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Your Role as Chapter Secretary

The elections are over and your chapter has elected you to the office of secretary. To date, your training has consisted of an hour-long conversation with the previous secretary. He gave you a box of letters (in no particular order), a Minute Book written in crayon, a Roster Book that shows your last initiation was in 1989, and a bunch of forms, which seem destined to make your life miserable. You instantly regret ever accepting the office and wonder if it is still too late to run for another office or committee.

Does this sound like your chapter? While transitions are not always this nightmarish, many of the problems listed above are present after every election. This manual will attempt to remedy them for you, the new Secretary.

Who is the Secretary? He is the brother given responsibility for all correspondence and record keeping in the chapter. He must be thorough in all of his work and pay close attention to detail. The Secretary has many different responsibilities, including, but not limited to:

1. Serving as an Executive Officer of the chapter and setting a high example of leadership and brotherhood for the chapter.
2. Maintaining and transmitting all correspondence of the chapter to the International Headquarters, the campus, other chapters, the community, and other Greek organizations.
3. Custody and responsibility for the chapter's Minute Book, 15 Ritual Books, Roster Book, and other files of the chapter. The Secretary also works with the Chaplain and Ritual Committee to care for the Ritual materials.
4. With the Treasurer, collecting all new member fees and initiation fees, depositing them into a separate account and sending them to the International Headquarters at the proper time.
5. Maintaining an accurate written record of all Chapter meetings, and keeping a comprehensive attendance roster for the members.
6. Seeing that all forms and information are sent to the International Headquarters on time, complete, and accurate.
7. Receive and distribute all incoming mail to the proper individual in a timely fashion. The International Headquarters sends most mail to that attention of the Secretary. It is their job to make sure that the appropriate people get the mailings.
8. Conducting proper officer training and developing an Officer's Notebook for the next Secretary.

SERVING AS AN EXECUTIVE OFFICER

The Secretary is the third highest-ranking officer in a chapter of Theta Chi. More importantly, he is a vital member of the Executive Board of the chapter. As a chapter leader, the Secretary must be a responsible brother who will carry out the duties of the office with great care. In the Executive Board meeting, the Secretary should assist in compiling the weekly agenda and take part in all discussions during the Executive Board meeting. If appropriate, the Secretary should make copies of the agenda for the brothers before chapter meetings. He should strive to improve communication at all levels of the chapter. This includes communication between members, parents, alumni, campus officials, and the Headquarters.

COMMUNICATION HINTS AND STRATEGIES

The Secretary can do great many things to spread the word about his chapter and improve the image of Theta Chi. It would be wise for the chapter to invest in some note cards and/or appropriate stationery for the Secretary to use in official correspondence. He should work with the Historian and Librarian to document the history of the chapter.

FORMS FOR THE INTERNATIONAL HEADQUARTERS

The following is a list of the different forms, *available from the International Headquarters free of charge*, and deadlines the Secretary must understand and be aware of:

NEW MEMBER REGISTRATION CARDS (PRF-1): These are white cards to be sent with the appropriate New Member fees within ten days after the pledging ceremony is held. Please send only one chapter check to cover the total fee.

NEW MEMBER INITIATION REQUEST FORM (PIRF-1): This is a green sheet to be sent with the Initiation Fees three weeks prior to the scheduled initiation date. Please send only one chapter check to cover the total fee. Once the fees are received, the Headquarters will approve the initiation and send the appropriate number of badges so that you may present each new member his badge during initiation.

MEMBER'S PERSONAL RECORD (Form E-1): This is a white information sheet, which should be prepared at the time of initiation and sent to the Headquarters immediately after the initiation ceremony. This form is kept on file at the Headquarters as a permanent record of each member and is the form from which the membership card and membership certificate are prepared. To avoid errors, please provide the "official" form typewritten; do not try to duplicate it on your computer.

