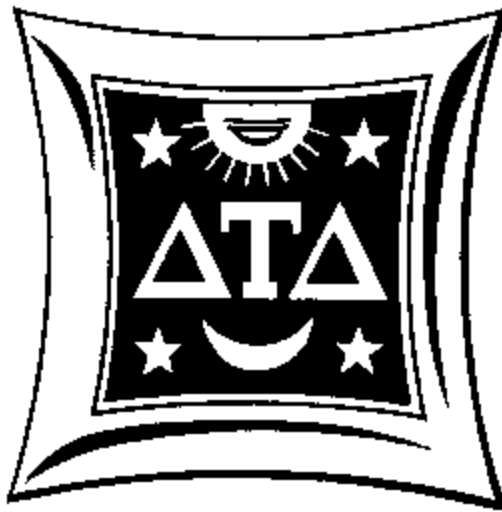


DELTA TAU DELTA FRATERNITY

CHAPTER ADVISOR MANUAL



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1. PREFACE

Welcome aboard as chapter advisor! Whether your recruitment was made by a visit from a Division Vice President, a phone call from a chapter consultant, a plea from undergraduates, a favor to your retiring predecessor, or a feeling of personal obligation, you have stepped forward to advise an undergraduate chapter of Delta Tau Delta. Accepting this obligation, you have become a leader who will shape young men's lives and help secure the future existence of the chapter for generations of Delts to come.

The Fraternity applauds your commitment and recognizes the importance of your position. Several Fraternity education programs have been created to better serve you. We believe an effective and knowledgeable chapter advisor is crucial to the success of an undergraduate chapter.

We realize your time is precious and should not be wasted wading through pages of extensive manuals. You are in the trenches working with undergraduates on a daily basis and need a reference guide that gives you the information you need when you need it. With that thought in mind, notice that this guide places at your fingertips references to information you will be using frequently. This "Handbook" compiles a cross-reference of information contained in your copy of the Chapter Leadership Guide, Constitution and Bylaws, and *Ritual*.

Because of good chapter advisors, weaker chapters turned around, and strong chapters maintained their commitment to excellence. In that same vein, those chapters that have not experienced the influence of a strong chapter advisor continue to decline as leaders on their campus or languish in mediocrity.

Your task is no small one! You are called to be many things to many people. But your reward will be the ever-present reminder of what Delta Tau Delta is all about, "the education of youth and inspiration of maturity." You have been charged to live up to these expectations, and it is hoped that this guide will provide information to help you assume your obligation and properly discharge your duties.

It would be impossible to capture in these pages every aspect of being a chapter advisor. Experience will be your best instructor. This handbook is designed to get you started on the right foot as chapter advisor. As your knowledge of this vital position grows, we hope you will share your thoughts with us so we can pass them along to other advisors. The sharing of ideas is what created this handbook, and represents the essence of fraternity itself. Thank you again for your service and commitment.

2. GETTING STARTED

As a chapter advisor, you have been asked to walk a thin line between being a trusted friend of the brothers and maintaining an air of authority. You definitely should not become one of the boys; but members must feel comfortable around you, so that you know what is happening in the chapter. This is not an easy task, but your greatest asset as a chapter advisor will be your ability to maintain your closeness to the brothers, yet outside objectivity.

A question that is constantly running through a chapter advisor's mind is "How frequently should I visit the chapter?" Obviously, if you are never present, the brothers will fail to know or trust you. In that same vein, if you are present all the time for meals, committee meetings, late night bull sessions, and parties as well as chapter meetings, the brothers could begin to take you for granted causing you to lose your effectiveness. A delicate balance must be maintained. A suggested balance is that you attend two chapter meetings a month while attending almost every Executive or Administrative Committee meeting. In fact, if you believe you could be more effective at the Executive meetings, you might try to attend most of them while missing a chapter meeting. It depends on the individual situation, but regardless, you should be in contact with the chapter President weekly, either by phone or in person.

In reference to social events and parties; it is recommended that you attend as many as feasible but at least two per term. By doing this, you will have a good idea of your chapter's decorum and social graces, and at the same time getting to know the brothers better on an informal basis. Do not, however, overdo it. Remember you are serving as a role model, and discretion in this area is very important.

Time and again you will serve as an instructor, facilitator, and discussion leader, usually on a very informal basis. You are intricately involved in developing the learning process within your chapter. The old adage of "people tend to support what they help to create" is the foundation for motivating an undergraduate chapter. You will always be involved in planting the seeds of an idea. The chapter will come up with the idea, and thinking it was their own, implement it for the good of the chapter. Your objective as chapter advisor should be to think with undergraduates instead of telling them.

As an advisor, you should feel free to offer comments to the chapter concerning business being discussed at the meeting, and should not feel that it is necessary to be asked for your opinion in order to participate. You should not become an "active participant" at each chapter meeting but instead, should speak up only when the issue at hand warrants your mature and experienced opinion. Certainly the chapter meeting is the proper time to convey any formal statements or communications to the chapter.

POSITION DESCRIPTION

Position Title: Chapter Advisor

Reports To: Division President

Basic Function: To carry out the duties and responsibilities assigned by the Arch Chapter as outlined in Article VIII, Section 5 of the Constitution, where he is charged specifically as a deputy of the Arch Chapter in and for his chapter and custodian of the chapter's charter, secret books, files, official documents and the *Ritual*. He shall be appointed by the Division President and confirmed by the Arch Chapter, and shall keep such fully informed of the affairs of the chapter, organize *Ritual* education for the chapter, and perform the duties assigned him by the *Ritual*.

Duties and Responsibilities: Among those specific duties and responsibilities, the chapter advisor shall:

1. Certify that the actions of the chapter are not in conflict with the Constitution and Bylaws of the Fraternity.
2. Attend each Administrative and/or Executive Committee Meeting.
3. Attend at least two chapter meetings a month.
4. Be a member of the Finance Committee.
5. Serve as chief financial consultant to the chapter with such specific duties as certifying completion of monthly financial reports, annual budget and financial review.
6. Have the sole power to waive the 10% fine that is automatically levied on unpaid members' accounts if not paid by the tenth day of the month in which the account was billed.
7. Meet at least once with the entire pledge class during pledgship to discuss the importance of good scholarship as a member of Delta Tau Delta.
8. Administer and certify satisfactory completion of the Fraternity Examination prior to initiation of each neophyte.

9. Deliver the "Outer Mysteries" of the *Ritual*, complete the initiation report form, and see that the initiation dues and all debts to the chapter are paid prior to initiation.
10. Deliver the "Charge" at initiation.
11. Perform the "Installation of Officers" ceremony in the *Ritual*.
12. Contact the parents of each new pledge, informing them of Delta Tau Delta, its purpose, annual costs, and strong stand against hazing and alcohol abuse.
13. Meet with the campus Advisor to Fraternities twice a year for the purpose of establishing a working and cooperative relationship.
14. Hold an officers' retreat with newly elected officers as soon after their election as feasible to record progress and chart and set goals for the coming year.
15. Network with other Delt Advisors in your area and with other advisors on your campus to attack situations of common concern and to glean new ideas that have worked elsewhere.
16. Serve as a liaison between the undergraduate chapter and house corporation.
17. Provide counsel to members and pledges if and when necessary.

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OFFICIAL DOCUMENTS, PUBLICATIONS, RESOURCES AND SUPPLIES

To be an effective contributing force, a chapter advisor needs a thorough knowledge of the Fraternity. This is vital. To assist you and supply you with the required background for your work, you will be equipped with copies of the following official documents:

Constitution and Bylaws of the Fraternity

Chapter Leadership Guide

New Member Manual – Member Education Handbook

Director of Risk Management Guide

The above Guides and Manuals are often overlooked by both undergraduates and alumni as sources of help and information. A great wealth of information applicable to every chapter is contained therein and you should familiarize yourself with them and constantly urge their use by undergraduates. Certainly every new officer should be required to read the portions that are applicable to his office.

These and other materials can be located on our website www.delts.org.

WORKING WITH THE ARCH CHAPTER

You Are Your Chapter's Link To The Arch Chapter - For this reason, it is important for you to know enough about this governing body to adequately explain and answer questions that chapter members will pose from time to time.

Members of the Arch Chapter, other than the Presidents of the Divisions, are elected biennially at the Karnea by majority vote, and the President of each Division is elected biennially by majority vote of chapters in his respective Division. **No Member Of The Arch Chapter Receives A Salary From The Fraternity!** Like you, these men have their own careers and provide service to Delta Tau Delta on a voluntary basis. With the exception of the Director of Academic Affairs, no member of the Arch Chapter is entitled to hold the same office for more than two consecutive terms.

This body of men gives of their free time to an organization in which they believe; many of whom have served as chapter advisors.

President

The President shall preside over meetings of the Arch Chapter, Board of Directors and by its consent appoint ambassadors, enter into agreements, and represent the Fraternity in an official capacity. The President shall sign all charters and disperse information to chapters regarding the state of the Fraternity. The President can, with the approval of the Arch Chapter, authorize the formation of an Alumni Supervisory Committee under Article VIII, Section 6, of the Constitution. The President shall serve as the temporary Chairman of the Karnea.

Vice President

The Vice President and Ritualist of Delta Tau Delta shall have charge of all *Rituals* of the Fraternity and serve as custodian of the Mysteries. He shall supervise *Ritual* education. In addition the Constitution directs the Vice President to supervise all future planning, forecasting, expansion strategy; Karnea presentations regarding review of duties of Arch Chapter members. The Vice President also reviews all discipline proceedings against individual members as well as certifying all initiates prior to the installation of a new

chapter.

(Ritual education is an area that has been re-emphasized in recent years and one in which you as chapter advisor will play an important role.)

Second Vice President

The Second Vice President shall have charge and coordinate the preparation and review of Fraternity education programs and manuals on a regular basis; he shall make recommendations for new services and programs to be provided to the chapters. He shall have charge of leadership training, development, and manuals for both undergraduates and alumni, and shall review or cause to be reviewed the leadership manuals and programs of the Fraternity on a regular basis.

