- 5) A two-thirds majority of all active membership present and voting may amend this Manual.