ALUMNUS INITIATE: Your chapter may wish to initiate a person as an Alumnus Initiate of Theta Chi Fraternity. The Secretary should complete the Nomination Form for Alumnus Initiate and submit this form, along with the proper fees, to the International Headquarters prior to initiation. The Grand Chapter will review the nomination. Your chapter cannot initiate an Alumnus Initiate until after they have received approval from the Grand Chapter. The Secretary should then enter the name of the Alumnus Initiate in the roster book and assign him a roster number. After initiation, a Member's Personal Record Form (E-1) should be completed and returned to the Headquarters so your new member may be added to your chapter's membership roster.

TRANSFER OF MEMBERSHIP CERTIFICATE (Form T-1): This blue form is to be used when a member of another chapter requests the transfer of his membership to your chapter. First, send this form to his original chapter. They will complete the top half and return it to you. You complete the remainder of the form and forward it to the Headquarters. Remember that your chapter is not obligated to accept transfer brothers if you so choose. They should be granted membership in your chapter only after careful consideration, as with any member.

MEMBERSHIP SUMMARY: Two times during the school year you will receive a two part, self-carboning copy of your chapter's Active Membership Summary. You will be requested to review, revise, and return this report to the International Headquarters as follows:

*Chapter receives a summary in the fall with appropriate due date.

*Chapter receives a summary in the spring, and will be due on April 10th.

The report received in the Headquarters on April 10th will be used to assess the following year's Insurance and Rechartering fees. It is imperative that you submit the April 10th report in a timely manner so the proper membership count can be used for the Insurance and Rechartering fees.

CHAPTER OFFICERS (Form E-5): This white form is to be sent immediately to Headquarters after a change in one or more officers. The Headquarters keeps detailed records on each chapter and should always be informed as to your chapter's officers and correct contact information.

SUMMER OFFICERS (Form E-5a): This form should be sent prior to the close of school for the summer. When planning for Chapter Leadership Conferences, Conventions and recruitment visits, the Headquarters will need to contact officers over the summer. Always be sure you leave addresses and phone numbers with the Headquarters so that communication can continue throughout the summer months.

In addition to the Headquarters forms, there are many other ways the Secretary can improve communication within the chapter and the campus community.

CHAPTER COMMUNICATION: In most chapters, the Secretary is responsible for sorting the daily mail and posting letters to individual mailboxes. The Secretary should read and route all Fraternity mail unless it is addressed to a specific officer. The Secretary should take time during his report to the chapter to read the minutes of the previous meeting, and also make any necessary announcements that may be appropriate.

It is recommended that chapters maintain a weekly or monthly calendar of events so that members will always be informed of activities. The Secretary should maintain a master calendar, which could be posted in a conspicuous place. The Secretary should take note of significant events in the chapter and record them on the calendar. Copies should be distributed to all members and pledges, along with a chapter phone/address list. These items should be updated each semester/quarter.

ALUMNI: The Secretary should work with the Alumni Corporation Secretary to maintain an accurate list of all alumni. Every effort should be made to secure good addresses from alumni. The Headquarters can supply mailing labels and a recent address list for a small fee. The Secretary may

assist the Newsletter Chairman in mailing any chapter publication.

UNIVERSITY FACULTY/ADMINISTRATION: Invite members of the faculty and university administration to the house for dinner or a short discussion before chapter meetings. As Secretary, initiate further relations with your chapter and faculty advisor. Send thank you notes to university staff members who help out your chapter.

LETTERS TO PARENTS: Send letters to parents explaining the fraternity when members pledge. This could be followed up by a letter from the Parents' Club, and invitations to formal events. It is also a good idea to include a cost-breakdown from the Treasurer when explaining the Fraternity to parents. In developing such letters, you should work with the Marshal, Parents' Club Chair, and other members of the chapter.

PRESS RELEASES: After successful service projects and/or community service events, the Secretary should submit a summary to the local newspaper. Many papers will print positive articles about fraternities. The proper method to get newspaper coverage is to submit a press release before and after an event has occurred.