Treasurer

The Fraternity's Treasurer is the only bonded agent on the Arch Chapter. His financial responsibilities are primarily to the Board of Directors of the Fraternity. He shall prepare or cause to be prepared a budget and regular reports on the financial condition of the Fraternity. He shall be responsible for establishing and maintaining programs to assist house corporations in the development, financial management, and maintenance of undergraduate shelters.

Secretary

The Secretary supervises the keeping of minutes for both the Arch Chapter and Board of Directors. These minutes are recorded and permanently kept at the Central Office for future historical reference.

Delta Tau Delta has a sincere interest in developing community and campus leaders in its undergraduate chapters and, for that reason, the Karnea directed the Arch Chapter to devote the office of Secretary to the development of Fraternity-wide Public Relations Programs. He shall give guidance to the editor of *The Rainbow*, and promote and encourage alumni activities, shall lend assistance to and actively support the establishment, continuation, and maintenance of alumni chapters. He shall be in charge of undergraduate alumni relations programs, alumni recognition programs, and alumni education.

Director of Academic Affairs

In 1923, the Karnea voted to increase the Arch Chapter by one person whose office was know as Supervisor of Scholarship, thus becoming the only fraternity to have a member of its governing board with the sole responsibility of promoting academic programming in its undergraduate chapters.

Since that time, the title has changed to "Director of Academic Affairs," but the purpose of the office has remained the same; to make recommendations to the Arch Chapter, to promote good scholarship and motivate chapters to improve their scholarship through Fraternity awards and scholarship aid programs.

Division President

Presidents of the five Divisions are representatives of their respective Divisions on the Arch Chapters. Serving as the presiding officer at Division and Regional Conferences, the Division President stays well informed of the condition of his chapters and reports the condition of his Division to the Arch Chapter at each regular meeting. They shall, by and with the consent of the Arch Chapter, appoint chapter advisors and assistant advisors for each chapter in their Division, and shall have the power to remove any advisor for failure to perform his duty.

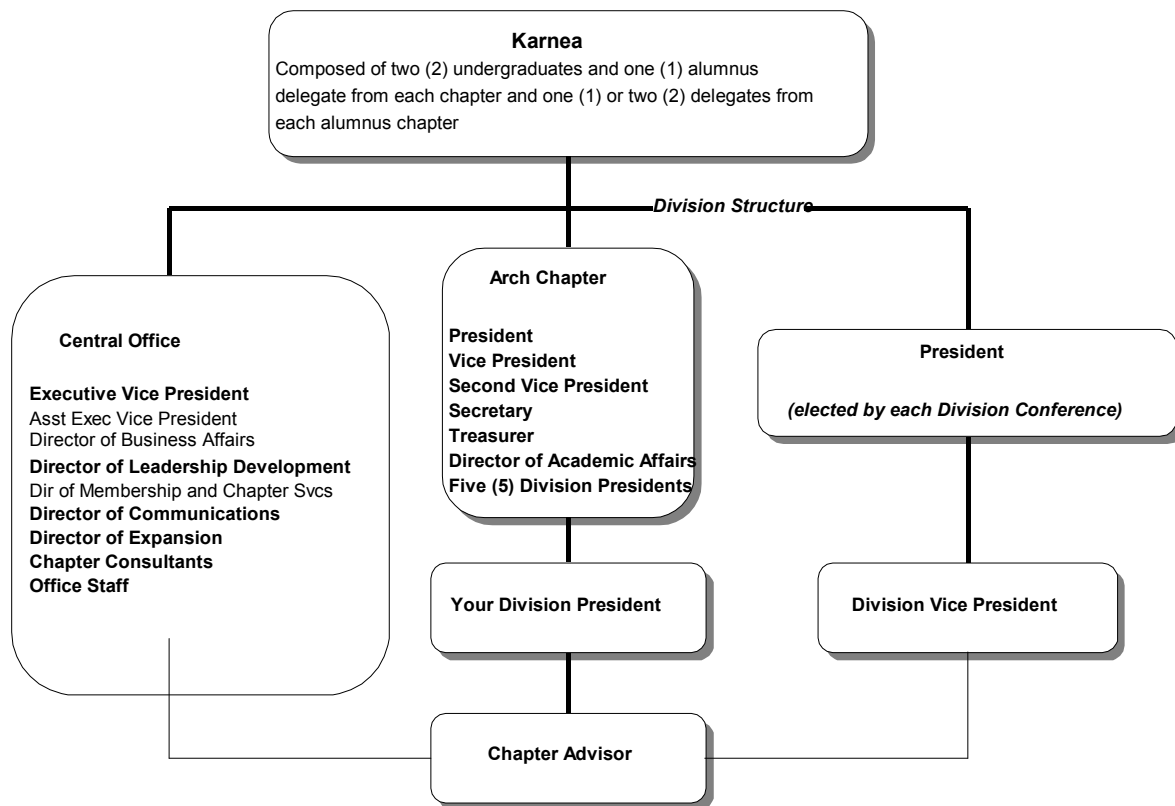
Each Division President may appoint as many Division Vice Presidents as the Division Constitution specifies. As chapter advisor, you should get to know the Division Vice President assigned to your chapter. A section of this guide on Division Vice Presidents is provided for your convenience and you should refer to it for additional information.

WHERE DO YOU FIT IN?

So where do you fit into this hierarchy? Who do you call when you need a question answered? It can sometimes be confusing as to whom you are responsible and where you can turn for help. For that reason, we have provided an abbreviated organizational chart showing where you fit in and who are your resource people.

(For additional information on the formation, development, and duties of the Arch Chapter see Article I of the Fraternity's Bylaws, as well as The Fraternity Section of the Chapter Leadership Guide.)

Line of Authority and Communication for Chapter Advisors



_____ **Lines of Authority**
 ____ **Day-to-Day Communication Resources**

THE DIVISION VICE PRESIDENT

The Division Vice Presidents provide perhaps the most valuable assistance in their ability to react and be at your chapter within hours if you believe a situation warrants his attention. Many times it will be the Division Vice President who helps you find solutions to immediate problems as well as assist in long-range planning.

Perhaps your Division Vice President installed you as chapter advisor and is charged by the Division President with assisting undergraduate chapters that operate in close proximity to his residence. With this strengthening of our organizational structure at the grass roots, undergraduates and alumni are better informed and feel that through the Division Vice President they are in touch with their Fraternity.

Since Division Vice Presidents are Fraternity volunteers, their time is valuable, and if they are to have an impact on a chapter, it is important for the chapter advisor to help coordinate the visit.

Like chapter consultants, Division Vice Presidents are trained in proper forms of undergraduate management, and an important ingredient to a Division Vice President's effectiveness is your ability to accurately describe how we can assist the chapter.

Your Division Vice President can:

1. Assist with officer training and development.
2. Facilitate an effective chapter retreat.
3. Conduct a chapter rush workshop.
4. Assist the chapter in staging memorization and performance of the *Ritual*.
5. Counsel house corporation officers to improve communication with the undergraduate chapter.
6. Participate as a resource person, representing the Fraternity at leadership conferences as well as local IFC seminars.
7. Meet with college officials, especially those involved with fraternities to assess the strength of the Greek system and offer assistance.

8. Offer counseling in areas of pledge education as it relates to developing a constructive membership education program and initiation week.
9. Secure additional alumni assistance in other areas of chapter management when needed and if necessary.

A chapter advisor should turn to his Division Vice President with questions, problems, and requests. Remember, your Division Vice President is there as a resource not only for the chapter, but to the advisor.

WORKING WITH YOUR CHAPTER CONSULTANT

At least once a year your chapter will be visited by a chapter consultant. He is a member of the Fraternity's Central Office staff who travels to Delt chapters throughout the school year.

Approximately two weeks before the scheduled visit of a chapter consultant, the chapter will receive a letter concerning the purpose of his visit. A copy of this letter is sent to the chapter advisor and you should work in conjunction with the president by making sure the appropriate arrangements and appointments are made prior to his arrival. A chapter self-evaluation checklist is also included with the president's letter announcing the arrival of the chapter consultant, and you should make sure that it is completed and made available to the consultant when he arrives.

In the course of a normal visit, a chapter consultant is expected to accomplish many things in a short period of time. He is required to have a personal interview with each officer, major committee chairmen, and the school advisor in charge of fraternities. He usually attends a chapter meeting to witness its execution and to make appropriate comments, and many times a consultant will conduct workshops on topics such as rush, risk management, member education, officer training, goal setting, and problem solving. If you believe your chapter is in need of a workshop in one of these areas, you should inform the Director of Membership and Chapter Services to have a consultant perform such during his next scheduled visit. Advance preparation is crucial if proper preparation is to take place for a workshop.

A Chapter Consultant is . . .

- A chapter consultant is one of the most important services provided by the Fraternity to your chapter and he can be just as important to the chapter advisor.
- He has undergone extensive training in every area of chapter management, and stands ready to assist the chapter advisor in working with his chapter. In addition, he has been professionally trained to assist you in better understanding your responsibilities as chapter advisor.

- An important ingredient to a chapter consultant's effectiveness is the honesty with which you describe the chapters' current status. Often as chapter advisor you will be more thorough and objective in evaluating the chapter than the undergraduate officers, and this will be crucial if the chapter consultant is to use his time effectively.
- You should meet with the consultant early in his visit and describe any problem areas that need to be addressed during his visit. A consultant is more than a problem identifier, and you should work with him to develop a strategy for overcoming specific matters of concern.
- You should also meet with the consultant briefly at the close of his visit to detail strategy for appropriate follow-up.
- A chapter consultant can oftentimes be used as a catalyst for change, which might not otherwise take place within the chapter; and you should use the consultant in this manner, if deemed appropriate.

LEADERSHIP CONFERENCES

These Delt gatherings can provide members of a chapter with some of the most valuable tools that will enable them to improve the quality of their Fraternity experience. There are basically three types of leadership conferences in Delta Tau Delta and attendance at each by a delegation from your chapter is required.

