

Chapter Advisory Board Bylaws

Theta Chi Fraternity – Gamma Zeta Chapter, Oklahoma State University

For better accomplishing the objectives and purposes set forth, the Gamma Zeta Chapter Advisory Board (CAB) does establish the following Bylaws, rules and regulations for its government.

Article I – Name

The name of this organization shall be the Chapter Advisory Board of Gamma Zeta Chapter, Theta Chi Fraternity.

Article II – Objectives and Duties

- A. The objectives of this board shall be:
 - a. To monitor the progress of the chapter
 - b. To provide counsel, advice and leadership
 - c. To assist in the direction of the chapter
- B. The duties of the CAB shall be to:
 - a. Assist with the development and well-being of the undergraduate chapter
 - b. Assist with the development of the CAB
 - c. Advise executive board and general members of the undergraduate chapter
 - d. Serve as a positive role model for members of the undergraduate chapter
 - e. Provide the chapter with continuity of goals and a vision for the future, provide consistency in the advisement of the chapter, assist in officer transitions, chapter operations, leadership and training of members.
 - f. Act as a liaison between the undergraduate chapter and the International Headquarters and Alumni Corporation

Article III – Membership

- A. Membership on the CAB shall comprise diverse members of the alumni and community who are educated on current issues facing Theta Chi and Greek communities locally and throughout the country.
- B. Membership to the CAB is open to anyone interested in promoting the standards and ideals of Theta Chi Fraternity. Positions on the CAB are not limited to members of Theta Chi Fraternity.
- C. CAB members shall be appointed by the Chair for a two-year term after confirmation from the chapter.
- D. A CAB member may be re-appointed by the Chair for additional terms with confirmation from the chapter.
- E. The chapter President and CAB Secretary will be ex-officio members of the CAB without vote
- F. A CAB member may be removed from membership on the CAB by a majority vote of CAB quorum, provided thirty (30) days notice has been given of said vote to all CAB members and to the chapter, the CAB member does not seek reappointment, and/or the CAB member vacates their membership from the CAB.
- G. The CAB will exist as a separate entity from any Alumni Association/Corporation Board

Article IV – Meetings

The CAB shall meet at least once a month for each month that school is in session. Special meetings or postponement of meetings may be called upon order of the Chair. CAB members serving, as Advisors shall meet with the undergraduate chapter officers/committee chairs, alumni corporation officers and other chapter advisors as necessary.

Article V – Quorum

A quorum shall constitute 51% of the CAB members.

Article VI – Positions

A. While members of the CAB are all there to help serve the chapter, there are three required positions for the CAB. All other positions will be advisory in nature and optional.

B. Required:

a. Chair

i. The Chair shall be elected by the CAB membership. The term of office is two years.

ii. The duties of the **Chair** are as follows:

1. is knowledgeable and uses all chapter operation manuals
2. organizes, recruits and appoints board members
3. organizes training of board members
4. meets with chapter President at least twice per semester
5. offers support, guidance and assistance to board members
6. aids in organizing meetings of the CAB
7. facilitates goal setting and monitors goals for the CAB
8. monitors chapter's progress on university sponsored programs
9. makes an annual report to the IHQ
10. attends chapter executive board meetings (periodically)
11. maintains and updates Chairperson's Manual

b. Health and Safety Advisor

i. The Health and Safety Advisor shall be elected by the CAB membership and approved by the chapter. The term of office is two years.

ii. The duties of the **Health and Safety Advisor** are as follows:

1. Collaborate with the Vice President of Health and Safety to set goals and create an annual strategic plan
2. Possess a nuanced understanding of Theta Chi ritual, values, procedures and policies
3. Attend training events and maintain regular communication with the Director of Health and Safety Program serve as a resource during chapter crisis situation
4. Aid the Vice President of Health and Safety to inspire and organize the chapter to fully support campus-wide initiatives that advance health, well-being and safety
5. Serve jointly as a liaison with campus and community health and safety professionals who can support the mission of Theta Chi Fraternity - Sacred Purpose

- c. CAB Secretary
 - i. The CAB secretary shall be the undergraduate Secretary or a brother selected by the Secretary.
 - ii. The duties of the **CAB Secretary** are as follows:
 - 1. Take minutes of meetings and distribute them in a timely manner to all interested parties
 - 2. Maintain records of all minutes and information for the CAB
 - 3. Assist the CAB chair in setting the meeting time, location and communication with all CAB member