CAMPUS PAPER: Use the campus paper for ads or lines in Greek Notes or personal section of the classified advertisements. This can be used to congratulate Theta Chi brothers or other Greek organizations.

LETTERS/NOTES TO OTHER GREEKS: The Secretary can really get the name of Theta Chi out among other fraternities and sororities by sending thank you/congratulatory cards to them. Special occasions include: Good Luck in Rush, Happy Founders Day, Congratulations on winning Greek Week, etc... the list is endless! Be creative, brief, and polite in your correspondence.

A list of founding dates and flowers for women's fraternities and sororities is included in this manual.

SUMMER MAILINGS: Compiling everyone's summer addresses and phone number is very important. As Secretary, you should send out a monthly letter reminding the chapter of work weekends, summer events, fall house bills and the Convention/CLC.

CHAPTER ARCHIVES

The Secretary is responsible for the Minute Book and the Roster Book, as well as many other chapter forms and records. Organization and attention to detail is imperative in this position. An efficient and detailed Secretary can help a chapter to run smoothly and effectively. A disorganized and messy Secretary can cause chapter communication to break down and fail.

THE ROSTER BOOK

This volume holds the names and signatures of all members initiated into a particular chapter. When a chapter is chartered by the Grand Chapter, all members present at the installation are recorded in the Roster Book. All subsequent members are added to this roll. Some chapters refer to the Roster Number as a "Pin Number" however, the correct term is Roster Number.

A couple of days before the Ritual, the Secretary should enter all information into the Roster Book for each new brother. Remember, enter only the names of the brothers who will be initiated. The Secretary should never skip or hold a roster number. This information must be neatly written and spaced properly in the Roster Book. He should then bring the Roster Book to the Ritual and have it ready for each new member to sign. An example is shown below.

At least two lines should be given for each member; three lines are also acceptable. Immediately following the Ritual, members should sign the Roster Book on the line below their printed name.

DECEASED DATE	ROSTER NUMBER	NAME IN FULL	PLACE OF BIRTH	DATE OF BIRTH	HOME ADDRESS	INITIATION DATE
	1	John Adams Doe	Fishers, IN	1-30-70	1357 Grant Avenue	10-2-89
		<i>John Adams Doe</i>			Fishers, Indiana 46200	
	2	James Henry Smith	Boston, MA	10-16-70	12 Freeman Street	10-2-89
		<i>James Henry Smith</i>			Boston, MA 02100	

Please review the inside cover of the Roster Book regarding the addition of the names of Honorary Members and transfer brothers within the Roster Book.

You will need to show the Leadership and Education Consultant (LEC) the Roster Book each time they visit. Please make sure that it is up to date and ready for the LEC to examine.

THE MINUTE BOOK

The Minute Book is the living history of your chapter. It should be the goal of every chapter Secretary to leave a complete and neat Minute Book which chronicles the events of his chapter during his tenure as Secretary.

There are several ways to keep minutes. Many chapters hand write minutes in the traditional Minute Book. If this is the case, be sure to RECOPY the minutes into the Minute Book soon after each meeting. DO NOT record directly into the book. It is best to take notes in outline form on a legal pad or regular notebook paper, and then recopy the minutes into the book. You should never write in the minute book during a chapter meeting.

If you prefer to type minutes into a computer, be sure to print a hard copy of each meeting's minutes and bind them by year. Whatever method you choose, be sure that you leave an accurate record of events for your chapter. The minutes should record what was done during the meeting, not what was said word for

word. Your minutes should look like a detailed outline, which follows the normal chapter agenda.

How to write the minutes of a meeting

I. THE USE OF MINUTES

- A. An official record of the business of the organization.
- B. Give continuity to procedures, traditional activities, etc.
- C. Inform members not in attendance.
- D. Assists in follow up assignments and decisions.
- E. Assists in forming the agenda for the next meeting.
- F. Valuable review of recent years in forming an annual program of activities.
- G. Valuable review in selecting members for honors, awards, and nominations.