Regional Conferences are where leadership training and membership development takes place at the grass roots. During the late winter or early spring of each even numbered year, your chapter will participate along with ten to twelve other chapters in a Regional Conference. Each chapter will receive a mileage reimbursement that is given to the chapter at the close of the Conference. Plan to field a large delegation to this Conference, especially younger members who are desirous of holding chapter office.

Division Conferences are scheduled in the late winter or early spring of every odd numbered year. Every chapter in the Division attends this Conference and conducts business pertinent to the Division, including changes to the Division Constitution and election of the Division President. Extensive workshops are conducted at this Conference for officers and committee chairmen, but younger members should also be encouraged to attend. As with Regional Conferences, there is a mileage reimbursement given to each chapter that attends a Division Conference.

The Karnea is the greatest of all Delt experiences. Held in August of every even numbered year, each chapter in the Fraternity is represented at the international convention. The Karnea is composed of two undergraduates and one alumnus delegate from each chapter and one or two delegates from each alumni chapter. Although a chapter delegation may range from one to twenty, each chapter has an equal say in governing the Fraternity, and during the Convention chapter delegations will elect officers to the Arch Chapter, review the state of the Fraternity, discuss changes to the Constitution and *Ritual*, and share common goals and mutual concerns.

Extensive leadership training takes place at each of these Conferences, not only for undergraduates, but for chapter advisors as well. Although your attendance at conferences is not mandatory, your training and knowledge as a chapter advisor will never be complete until you experience one of these Delt gatherings.

ALUMNI ADVISORY TEAM

I. CHAPTER ADVISOR:

The chapter advisor is the chairman of the Alumni Advisory team. It will be his job to keep a constant overview of the chapter and to communicate with both the alumni on his committee, the International Fraternity, the local House Corporation and the university officials.

The chapter advisor and the committee, are deputies of the Arch Chapter with duties and responsibilities as outlined in Article VIII, Section 5 of the Constitution. Our goal is to advise not control the undergraduate operation.

II. ALUMNI SPECIALISTS:

The specialists assigned to each area of operation will meet with the undergraduates involved and advise and direct his performance and maintain his education in that area. Their responsibilities, along with the chapter advisor, include but are not limited to the following:

A. *Finances*

1. A budget is prepared and monthly financial reports are submitted in a timely fashion, using the Fraternity's bookkeeping system.
2. All payable bills are paid monthly.
3. All undergraduate members keep their accounts current with a 10% fine assessed for late payment. Unpaid Members' Accounts will be maintained at less than 2% of billed income.
4. Finance Committee meetings are held regularly with at least one advisor present at every meeting.

B. *Membership Development*

1. The pledge program will be developed by the alumni and undergraduates and implemented under close supervision by alumni.

2. Programs will be administered by the undergraduate members of the chapter with alumni supervision.
3. There will not be any pre-initiation week activities except those approved by the alumni.
4. An outline of Fraternity Education Assignments can be found in the Delt Development Program.

C. Membership Recruitment

1. Put together a marketing plan and execute a chapter retreat to implement the plan before each rush. Such a marketing plan should include the answers to the following questions but not be limited to them:
 - a. Where are we?
 - b. Where are we going?
 - c. What are we selling?
 - d. Who is our customer?
 - e. Why join us?
 - f. What is our competitive edge?
2. Serve as an advisor for the rush committee.
3. Review bid process and develop criteria for receiving a bid.

D. Campus and Community Relations

1. With your undergraduate committee develop and specify the following:
 - a. With which campus groups do we come into contact?
 - b. What kind of an image do we want to project to these groups?
 - c. In what activities will we have to participate that will shape our public image?
 - d. What will be our social code of conduct?
 - e. What is our attitude toward the Greek community?
 - f. What is our attitude toward the non-Greek University student?
2. Develop a program including activities that will accomplish the above

stated objectives.

3. Establish a "Super Delt" program for outstanding involvement by a Delt on campus or in the community.

E. *Academic Affairs*

1. Establish an Academic Affairs Committee within the undergraduate chapter.
2. Cause to be established an executive position called Director of Academic Affairs.
3. Implement the Fraternity's Academic Affairs Program.
4. Establish a Kershner Scholar Program.
5. Establish an awards banquet each academic term to honor academic achievement or academic related projects within the chapter.

F. *Ritual Educator*

1. Establish traditions within the chapter.
2. Supervise rehearsals of all Ritualistic ceremonies.
3. Develop a *Ritual* Education program according to page 12 of the Delt Development Program.
4. Cause the songs of the Fraternity to be taught to each member and pledge.
5. See that all *Ritual* equipment is in good working order.
6. Conducts the Outer Mysteries prior to initiation.

G. *Alumni Relations*

1. Establish and supervise the maintenance of alumni addresses for area alumni.
2. Supervise the publishing of three alumni newsletters per year.

2. Supervise plans for Homecoming in the fall and Founder's Day in the spring.
4. Establish and supervise a program to invite alumni to dinner at the chapter on a weekly basis.

H. *Social Program*

1. Establish specific goals for the social program that will provide for social opportunities in the areas of:
 - a. Brotherhood
 - b. Interpersonal
 - c. Interfraternal
 - d. Cultural
2. Develop operating guidelines for the Social Committee with specific job descriptions for each member of the committee.
3. Coordinate the presentation of "Delts Talking About Alcohol" to the Chapter.

I. *Judicial System*

1. Establish a written Code of Conduct.
2. Design a judicial system to adjudicate violations of the Chapter's Code of Conduct and other Bylaws.
3. See that each member of the Chapter has a copy of the Chapter's Bylaws and understands the conditions for his continued involvement with the Chapter.

J. *House and Grounds Committee*

1. Serves as liaison with the House Corporation.
2. Designs with the undergraduates and House Corporation the operating conditions for the facility.

- a. What maintenance is the Corporation responsible for?
- b. What maintenance is the Chapter responsible for?
3. Develop in cooperation with the undergraduates, a housing contract between each member and the Corporation.
4. Develop in cooperation with the undergraduates a daily, weekly, and monthly cleaning schedule for the shelter.

THE ADVISOR TO FRATERNITIES

Your connection with the Fraternity Advisor really divides itself into two parts. You will often have to represent the chapter to the university as its spokesman. Occasionally, you will be called upon to inform the chapter of a university policy or decision.

The secret to working with the Fraternity Advisor is getting to know him/her. At a bare minimum you should meet with the Fraternity Advisor at least twice a year to outline the chapter's progress and shortcomings, along with your plan to keep the chapter moving forward. These two meetings should be planned toward the beginning of each term, so you can share with the Fraternity Advisor the chapter's goals for the coming academic term and use the subsequent meeting as an evaluation of how the chapter did.

You should become familiar with campus regulations pertaining to chapter operations, specifically:

1. Rush and pledging regulations.
2. Pledge education policies.
3. Alcohol as it relates to chapter management.
4. Regulations concerning noise and social events.
5. Local zoning and other ordinances that affect fraternities.

Your relationship with the Fraternity Advisor will be extremely important in many ways. If a relationship develops between the Fraternity Advisor and yourself, hopefully, he/she will turn to you for assistance on matters concerning your chapter. In most instances, your relationship with the Fraternity Advisor will be a pleasant one, and he/she will be an additional resource person.

WORKING WITH ALUMNI

The attention span for an undergraduate chapter in the area of alumni relations is short at best. It is difficult for members to understand why more alumni do not visit, especially since "the chapter is full of a great bunch of guys!" You must break the news to your undergraduate brothers that alumni plan their schedules more than just a few days or weeks in advance.

In working with the chapter's Alumni Relations Chairman, it is important to have him step back and look at alumni relations in a broader sense. (Realistically, the development of a sound alumni relations program takes a minimum of two years.) The chapter **will** need to have a patient and persistent member serve in the role of alumni chairman, if the committee is to produce results.

When developing an alumni program you should keep the following in mind:

Keys to a Successful Alumni Program

- A patient yet ambitious Alumni Relations Chairman.
- Sponsor two alumni functions per year (with at least eight to ten weeks advance notice).
- Publish at least two newsletters per year.
- Each newsletter should contain at least 75% alumni news.
- If interest is positive, establish an alumni chapter in the area.
- Make sure your chapter always files a *Rainbow* Report by the prescribed deadline.

All too often the undergraduate chapter's attitude toward alumni relations is characterized by phrases like "why bother, the alumni do not care" or "alumni really are not interested in the Fraternity after they graduate." (*With attitudes like these, it is evident that basic education about the role of alumni is not taking place during the pledge period. You may wish to address this issue at the next pledge meeting you attend.*) In working with the actives, you **will** be put in a position of explaining the benefits of a functioning alumni relations program.

Benefits of a Successful Program

- To assist in rush by making recommendations of potential rushees as well as contacting potential pledges' parents to explain the benefits of fraternity affiliation.
- To solicit interest of alumni who may wish to serve on the house corporation or as an assistant advisor.
- To provide chapter continuity by maintaining communication after leaving school.
- To develop possible employment opportunities or benefit from job counseling.
- To gain financial support for the establishment of scholarships and loans within the chapter.
- To add inspiration and credibility to your existing pledge education process through the establishment of a guest speaker program.

There are many other benefits to be gleaned from a successful alumni program, and we have just touched on a few.

The House Corporation is a Place to Start

One place every chapter can begin developing renewed alumni relations is with its house corporation. For whatever reason, these men serve the chapter under no obligation other than their personal commitment to Delta Tau Delta and will be the most receptive to an alumni program. (If an Alumni Relations Chairman wants to show success to the chapter in his program, this is where you should advise him to start.)

Although every house corporation is organized differently across the United States and Canada, the relationship between the chapter advisor and the corporate body of the chapter remains relatively the same. You can serve the undergraduate chapter best by acting as a liaison or buffer between the corporation and the undergraduate body. It is highly advantageous for the chapter officers, especially the house manager, to attend house corporation meetings.

As a rule of thumb, most house corporations hold a minimum of two meetings per year. The undergraduates often become hostile toward the corporation's apparent sedentary ways. As an observer of this process, you should keep the corporation informed of the chapter's feelings encourage house corporation members to meet informally with the chapter. During these informal sessions, at either a dinner or chapter meeting, the undergraduates will be able to express their needs while the corporation members can share their long range plans.