C. Optional:

- a. Areas of concentration include:
 - i. Public/community relations
 - ii. Risk management
 - iii. New member education
 - iv. Scholastics
 - v. Alumni relations
 - vi. Recruitment
- b. Members of the CAB are encouraged to serve as an Advisor to the chapter. Advisory positions may be combined when necessary. The advisory positions may be:
 - i. The duties of the **Public/Community Relations Advisor** are as follows:
 - 1. is knowledgeable and uses all chapter operation manuals
 - 2. reviews the management of all chapter facilities/property
 - 3. reviews the community relations, public relations and philanthropy (service) programs of the chapter
 - 4. meets with the community relations, public relations and philanthropy chairs of the chapter
 - 5. (chapter Vice President also encouraged to attend) at least once per semester
 - 6. shares knowledge of local community program resources with the chapter
 - 7. maintains and updates Public/Community Relations Advisor's Manual
 - ii. The duties of the **Risk Management Advisor** are as follows:
 - 1. is knowledgeable and uses the risk management, standards and insurance manual and the Vice President's chapter operation manual
 - 2. reviews national, chapter and university risk management policies at the beginning of each semester
 - 3. reviews and advises the chapter's risk management policy each semester
 - 4. meets with the undergraduate risk manager at least once per semester
 - 5. reviews all social events (alcoholic and non-alcoholic events) for risk management concerns and encourages non-alcoholic programming
 - 6. maintains contact with police, fire inspectors, health inspectors

7. maintains and updates Risk Management Advisor's Manual

- iii. The duties of the **New Member Education Advisor** are as follows:
1. is knowledgeable and uses the marshal and new member education program manual
 2. helps replace all facets of hazing with productive and positive new member education programming
 3. meets with the chapter marshal at least once per semester
 4. helps facilitate brotherhood building activities and other positive programming
 5. maintains and updates New Member Education Advisor's Manual
- iv. The duties of the **Scholastic Advisor** are as follows:
1. is knowledgeable and uses the scholarship chapter operation manual
 2. meets with the chapter scholarship chair at least once per semester
 3. helps develop and implement scholarship programming (i.e. time management, study tables, test taking skills)
 4. assists with the development of external and internal tutorial assistance for members
 5. assists with the development and maintenance of scholarship requirements for chapter members
 6. maintains an accurate membership list of chapter members and new members
 7. secures and maintains G.P.A. statistics of chapter members from the Office of Greek Life
 8. reviews and monitors the G.P.A.s of chapter members
 9. helps develop and maintain scholastic awards
- v. The duties of the **Alumni Relations Advisor** are as follows:
1. is knowledgeable and uses the alumni relations chapter operation manual
 2. assists the chapter alumni chair with the alumni newsletter
 3. helps the chapter to keep track of alumni interest, alumni addresses, and any other programs relating to alumni involvement
 4. assists the chapter alumni chair with alumni events, such as Homecoming, winter meetings, spring alumni weekends, anniversary events, and other special programs
 5. encourages alumni officers and board members to attend the national alumni corporation conference
 6. meets with the alumni chair at least once per semester
 7. meets with the Chapter Alumni Corporation Board at least once a semester
 8. maintains and updates Alumni Relations Advisor's Manual

- vi. The duties of the **Recruitment Advisor** are as follows:
1. is knowledgeable and uses the membership recruitment and recruitment committee chapter operation
 2. assists with the facilitation of recruitment workshops for chapter members at the beginning of each semester
 3. assists with the facilitation of recruitment workshops for new members
 4. meets with the chapter recruitment chair at least once per semester
 5. assists with the development of a summer recruitment program
 6. assists with the transformation to a 365-day-a-year recruitment philosophy and program
 7. evaluates the chapter's recruitment programming, such as goals, quantity and quality of new members
 8. knows and understands the interfraternity council's rush dates and rules
 - 9.

Article VIII - **Amendments**

These Bylaws may be amended at any meeting by a majority vote of CAB quorum after 30 days prior notice. The undergraduate chapter shall be informed of any amendments.