II. WHAT SHOULD BE IN THE MINUTES

- A. Name of the organization, committee, etc. Identify the group.
- B. Type of meeting. (regular, special, etc.)
- C. Date and time of meeting. (Year as well as month and day.)
- D. Place of meeting.
- E. Name of presiding officer and secretary (the latter at the end of the minutes, with signature above typed or printed name).
- F. Notation with reading of previous minutes and how they were approved. ("Approved as read" or "approved as corrected.")
- G. All of the major motions (except those withdrawn) and points of order or appeals, whether sustained or lost and all other major decisions. Include name of person making the motion.
- H. Names of committee members and statement of committee assignment, authority and date report is due.
- I. Names of members present in official policy groups. In most organizations member attendance is kept in a separate section of the record book.
- J. Adjournment. Mention date-time-place of the next meeting.

III. SOME IDEAS ON HOW TO WRITE MINUTES

- A. Use full names, not nicknames.
- B. Ask presiding officer to restate motion if you are not sure of exact phraseology.
- C. Ask the name of the person making the motion if you are not sure.
- D. State whether or not a motion was carried. The number of votes cast is not necessary unless it is required in your By-Laws or a special situation arises.
- E. Make all corrections immediately. Minor changes can be made by writing the corrections above the original. Major changes can be attached at the end of the minutes, initial and date all corrections.
- F. Identify major items of business by marginal indentation and underlining.
- G. Number pages consecutively throughout the year.
- H. Include committee reports. Verbal reports may be summarized within the minutes. Written reports may be attached.
- I. Record what is done, not what is said. Summarize important discussions if knowing why a decision was reached is necessary to understand the decision.

You will need to show the Leadership and Education Consultant (LEC) the Minute Book each time they visit. Please make sure that it is up to date and ready for the LEC to examine.

RITUAL BOOKS

It is the Secretary's responsibility to keep each chapter's Ritual Books in a safe place, and see that they receive proper care. The Secretary should bring the Ritual Books to Formal Chapter Meetings and to Ritual. At the close of each meeting, the First Guard shall also collect the Ritual Books and return them to your custody. He should also work with the Chaplain and Ritual Committee to care for the Chapter Robes and other Ritual properties. Many chapters have a special closet where they keep the Ritual properties and Robes locked up for safekeeping. The Secretary should see that the Ritual is a serious and proud part of the chapter.

You will need to show the Leadership and Education Consultant (LEC) all of the Ritual properties during each visit. Please make sure these items are ready for him to examine.

FEES ACCOUNT

As you know, the Secretary works with the Treasurer to collect New Member Fees and Initiation Fees. The chapter must have a separate account for New Member Fees and Initiation Fees. This set up prevents the mixing of funds with the chapter account. NEVER MIX THESE FEES WITH OTHER CHAPTER ACCOUNTS

All fees should always be paid with either one check or one money order. Please do not send twelve separate checks for twelve New Members.

It is the highest responsibility of the Secretary to see that the International Headquarters properly approves all initiates three weeks prior to the scheduled initiation date.

This approval includes payment of fees and a completed New Member Initiation Request Form for the initiate class. Having a separate fees account will enable proper payments to be made. This should be a two-signature account between the Treasurer and Secretary.

Under no circumstances may the Initiation Fees be used for anything else other than transmittal to the Headquarters for each member who is going to be initiated.

New Members can pay their New Member Fees and Initiation Fees by Credit Card, only if the chapter uses the 4-1-4 New Member Education Program. These members should call the headquarters to make this payment.

IMPROVING RELATIONS WITH WOMEN'S FRATERNITIES AND SORORITIES

Women's Fraternity and Sorority Founding Dates and Flowers

It has become tradition in many chapters of Theta Chi Fraternity to send flowers and a card to Women's Fraternities and Sororities on their Founder's Day.