Undergraduate chapter and house corporation confrontations never need to occur as long as lines of communication are kept open. Involving the corporation in the alumni program serves as the best place to start.

THE DELT PARENT

There is absolutely no reason why a young man's fraternity experience cannot be a family affair. A good parents' organization established within the chapter can offer many of the same benefits as a well-developed alumni relations program.

Your first contact with parents will be at the time their son pledges the chapter. A chapter advisor should be conscientious in immediately corresponding with a new pledge's parents, congratulating them on their son's decision and explaining what Delta Tau Delta is all about. Your communication through a parents' letter will reassure them and explain the Fraternity's high purpose and standards. They will be glad to know you, as a mature adult, are advising the chapter. You should extend an open invitation to parents to call you if they have any questions about their son's membership in the chapter or to drop by and visit the Shelter when they are in the area.

Since many colleges and universities have developed a weekend for parents to visit the institution, perhaps the chapter would like to develop its own parents' club. Parents could meet at the chapter informally on the designated weekend and offer assistance to the chapter where the undergraduates believe it would be beneficial. Many times parents' clubs feel obliged to donate items to a chapter which the members and house corporation would not ordinarily be able to purchase. More important than the tangible benefits of a parents' club are the intangibles of letting parents share in their son's fraternity experience, meeting his new friends and developing friendships with other Delt parents.

CRISIS MANAGEMENT

There are several steps to follow in the event of a tragedy, with additional steps and consideration dependent on each case or situation. Below is a general listing of those steps followed by notes regarding possible tragedy or crisis other than injury or death.

Procedures for a Tragedy or a Crisis

1. ***Who is in Charge*** -- Be sure every person in your chapter knows that the President is in charge of every emergency situation involving serious alarm, injury or death. In his absence, a rank order of officers should be established, with each knowing where to find a copy of this policy. Where appropriate, be sure your housemother is aware of this list of procedures.
2. ***Close the Shelter*** -- If a tragedy has occurred within the Shelter, close immediately. You cannot offer instructions if your members are leaving and outsiders are entering. Permit only your members and appropriate officials to enter.
3. ***Call for Assistance*** -- Your first phone call should be to the appropriate emergency number for ambulance or police assistance. In the case of a fire, contact the nearest fire station (*911, if applicable, for any emergency situation*). Where installed, alarms will automatically bring the fire truck.

Before leaving the phone, your second call must go to your chapter advisor, and the third to your campus fraternity advisor. Both will discuss the situation with you and, in all serious cases, be at the Shelter in a matter of minutes. If you are in doubt as to whether a situation is serious or not, call!

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Your advisors will quietly discuss further steps to take in this instance.

4. ***Assemble Your Membership*** -- As soon as possible, assemble your membership in a group. Explain to them there is an emergency situation and the Shelter is closed. Ask them to cooperate in halting outgoing phone calls until further instructed. Do not discuss specifics of the situation until the advisor(s) arrive.

Depending upon the situation, out of house pledges and members may need to be

called in.

No brother should make statements to anyone other than university or college officials. Your Chapter President will make appropriate statements to the media after the situation is under control and a response plan is established.

5. ***Do Not Notify Parents*** -- In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical situation. In the event of a death, university or college officials will notify parents.
6. ***Follow Up*** -- In the case of a brother's death, do not announce it until a university or college staff member has arrived to help. Be very careful with this information, as they will call the university or college media office to release an official statement only after all members of the immediate family have been notified. If the deceased brother lived in the Shelter, do not move any of his personal possessions. Perhaps you will want to move his roommate somewhere else temporarily. You should call the family to offer sympathy on behalf of the chapter. Ask what their wishes are in regard to his possessions.

It is, of course, proper to send sympathy cards, flowers, etc. If a funeral is within driving distance, the chapter should consider sending a delegation. Delta Tau Delta has a memorial *Ritual* pertaining to the Chapter Eternal. Check your procedures and offer it to the parents in advance of final arrangements.

Other Possible Tragedies or Crisis

1. ***Significant Property Damage*** -- A fire or other natural phenomena may cause damage to the Shelter or grounds. Depending on the severity of damage and related accidents, steps 1-4 should be followed.
2. ***Death of a Member of A Brother's Immediate Family*** -- The chapter's reaction will likely be influenced by how the individual himself reacts. Flowers and a delegation to the funeral are certainly appropriate. The brother will be shaken for some time following his loss. The chapter must remain sensitive to this and assist in any way possible.
3. ***A Brother is Arrested*** -- As much as possible, the chapter should stand clear of any involvement. In the case the arresting crime was committed in the shelter or at a chapter sponsored event, steps 1-4 should be followed. Comments to the public or media should be made by the chapter President only after adequate consultation with an advisor. In no case should chapter funds be used as bail money.
4. ***A Brother is Diagnosed With AIDS*** -- Should a brother be diagnosed with AIDS and it comes to the chapter's attention, your Greek Advisor, chapter advisor, and the Central Office must be contacted immediately. The potential for alarm and mixed reaction is great; the chapter will need professional assistance. At all costs, the dignity of each member, especially the brother diagnosed with the disease, must be preserved. The issue must remain private as long as deemed necessary.

**4. CODE OF CONDUCT & CONFLICT
RESOLUTION**

Code of Conduct..... 1

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Delta Tau Delta Fraternity

Code of Conduct

Preamble:

Delta Tau Delta Fraternity is a unique organization. There are certain obligations that every pledge and member must adhere to if the Fraternity is to grow and prosper. Below are the basic expectations that are fundamental to the growth of brotherhood in the chapter:

- I. I will respect the dignity of all persons and therefore, I will not physically or psychologically haze, or sexually abuse any human being.
- II. I will respect the rights of property, both, others, and my own; therefore, I will not, nor will I tolerate abuse of the shelter, private, or community property.
- III. I will pay my chapter bill on time and in accordance with the Constitution & Bylaws of the Fraternity.
- IV. I will strive to maintain an academic environment where my brothers and I can achieve our academic potential.
- V. I will not act in such a way that will reflect poorly on my chapter and the Fraternity.
- VI. I will strive to make all guests of the Fraternity feel welcome and comfortable in the shelter.
- VII. I will not use or support the use of illegal drugs.
- VIII. I will not abuse or support the abuse of alcohol.
- IX. I acknowledge that a clean and attractive environment is essential to both physical and mental health, therefore, I will do all in my power to see that the shelter is properly cleaned and maintained.
- X. I will at all times strive to live a life consistent with the Oath, Creed, and *Ritual* of the Fraternity.

On my solemn Oath, I will abide by this code of conduct and will confront members of this Fraternity who are in violation.

Signature

Date

HONOR BOARD

Constitution & Bylaws of Delta Tau Delta Fraternity (Article IX, Section II)

REPORTS TO:

The Executive Committee and Undergraduate Chapter

BASIC FUNCTION:

The Honor Board is responsible for a fair and impartial hearing of all violations by members and pledges of chapter Bylaws rules and Code of Conduct. Each case shall be deliberated and appropriate sanctions handed down including the recommendation to the undergraduate chapter for the suspension and/or expulsion for due cause in accordance with Article XI of the Constitution.

COMMITTEE SIZE:

It is recommended that the Honor Board be no fewer than five (5) and no greater than seven (7) members in good standing with the Chapter. A balance shall be maintained between classes.

SELECTION PROCESS:

Each class within the Chapter shall nominate two (2) to three (3) individuals from which the Chapter President will appoint vacancies on the Honor Board. Each appointment to the Honor Board by the President of the Chapter must be ratified by two thirds (2/3) vote.

LEADERSHIP:

The chairman of the Honor Board will be elected by the membership of the committee at the beginning of each term. A probation period of six (6) months must be served on the committee before one is eligible to become chairman of the Honor Board. However, nothing in this provision shall preclude someone from being elected for successive terms.

TERM OF APPOINTMENT:

Once appointed to the Honor Board, a member may retain that position until he graduates, voluntarily steps down, or is elected to an executive committee position. Vacancies shall be filled in accordance with the above mentioned selection process.

FREQUENCY OF MEETINGS:

The Honor Board shall meet every two (2) weeks to hear minor infractions of chapter law or within 48 hours of a violation of the Chapter's Code of Conduct.

DUE PROCESS:

A bill of complaint may be filed by any member against another for due cause. The President of the Chapter or chairman of the Honor Board may bring charges against any active member or pledge on behalf of the Chapter if necessary.

LIMITATIONS:

The Honor Board may hand down any sanction it sees fit regarding restitution for damage or punitive sanctions as well as require the defendant to participate in certain educational programs. The Honor Board may not suspend or expel members from the Chapter, but they may recommend such action to the undergraduate chapter for their deliberation in accordance with Article XI of the Constitution.

APPEAL PROCESS:

Any decision by the Honor Board may be appealed at the following Chapter meeting according to the following schedule: A unanimous decision by the Honor Board requires three-fourths (3/4) vote of the chapter to overturn their decision. A simple majority vote requires a two-thirds (2/3) vote of the active Chapter to overturn their decision.

Amendment by Undergraduate Council:

*That each member of the Honor Board may be removed from his position by a two-thirds (2/3) vote of the chapter.
September 1992*

CHAPTER DISCIPLINE

In every organization, regardless of how congenial, there are bound to be moments and situations in which a member will infringe upon the rights of others. One of the greatest learning experiences an undergraduate officer will have is being placed in a position of authority and having that authority challenged.

Once again, the Fraternity offers the undergraduate leader a vehicle to deal with discipline. Your duty as chapter advisor is one of counselor to undergraduate officers, helping them develop a logical and fair means of discipline within the chapter.

Offenses by Chapter Members Who Must Be Addressed:

1. Delinquent house bill payments.
2. Shelter destruction.
3. Abuse of alcohol or drugs within the Shelter or at Delt functions.
4. Individual conduct in public or at chapter functions that is embarrassing to the membership.

Who Should Deal With Discipline?

When a member violates chapter law, it is obviously a chapter problem. But, if every disciplinary matter was taken up in chapter meetings, little else would ever be accomplished, not to mention the devastating impact it would have on morale.

Matters of discipline should be dealt with first at the Honor Board level. The Honor Board gathers facts, listens to statements and reviews various evidence pertaining to disciplinary matters. It also issues appropriate discipline for minor infractions of chapter policy.

If the Honor Board is to act on a disciplinary matter, it must have the following key elements:

1. A written complaint by a member.
2. Both the accuser and the member charged must appear before the Honor Board to answer questions.
3. The Honor Board's decision must be constituted by no less than a majority vote.
4. An accused member may appeal the Honor Board's decision to the undergraduate chapter where he must receive a two-thirds majority vote for acquittal.

Key Elements of Effective Chapter Discipline

1. Discipline of a member should occur as soon after the violation has occurred as feasible.
2. The punishment should fit the crime. (Avoid getting into elaborate fine systems.)
3. When deciding a member's guilt or innocence, avoid letting the member's personality or former behavior enter into the discussion.
4. Stick to the facts. (You are making a decision based on the best interests of the chapter.)

Levels of Discipline

There are three levels of discipline within undergraduate chapters of Delta Tau Delta:

1. Punitive discipline - for minor infractions of chapter policy.
2. Suspension.
3. Expulsion.

Punitive Discipline - This may take place at the Honor Board level for minor infractions of chapter policy that would ordinarily not require chapter action. However, the Honor Board may recommend to the membership that suspension or expulsion is warranted for a given violation. The Honor Board or any judicial board within the chapter may not suspend or expel members from Delta Tau Delta. Suspension or expulsion of a

member may only take place by chapter vote.

Suspension - (For further information see Article XI, of the Constitution or the membership section in your Chapter Leadership Guide.) "Suspension means denial for a definite, specified period of the usual rights and privileges of membership in the Fraternity, and such other rights and privileges as may be specified in the order of suspension, during which period the member's Badge of Membership shall be deposited with the chapter advisor of his chapter."

Suspension may be deemed necessary for one or a combination of the following:

1. Violation of laws, rules or regulations of the Fraternity or of a chapter.
2. Unbecoming conduct.
3. Disrespect of established authority.
4. Unsatisfactory scholarship.
5. Disregard of orders officially given.
6. Financial delinquency.
7. Hazing, unlawful use of Alcohol or drugs.

Suspension of a member by either an undergraduate chapter or by the Arch Chapter shall be for a definite specified period. Upon the expiration of the period of suspension, the member resumes all rights in or pertaining to the Fraternity, unless there are pending charges for further suspension or expulsion against him, in which case the period of suspension is automatically extended until the disposition of such charges. It is the responsibility of every member to assist chapter officers in enforcing the suspension rules.

As soon as suspension proceedings are completed, the corresponding secretary of the chapter must notify the Central Office of the suspension, stating the definite term and the cause and indicating that the Badge of Membership has been deposited with the chapter advisor.

Expulsion - (For more information see Article XI, of the Constitution or the membership section in your Chapter Leadership Guide.) "Expulsion means forfeiture of membership in the Fraternity through affirmative exercise of constituted authority of the Fraternity." Expulsion proceedings may be handled at any regular chapter meeting. To make such proceedings legally effective and to fully safeguard the rights of the member sought to be

expelled, it is essential that compliance of the provisions of the Constitution be met fully and accurately.

To assist the members of your undergraduate chapter in correctly interpreting and implementing requirements of the Constitution, have them faithfully follow the checklist in the membership section in the Chapter Leadership Guide.

Questions on Membership - When questions regarding membership, eligibility or discipline of a member cannot be resolved by reading the Constitution and Bylaws and the membership section of your Chapter Leadership Guide, the question should be referred with full details to the Central Office.

5.THE FINANCE COMMITTEE & BUDGET PREPARATION

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THE FINANCE COMMITTEE

Sound financial management is a prerequisite for a quality chapter operation. As a member of the chapter's Finance Committee, you will have an opportunity to provide the business leadership and continuity necessary for chapter leaders to wisely manage their financial resources. The functions of the Finance Committee are specified in the treasurer's job description section of your Chapter Leadership Guide.

The chapter's Finance Committee should meet a minimum of twice a month. You can be especially helpful at both of these meetings by assisting the treasurer in reviewing the collection of unpaid members' accounts. The Committee should review all requests for late payment of accounts due the chapter and make recommendations to you. Remember, only the chapter advisor may waive the 10% fine imposed by the Fraternity's Constitution and Bylaws on accounts due the chapter. This is one of the most important duties as chapter advisor. If you take the unyielding position that unpaid members' accounts will be held at a minimum, you will find yourself spending less time in this area. As in other areas of chapter operation, "anything done consecutively for two years becomes a tradition that future members will follow." As chapter advisor, you should make sure that the chapter's financial tradition breeds sound fiscal management. (For more information on collection of overdue accounts, see Article VIII, Section 2, of the Fraternity's Bylaws.)

Monthly Financial Reports

Each month the chapter treasurer is required to prepare a report showing, in considerable detail, the financial condition of the chapter for the previous month. The Unpaid Members Accounts section of the report (Page 1) is prepared on the first day of the month for the previous month, with copies mailed to the Central Office. The remainder of the report (Balance Sheet and Income Statement, Pages 2, and 3) is prepared by the fifteenth of the month for the previous month and copies mailed to the Central Office.

The Financial Report requires the chapter advisor's signature as well as signatures of the other members of the Finance Committee. At the first Finance Committee meeting of each month, this report should be reviewed and signed by each member For this reason, the first Finance Committee meeting of each month should take place on or about the tenth of the month (the date when all house bills are to be paid). The report has value only if it is prepared accurately and on time. As chapter advisor, you should require that the treasurer keep the books and reports current. You should insist that the report be reviewed with you (if you cannot attend the Finance Committee meeting in which it is reviewed) and that you sign it before it is submitted to the Central Office. Make it the treasurer's

responsibility to make sure you sign the report. In addition, you should make sure you know how to read the report and that you understand the meaning of the various figures. (This information is contained in the treasurer's job description of your Chapter Leadership Guide that should be in the possession of the chapter treasurer.)

The Budget: The Chapter's Financial Road Map

During April and early May, the Finance Committee should draft the preliminary budget for the next fiscal year. This will be their financial road map for the next year and one of the most important jobs the Committee will have during the year. The preliminary draft of the chapter's budget is due in the Central Office by June 1 of each year.

As chapter advisor, you will have an opportunity to play an important role in developing the chapter's budget. While the chapter treasurer, along with undergraduate members of the Finance Committee, should do the actual work in preparing the budget, your experience and judgment will be of great value. Not only can you help in reaching wise decisions as to charges and expenditures, but you can provide the benefit of experience on budgeting techniques and calculations gained in previous years' work. You should be in a better position than the treasurer to know which expenses are fixed and which are variable. If you can help the treasurer determine the expenses which are dependent on membership, you will be in a better position to guide the chapter in setting minimal rush requirements based on budget needs.

COLLECTING UNPAID MEMBERS ACCOUNTS

Here are some ideas your chapter should be using that have proven their worth in other Delt Chapters.

Before school starts in the fall or before the next school term begins...

1. Before the new school year starts, have unpaid members sign a promissory note for any past due amounts. (Chapter Advisor should keep all promissory notes in his possession.)
2. Do not hesitate to use a housing contract.
3. Require each active and pledge to put up a deposit at the beginning of the school year, so that any amount owed the chapter during the year may be collected from the member's deposit.
4. Issue at the beginning of school in the fall a double house bill for the first month and last month of the school year.

As the school year winds down be sure to use these ideas. . .

1. Some schools cooperate with the chapter and will withhold registrations, grades, or diplomas until all debts with the chapter are settled. You should check this out.
 2. Inform all seniors with delinquent bills that you will inform the local credit bureau if they leave school without clearing their debt to the chapter.
 3. Let the chapter know that unless unpaid amounts are collected, an assessment on all members will be necessary. Get their support in helping the Finance Committee do its job.
 4. Make sure everyone with any unpaid balance signs a promissory note before school is over. If payment is not received by the agreed date, you will go to small claims court for remuneration. The last action for nonpayment's ~~would be through a collection agency.~~
-

~~**During the school year, hold regular monthly meetings of your Finance Committee and use these ideas. . .**~~

1. Strict enforcement of the Constitution with regard to collections, including:
 - a. Use of 10% fine if accounts are unpaid by the tenth of the month.
 - b. Suspension of house privileges if account is not paid by the fifteenth.
 - c. Instigation of suspension or expulsion proceedings if the account is unpaid at the first of the next month.
2. Impress upon the individual the burden of unpaid brothers. He is accepting charity from those brothers who are paying their bills.
3. Use personal contact with average, non-executive brother to talk to the unpaid brother. Perhaps someone close to him can make an impression.
4. Proper utilization of chapter adviser on Finance Committee can greatly reduce the unpaid member situation (he's the only person who can waive the automatic 10% fine).
5. Post a list of unpaid members in a conspicuous place in the Shelter, such as a bulletin board.
6. Inform parents of delinquent members that their son owes money to the Fraternity.
7. Assist the delinquent member in obtaining a bank loan to fulfill his obligation to the chapter.

BUDGET PREPARATION

Purpose of the Budget

Some confusion exists as to the real purpose of a budget, and the importance of the budget to the financial system has in some cases been minimized. Generally, any financial operation in which income exceeds expense is, to an extent, meeting one requirement of a budget, since the first function of a budget is to make the income match the expense. Such a situation without advanced planning, however, is merely the result of luck. In a business organization -- and the chapter is a business organization -- the complexities of management are far too great to rely on guesswork and the hit or miss method. There is no other business organization that must sustain the turnover in administrative personnel that exists in a fraternity chapter. This fact underlines the urgent need for accurate records that will show the cumulative experience of the chapter in financial matters.

The budget must be used in order to serve a purpose. The budget itself is an estimate based on careful analysis of the requirements of the chapter. It should be flexible so that revision may be made to meet changing conditions as they arise. To not use and refer to it on a continual basis defeats the purpose for creating it in the first place.