NATIONAL PANHELLENIC CONFERENCE

ΑΧΩ	Scarlet Carnation	October 15, 1885
ΑΔΠ	Purple Violet	May 15, 1851
ΑΕΦ	Lily-of-the-Valley	October 24, 1909
ΑΓΔ	Red and Buff Roses with Green Fern	May 30, 1904
ΑΟΠ	Jacqueminot Rose	January 2, 1897
ΑΦ	Forget-Me-Not & Lily-of-the-Valley	October 10, 1872
ΑΣΑ	Narcissus and Aster	November 15, 1901
ΑΣΤ	Yellow Rose	November 4, 1899
ΑΞΔ	Pink Rose	April 17, 1893
ΧΩ	White Carnation	April 5, 1895
ΔΔΔ	Pansy	Thanksgiving Eve, 1888
ΔΓ	Cream Rose	December, 1873
ΔΦΕ	Iris	March 17, 1917
ΔΖ	Pink Rose	October 24, 1902
ΓΦΒ	Pink Carnation	November 11, 1874
ΚΑΘ	Black and Gold Pansy	January 27, 1870
ΚΔ	White Rose	October 23, 1897
ΚΚΓ	Fleur-de-Lis	October 13, 1870
ΦΜ	Rose Carnation	January 4, 1852
ΦΣΣ	American Beauty Rose	November 26, 1913
ΠΒΦ	Wine Carnation	April 28, 1867
ΣΔΤ	Tea Rose	March 25, 1917
ΣΚ	Violet	November 9, 1874
ΣΣΣ	Purple Violet	April 20, 1898
ΘΦΑ	White Rose	August 30, 1912
ΖΤΑ	White Violet	October 15, 1898

NATIONAL PAN-HELLENIC COUNCIL

ΑΚΑ	Tea Rose	January 16, 1908
ΔΣΘ	Violet	January 13, 1913
ΣΓΡ	Tea Rose	November 12, 1922
ΖΦΒ	White Rose	January 16, 1920

SUGGESTIONS

It is strongly suggested that chapters establish a separate account, controlled by the secretary and countersigned by the treasurer, for the sole purpose of collecting and submitting pledge fees. This not only prevents co-mingling of chapter funds with New Member/Initiation Fees, but also facilitates collection. The chapter secretary may simply collect New Member Fees as registration forms are collected, and later collect and hold Initiation Fees without the possibility that these moneys will be spent. Establishing a separate savings account for fees is strongly recommended.

Here is a sample timetable to demonstrate how the collection system works.

- | | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 12 | Twelve fine young men wish to pledge Alpha Alpha Chapter at Midwestern State University. New Members registration forms are completed and New Member fees are collected by the chapter secretary immediately before the New Member Ceremony. All twelve join Theta Chi. |
| September 13 | The morning after the New Member ceremony, the secretary deposits all checks and cash into the "Fees Account." |
| September 16 | The chapter secretary sends in the registration forms and the \$900 (12 x \$75), by check or money order, to the headquarters. IF any New Member wishes to pay by credit card they make sure that they call the headquarters with that information. |
| November 8 | The chapter votes, in accordance with Theta Chi By-Laws, to approve twelve new members for initiation. Initiation Fees of \$2,100 (12 x \$175) are collected and deposited and the secretary fills out the Pledge Initiation Request Form. |
| November 11 | Secretary sends the \$2,100 payment, along with the PIRF form, to the headquarters. |
| November 24 | Chapter receives approval to initiate their twelve New Members previously voted upon (response time may decrease, but allow two weeks). IF the headquarters has already received the fees, you may call for approval. |
| November 30 | The chapter initiated approved men. Immediately following this, the appropriate officers sign the Member Personal Record Forms (E-1) which were typed by the recently initiated brothers or secretary. |
| December 1 | The chapter secretary sends in all Member Personal Record Forms (E-1) to the headquarters. |