Budgetary control has to do with comparison and checkup of the actual results with the anticipated results. The success of the chapter will depend on budgetary control -- the use of the budget -- not on the budget itself.

The budget is a guide for spending, not a command to spend. The finance committee should be alert to opportunities to effect savings whether needed to balance the budget or not. The committee should also incorporate, wherever possible, a reasonable amount of surplus as a definite part of the financial program of the chapter.

Overview of Budget Year

Prior to the close of a college year, the chapter finance committee prepares the budget for the next fiscal year. This is the preliminary draft that the chapter submits to the Central Office in June. After the Central Office examines your budget, it is returned to the chapter at the opening of college with suggestions for improvement.

At one of its early meetings in the fall, the finance committee should revise the budget, if revision is in order. For example, if the number of men returning in the fall, or pledged in the fall, differs from the number budgeted, or if expenses are greater than anticipated, the budget should be revised. The final budget should be available at all times for ready reference with the accounting records.

When the new treasurer assumes office on February 1, he is not immediately concerned with the preparation of a budget. He is, however, charged with the important duty of becoming conversant with the budget in use. He should then compare it with current operations to determine whether the financial trend is favorable or unfavorable. The new treasurer should consult the previous finance committee, including the retiring treasurer, with questions on the budget that are not entirely clear to him.

The trend of the chapter's financial condition should be definitely favorable before February, and if it is not, a retrenchment policy to offset losses already accrued should be inaugurated promptly. A retrenchment policy, which takes the form of a curtailment of expense to bring expense within income, is generally preferable to increasing charges to members to provide the necessary income to balance the budget. In most instances a budget will include certain items that can be curtailed or even completely eliminated without hampering the normal operation of the chapter.

If the finance committee finds, however, that expenses cannot be curtailed enough to reverse an unfavorable trend, then additional income must be provided to balance the budget. Many chapters have discovered at midyear that their budgets were unrealistic and they have not increased house bills sufficiently to keep pace with rising costs. In such instances, the finance committee should be quick to admit its error and to put charges to members in line with current economic conditions.

The finance committee must keep one principle in mind: **A deficit cannot be carried over to the next year.** The Constitution and Bylaws wisely provide that any deficit incurred during the year must be met by special assessment and charged equally among all chapter members before the close of college.

The new treasurer and the finance committee who have had to levy a deficit assessment should profit enough by the experience to resolve that their next budget is tempered with realism. Too often finance committees indulge in wishful thinking by establishing house bills that they know will have to be increased later in the year. This sort of planning is both unsound and dangerous.

Overview of Fund Accounting

The Fraternity uses fund accounting as the basis for budgeting. Simply put, each fund is a separate "account" that has an independent income and expense. Each fund has a specific area of chapter operations that it is responsible for funding. The sum total of the various funds makes up the total budget.

Each chapter should have at least one operating fund and one non-operating fund. Each chapter may have up to three operating funds and one non-operating fund. The operating funds of a chapter are the Shelter Fund, Table Fund, and the General Fund. The Non-Operating Fund is all transfer payments made to the Fraternity or your local house corporation. Let's briefly describe the role of each fund.

The Shelter Fund is used by any chapter that maintains a house. Expenses from this fund should go to the direct operation of the physical facility of the Shelter property. The Schedule A-Expense, Shelter Fund line items outline many of the common expenses used to operate the Shelter. The Schedule B-Income, Shelter Fund line items show that money for this fund comes from two sources. The rent charged to the members living in the Shelter as well as any house fees charged to in or out of house members that subsidize the operations of the facility. Most of these items are regular monthly bills that can be easily estimated from previous years' bills.

The Table Fund is used by any chapter that has a meal plan (also known as a board plan) for its members. Expenses for the Table Fund should be paid for by those members living in the house paying for the plan, plus any members living outside the house who purchase a meal plan option. Like the Shelter Fund, most of these should be regular monthly purchases and easily tracked from the previous year.

The General Fund takes care of all the day-to-day operations of the chapter. The Schedule A-Expense, General Fund line items show the various committees and chapter activities that are common in our chapters. Note that some of these items can be monthly expenses and some occur only once or a couple of times a year. This fund is provided for by general chapter dues paid by each of our members. For accurate budgeting purposes, it is important for the Finance Committee to have a good idea as to when certain activities will occur throughout the school year. As such, a university calendar of events is a helpful tool to have when starting to estimate the budget.

Turn to Schedule B. At the bottom of the page is Schedule D-Fraternity Dues and Corporation Payments. As stated earlier, the Non-Operating Fund of the chapter is any

"transfer payment" made by the chapter to the Fraternity or your local house corporation on behalf of a member or pledge. ***Notice that this section is not included in the operating funds.*** The chapter should not estimate these payments as part of the general chapter income. For these charges, the chapter only serves as an agent to transfer funds from one person to the Fraternity or the house corporation. Schedule D is both an income and expense budget statement where members are directly billed by the Fraternity and the monies are "automatically" paid so that they are not spent along with chapter dues.

How to Prepare the Budget

(Examine forms and follow instructions step by step: **USE PENCIL!**)

Schedule D-Fraternity Dues and Corporation Payments

We begin with Schedule D so we can estimate the membership numbers we will have for the upcoming year, which directly relates to the chapter's income. We should note that our active membership will be lower in one semester (or quarter) than others as well as pledge numbers will be higher in one semester (or quarter) than others.

1. **Enter annual dues for actives during the month the actives return to college.** Most of these will be billed at the beginning of the school year. You should realize, however, that if a member is in school for only part of the year, he is responsible for the full year's annual dues. For example, if a member is out of school during the fall, he should be billed annual dues upon his return at the beginning of the spring term.
2. **Enter pledge dues for new pledges in the appropriate months of pledging.** You should estimate how many pledges your chapter will take at the beginning of (or throughout) each term and enter this number for each appropriate month.
3. **Enter initiation dues and annual dues for initiates in the months you perform initiation.**
4. **Enter house notes according to agreement with the house corporation.** Some chapters have a one time initiation fee paid to the house corporation to fund savings accounts, scholarships, house notes, etc.
5. **Enter division dues in the month specified by the division.** Refer to the chapter's copy of the Division Constitution to determine the month(s) this will be

charged.

*NOTE: You **do not** need to budget for Loyalty Fund Installments as these are now billed as part of the total initiation dues package.*

SCHEDULE A- EXPENSE -- House, Table and General Funds

1. Before you begin, carefully review the actual chapter records of expense for previous years. Adjust these amounts to provide for changing conditions forecast for the upcoming year, and make liberal allowances in every case for unexpected expenses.
2. Next, determine the total annual expense for each line item listed on the budget and for each item of special expense peculiar to the chapter. Use the extra lines on the budget forms and write in expense classifications not listed.

Every effort should be made to identify each expense item under a definite account classification. Only in rare cases should an item be charged to "Miscellaneous" or "Contingencies." In the event it is necessary to charge an expense to "Miscellaneous" or "Contingencies," you should make a detailed explanation in the space provided on the back of Schedule A.

3. Next, enter the total budgeted expense for each item under "Year Total" column. Use the nearest even dollar; e.g., \$150.00 rather than \$149.75.
4. The next step would be to appropriate the total budgeted expense for each item in the "Year Total" column to the corresponding "Month" column in which the expense is to be incurred. Do not apportion over a period of months an expense that is to be incurred in a definite month or months. Charge each expense to the month that (and in the amount that) it is incurred. For example: if intramural equipment is to be purchased in October and again in January, enter the estimated cost of each purchase under the month (October or January) in which it is to be purchased. Similarly, all other items of expense should be charged to the month, or months, in which the expense will be incurred.

Note that most line items are variable expenses from month to month as consumption costs vary (e.g., heating costs are higher in the winter than in the summer, so expenses should be estimated higher). Do not simply get a total and divide it out evenly in each month over the course of the year. Take the time now

to estimate actual costs in each month in order for you to estimate income appropriately.

5. Our next step is to obtain the "Year to Date" figures. This is done by carrying forward (or adding) the amounts under the "Month" column to the preceding "Year to Date" column. For example: the amounts in the July and August "Year to Date" column will be the same as the amounts in the July and August "Month" column. Add the July and August "Year to Date" column to the September "Month" column to get the September "Year to Date" column total. Add each succeeding month's figures to the preceding month's year to date to get the succeeding year to date total until you have reached June.
6. The "Year to Date" figures in June (on the far right) should equal the amounts listed for those items in the "Year Total" column (on the far left) of the budget. If they do not, check your math across from left to right until the figures are identical.
7. Finally, rewrite the totals of each fund, by columns, under the corresponding "Recapitulation" heading at the bottom of Schedule A. Add the totals to obtain the "Total Expenses All Funds" figure.

Schedule A - Summary

1. Review and adjust the actual chapter records of expense from previous years.
2. Determine the total annual expense for each line item listed on the budget.
3. Enter total annual expenses in "Year Total" column.
4. Appropriate budgeted expense for each line item in the corresponding "Month" column.
5. Carry forward each "Month" column to obtain "Year to Date" totals.
6. Double check June "Year to Date" and "Year Total" column so they are equal.
7. Fill in the "Recapitulation" to get "Total Expenses All Funds."

SCHEDULE B - INCOME -- House, Table and General Funds

1. For each separate fund, determine the total annual income required to balance the total expense. In addition, estimate the income to be 5%-7% greater than the expenses. This insures an operating gain so that the income as apportioned to each of these funds should amply cover the expenses of each fund.
2. Next, determine the months where income will be **actually received**. For example: if the chapter bills its members only at the beginning of each term (e.g.,

September and January), then only those "Month" columns where income is to be collected should have entries. If the chapter bills on a monthly basis (e.g., September through May), then each "Month" will have an entry.

3. Appropriate the total budgeted income for each item in the "Year Total" column to the "Month" column in which the income is to be **actually received**. For example: if thirty men are to pay room rent for nine months, enter the amount to be received for each month under the months (i.e., September through May inclusive) in which the income is to be actually received. If five additional men are to pay room rent for four months, enter the amount to be received for each month under the months (i.e., February through May inclusive) in which the income is to be actually received. If your chapter bills all income at the beginning of the semester (or quarter), enter the amount to be received under the months (i.e., September and January) in which the income is to be actually received.
4. Next, determine the per man, per month totals in the far left column of SCHEDULE B. This is a three-step process.
 - a. Transfer membership numbers from SCHEDULE D to SCHEDULE B. Be sure to specify the number of actives and pledges you will have for each term as they should be different.
 - b. Divide the number of months you are billing income by the "Year Total" column. This gives you the chapter per month total.
 - c. Divide the chapter per month total by the number of men in that category. This gives you the per man, per month average.

Note: See Membership in section V, Budgeting Aids.

5. Obtain the "Year to Date" figures by carrying forward (or adding) the amounts under the "Month" column to the preceding "Year to Date" column.
6. The "Year to Date" figures in June (on the far right) should equal the amounts listed for those items in the "Year Total" column (on the far left) of the budget. If they do not, check your math across from left to right until the figures are identical.
7. Rewrite the totals of each fund, by columns, under the corresponding "Recapitulation" heading to obtain the "Total Income All Funds" figure.

Schedule B - Summary

1. Estimate total income in each fund with a 5%-7% gain.
2. Determine the months where income will be **actually received**.

3. Appropriate the total budgeted income for each line item to the corresponding "Month" in which the income is to be **actually received**.
4. Determine the per man, per month totals.
5. Carry forward each "Month" column to obtain "Year to Date" totals.
6. Double check June "Year to Date" and "Year Total" column so they are equal.
7. Fill in the "Recapitulation" to get "Total Income All Funds."

SCHEDULE C - Summary Income and Expense

1. Rewrite the "Total Income All Funds" by column ("Year Total," "Month," and "Year to Date") as determined by Schedule B "Recapitulation."
2. Rewrite the "Total Expense All Funds" by column ("Year Total," "Month," and "Year to Date") as determined by Schedule A "Recapitulation."
3. Subtract in each column to obtain the gain or loss for the various periods.

One of the most important aspects of the SCHEDULE C is determining where and when budget shortfalls may occur. **It is important for each "Year to Date" column to show a gain** and not to register a loss. It is OK if the chapter has a loss in certain months, or even several months, as long as the chapter maintains a "Year to Date" gain. For example, some chapters bill all income at the beginning of each semester. During these two months, the chapter shows a huge "Month" and "Year to Date" gain. However, because there is no income for the remaining semester, there is a loss in each subsequent "Month." This is fine as long as the "Year to Date" maintains a minimum 5%-7% gain. Chapters get in trouble financially when they budget for "Year to Date" losses with the expectation that they will "catch-up" later in the year. In reality, this incurs late fees and fines, as well as hurts the credit rating of the chapter. Also, rarely does a chapter actually "catch-up" on its financial obligations.

BUDGETING AIDS

Membership: When estimating membership, you must be sure to specify how many actives and pledges you will have for the entire year, as well as broken down during each semester. For example, if billing for active dues for the year, you may have several categories.

- 30 men @ \$50 per month for 9 months. All members who will be in school all year.
- + 8 men @ \$50 per month for 4 months. Seniors who will graduate in December.
- + 18 men @ \$50 per month for 4 months. New initiates in January active for the Spring.

Operating Gain: The question is often raised: How much of a gain in operations should a good budget anticipate?

The purpose of budgeting for a gain is to provide a margin of safety and, secondarily, to increase the chapter's working capital. If a rule of thumb is needed, it is suggested that the finance committee allow approximately 5%-7% of the total budgeted income. Thus, if the budgeted income is \$30,000, the chapter might safely budget an operating gain of \$1,500.

To budget no gain (e.g., shooting just to break even) is the most dangerous form of optimism. Nine out of ten chapters that have experimented with this procedure have found it necessary to make substantial revisions in the budget before the end of the college year.

Further, even though we are a not-for-profit organization, we can still make money in our chapters. The gain that we make should then be placed in savings or investments for future purchases or chapter improvements.

Food Costs: Most fraternity accountants find that it is helpful to keep a running tally month by month and year by year of the average cost of raw provisions per man per day. Such figures are particularly helpful in estimating budget allocations. With reasonable care, these average costs may be easily computed.

For example, suppose your chapter during the past year boarded an average of thirty members for an average of 26 days for nine months. And suppose your total expenditure for raw provisions during the year was \$11,372.40. To obtain the average cost on a unit basis, you first divide \$11,372.40 by 30 (the number of men). This gives you \$379.08 (the average cost of raw provisions per man for the year). To reduce this figure to a per day-per man basis, you merely divide \$379.08 by 234 (9 x 26): the number of days the men were boarded. The result is \$1.62 or \$1.62 per man per day for raw provisions.

Bearing in mind the trend in rising prices of foodstuffs, you would now use the \$1.62 figure in estimating what you will spend during the next year in provisions.

Caution: You should remember that the law of diminishing returns operates in the boarding department, often with devastating effect. That is, the average per man cost is much less when you feed fifty men than when you feed only thirty. If there is any definite change in the number of men the chapter boards from year to year, due allowance should be made in the per man per day costs.

Karnea Expense: It is common practice in most chapters to make some budget

allowance for official delegates to Conferences and Karneas. The policy in this connection should be explicitly defined by the finance committee. The first official delegate to the Karnea may be reimbursed by the Fraternity for his round trip transportation expense on a mileage rate. But he or the chapter must bear the expense of meals, lodging, registration, and incidentals.

A few chapters have divided the Fraternity travel payment among several members, supplementing it with an allowance from the chapter treasury, so that the benefits of Karnea attendance may be spread over a greater percentage of the chapter members.

Inflation and the Chapter Budget: In inflationary times, the budget must certainly allow for increasing prices. Especially critical to watch are food costs and fuel expenses. If, during the year, prices rise even beyond your projections, you must react through increased income from members, fewer meals served, less fuel consumption, etc.

Memorandum: Give complete explanatory detail necessary for a thorough understanding of Schedules A and B. Append additional pages of comments as required.

How to Revise the Budget

The budget can be an excellent tool in your financial management of the chapter, IF IT IS REALISTIC. If the level of membership is above or below the number budgeted, or if expenses are out of line from those projected, the budget must be revised.

To revise the budget, (use a new budget form available from the Central Office) enter the actual year to date expenses in the appropriate column. Then follow the steps outlined for preparing the budget originally. Complete the budget for the remainder of the fiscal year, allowing for a gain in each operating fund. The same procedure is followed for the income.

6. MEMBERSHIP

Membership in the new millenium will be one of the most challenging times for the fraternity movement. Gone are the days when we could sit back and wait for troops of potential members to march through our doors, allowing us to pick whom we want for membership. The days of this so called "passive" rush are over.

Indeed, if we are going to be successful, we must go into the streets and find the men who will continue the fine tradition and commitment to excellence that has become the hallmark of Delta Tau Delta. We must look to supplement further the rush activities already provided by the local Interfraternity Council. If we come to rely solely on this source, we will limit our potential for success.

The current rush pool of men who always join fraternities is shrinking. If we are going to continue to have a strong and vital chapter on your campus, we must look to the men who are not necessarily attracted to fraternities at first glance. Young men on a college campus today are looking for a place where they can fit in, improve their lives and have fun. This more serious minded prospect might join a fraternity if we can prove that we will enhance his academic achievement, help him get ahead in preparing for life after college, provide him with social and intramural activities, and do so while fitting into a hectic college schedule.

This new Delt prospect may come from a different background than your current members, but this diversity should be viewed as a strength. Every chapter of Delta Tau Delta is unique and it is the diversity of chapters, as well as that of membership, which will make us successful as a Fraternity into the next century. As we concentrate on this new form of "active" rush, we must learn to celebrate the similarities of our brothers as we work cooperatively toward the achievement of common goals, while at the same time learning from our differences.

This guide represents the best information available today in the area of membership recruitment and will provide you with the building blocks to put together this new form of rush. You will find it is not a cookie-cutter format telling you which men to pledge, but rather a workbook that will ask specific questions and demand answers by the rush chairman, his committee and the entire chapter. Through the answers to these questions, you will formulate your rush strategy and a comprehensive, year round rush plan.

We hope this guide will serve as an anchor to redefine those portions of your rush plan which may no longer work and improve those areas which are already successful. We welcome ideas, comments and suggestions as we work towards improving the quality of services in this important area of fraternity life.

(Please read The Rush Committee of your Chapter Leadership Guide. This will give you a better appreciation for what is needed and how you can help during the rush process.)

7. WORKING WITH THE OFFICERS

The responsibilities of each individual officer are thoroughly detailed in your copy of the Chapter Leadership Guide. Each time an officer is elected, it is your duty as chapter advisor to make sure he understands the functions of his office. The following represents items you should emphasize with each officer. These points are thoroughly explained in each officer's job description contained in the Chapter Leadership Guide, but many times you will have to personally communicate these responsibilities to each officer.

President

1. How to conduct an effective chapter meeting.
2. How to effectively fill appointed positions within the chapter's administration.
3. How to analyze completely the strengths and weaknesses of the chapter.
4. How to effectively use his vice president(s).
5. Explain the president's responsibility on the Finance Committee.
6. How to organize and conduct a retreat.
7. How to effectively utilize the Executive and Administrative Committees.

Vice President

1. Explain the vice president's role as chief ritualist of the chapter.
2. Mention the relationship of the vice president to the president of the chapter.
3. Describe the duties of the vice president as Chairman of the Administrative Committee.
4. Reiterate how important the office of vice president is to the smooth execution of chapter programming.

Corresponding Secretary

1. The purpose and responsibility of filling out the Enrollment Report for your chapter.
2. Detail the corresponding secretary's responsibility for the chapter's contribution to the "Delt Chapters" section of *The Rainbow*.
3. Describe the process for recording affiliations, suspensions, expulsions and deaths of chapter members.
4. Note for the corresponding secretary the process of informing the Central Office of alumni address changes.

Recording Secretary

1. Instruct the recording secretary in the proper method of keeping chapter Minutes.
2. Explain and show how the recording secretary should maintain the Initiation Roll Book.
3. Describe the process for maintaining the integrity and continuity of the chapter's organizational files.
4. Outline the process of properly recording suspensions and expulsions of chapter members.

Treasurer

1. Make sure that the incoming treasurer is familiar with the chapter's current accounting system. (The assistance of the retiring treasurer should be enlisted to supplement this introduction to the system.)
2. Explain the responsibilities and duties of the treasurer as the Chairman of the Finance Committee.
3. Detail the process for collecting accounts receivable from both undergraduate members and alumni.
4. Make sure the treasurer has secured the services of an assistant who he is training as the next treasurer.
5. Make sure the treasurer understands the chapter's financial obligations to the house corporation and various other creditors.
6. Confirm with the treasurer the current dues structure that is paid to the Fraternity for initiation dues, annual dues and pledge dues.
7. Timely submission of pledge cards and dues.
8. Submission of completed Initiation Report Forms and dues to the Central Office within forty-eight hours of initiation.

8. YOUR *RITUAL* DUTIES

From the outside, fraternities may look and act like a host of other campus organizations. But a fraternity is a very special organization. While many of its members may engage in the same activities as students outside the chapter, something sets fraternity men apart. Undergraduate membership in Delta Tau Delta means more than belonging to another social or athletic club. Members in our Fraternity experience an intangible force called brotherhood. This mutual respect and responsibility to one another is responsible for the Fraternity's years of growth and prosperity. The teachings of brotherhood come to us in various forms, but the purest is one handed down from the founders of Delta Tau Delta in the form of our *Ritual*.

To the extent a chapter honors *Ritual*, the closer it becomes a functioning fraternity; to the extent a chapter ignores the *Ritual*, the more it resembles a social club.

You should play a central role in the *Ritual* ceremonies of your chapter. Because of the annual turnover in membership, continuity is necessary to prevent errors from creeping into the *Ritual* and to insure that proper perspective is maintained in its planning and performance. It is essential to guarantee the appropriate atmosphere prior to the initiation of a class. Your presence will add seriousness to the occasion and you should require that each member be dressed in coat and tie with all distractions eliminated prior to the *Ritual* performance. The following is a brief discussion of the various *Rituals* of Delta Tau Delta.

Pledging Ceremony

The pledging ceremony should be performed as soon after a man is pledged as possible. At this time, each pledge receives his pledge badge and pledge manual and takes an oath affirming his desire to become a member of Delta Tau Delta. (For more information see the Pledging Ceremony, Page 12, of the gold *Ritual* manual.)

Rite of Iris

This ceremony is Delta Tau Delta's optional ritualistic service. It can be used effectively at almost any point between pledging and initiation, but it is perhaps most effective when used to set the tone for Delt Week (the week before initiation). When used at this time, it sets a positive high tone for the week that encourages each pledge to get the most out of his Delt experience. This ceremony can also be used as a preliminary to formal initiation.

(For more information see the Rite of Iris, in the purple *Ritual* manual.)

Opening and Closing Ceremonies

These ceremonies must be used in conjunction with all initiations and as part of all formal chapter meetings. It sets the stage for your meetings by adding a tone of seriousness and tradition to your normal proceedings. One of the most important symbolic acts that takes place during these ceremonies is the time when each member stands and reaffirms his Fraternity Oath to the group. (For more information see the Opening and Closing Ceremonies, in the purple *Ritual* manual.)

Ceremony of the Initiation

Rather than a culmination of pledgeship, the Initiation Ceremony is actually the beginning of a young man's Delt experience. During this ceremony each man will take an oath of lifelong allegiance, service and loyalty to the Fraternity. This is the most powerful message the Fraternity sends to its initiates and you should make every effort to see that nothing distracts from the seriousness of this ceremony.

One portion of the Initiation Ceremony is known as the Charge, which is always delivered from memory by either the chapter advisor or guest alumnus. (For more information on the Initiation Ceremony the purple *Ritual* manual.)

Installation of Officers

This ceremony is delivered entirely by the chapter advisor. If you are looking for a way to begin emphasis on the *Ritual* within your chapter, the memorization and proper performance of this ceremony is where you start.

This is more than a simple "pass the gavel" ceremony. Your chapter officers have responsibilities to you and to the Fraternity. In this ceremony, they must stand in front of the entire chapter and swear on their Fraternal Oath to efficiently and accurately discharge their duties. This kind of ceremony lifts a mere officer transition to a level of importance more suited to the crucial affect each set of officers has on your chapter. (For more information see Installation of Officers, in the purple *Ritual* manual.)

Outer Mysteries

There is nothing very mysterious about the Outer Mysteries. It is simply a time (usually just before initiation) when you give instruction on the *Ritual* of Initiation and oversee the completion of the Initiation Report Forms. The Initiation Report Form is the Fraternity's most important report because it enrolls a new Delt in the Fraternity. The report contains the initiate's statement and Loyalty Fund note and requires your signature. As you deliver the Outer Mysteries to each initiate, you should make sure that the initiate's full name and address is entered along with the correct date of initiation and chapter roll number. Before you sign the report form, you should be sure the treasurer has a check for the initiation dues, payable at initiation, ready to send with the report to the Central Office. The Central Office should receive the completed report forms and dues for initiation within forty-eight hours of the ceremony.

Fraternity Examination

Article X of the Fraternity's Bylaws requires that each candidate for initiation take and pass a Fraternity Examination before he is initiated. The Examination is in two parts and must be administered by the chapter advisor.

Since the Examination is based on material that should have been presented in the pledge education program, the candidate's ability to answer the Exam questions is, in part, an evaluation of the chapter's pledge education program, as well as a measure of how much knowledge the candidate has about the Fraternity. It does not make much sense to pledge oneself to lifelong allegiance to an organization about which one knows very little. In addition, the Examination helps to prepare a pledge for initiation and take his place as a full member of the chapter. It is for these reasons the Fraternity Examination is important and deserving of your effort and attention in overseeing its administration.

***Ritual* Education**

You were charged in your job description with the duty of administering *Ritual* education. The chapter advisor, in conjunction with the Guide and Vice President, should compose a *Ritual* education program. In the weeks that follow initiation, a series of meetings should take place to explain thoroughly the secret workings of the Fraternity as presented in the *Ritual*, along with a detailed explanation of the Constitution and Bylaws. It is during this period that the new initiates are told how the *Ritual* can be expressed in their everyday relations with their brother Delt and fellow men.

Ritual education is extremely important to a chapter; at no other time are the rights and responsibilities of membership more clearly stated. The following quote states clearly

your mission in developing a *Ritual* education program.

"Much is written and spoken concerning the secrets of initiation into membership in Delta Tau Delta. The real secrets of our Fraternity, however, can be realized only in each Delt's heart and perfect realization discovered by each Delt's conduct and habits of mind. The Delt who keeps the lessons of initiation in his heart will be drawn nearer to his God and learn better the meaning of life. Being initiated merely points the way and each Delt must determine for himself whether he will seek more from his Fraternity and the lessons taught by it."

Al Sheriff, Gamma (W & J) '49

Attached as Appendix A is a statement prepared by the former President of the Fraternity, Dr. Frederick D. Kershner, Jr., for chapter advisors to read to pledges just prior to initiation or at the time the Outer Mysteries are administered. Dr. Kershner's statement briefly, but clearly, explains the meaning of ceremonial initiation. You may use the statement as written or expound upon it, but we urge you to instruct the pledges in the value and meaning of initiation.

(Notes and thoughts taken from "The Purpose of Delta Tau Delta" written by Alvan E. Duerr, Kenyon College 1893.)

**A Statement on the Meaning of Ceremonial Initiation Prepared by
the Vice President and Ritualist for Chapter Advisors to Read to
Pledges Prior to Initiation into Delta Tau Delta**

It is now time for you to think more seriously than ever before about the meaning of fraternity. Unless you were eager to accept the responsibilities of full membership in your Fraternity, Delta Tau Delta, you would not be here at this moment. The initiation which you are about to experience is a ceremony, or rite, of passage from one stage of life to another, from pledgehood to adulthood. In symbolic terms, pledgehood represents the last few months of your high school adolescence, the last stage of your freedom from responsibility and your last linkage with only one family - the family of your birth. By contrast, initiation into full, active membership in our Fraternity symbolizes acceptance of new things, one of the great changes in your life. For example, initiation testifies to your willingness to give up adolescence for manhood; replacing freedom from responsibility with self-reliance and responsibility for all your actions; and the beginning of preparation for a new home and family of your future. Thus, through initiation, in the eyes of your friends and peers, you are willingly entering that last phase of maturation when you accept a man's obligations and begin to plan your ultimate style of life and social contribution as a practicing adult.

In American life and culture today, initiation into Delta Tau Delta, or some similar college fraternity, is the only true rite of passage and commitment to adult behavior, which most young men ever experience. As far back in time as history goes, every strong, cohesive culture, from caveman to computer, has attributed great importance to its rites of passage from adolescence to adulthood. Your initiation is the modern form of that long, human tradition.

Now let me explain a few of the important aspects of the initiation experience that lies ahead, to prepare you for entrance into Delta Tau Delta as an adult-oriented college fraternity.

First, be reminded that this is a serious, idealistic experience, in sharp contrast to any festive activity that may have preceded it. A group that has no serious purpose and ideals quickly loses its identity and dies. Delta Tau Delta has lived more than a century due to its ideals, not to its parties, athletics and campus honors, however enjoyable these may be.

Second, this initiation will explain our major ideals to you, in symbols and symbolic language. There is a practical reason for this language. Ritualism and symbolism, rather than prosaic legal language, have for thousands of years permitted brothers to share a commitment, and yet, also allow and encourage individual interpretation of that commitment in terms of each brother's personal experience and cherished beliefs.

Next, the basic commitment you accept is to seek maturity, that is, to be a man. Among other things, maturity means the ability to empathize and cooperate with others; the will to rely upon reason rather than mere emotional desire; the capacity for self restraint and compromise; the willingness to accept responsibility for your own actions for better or for worse.

Finally, it represents your formal entry into a unique college peer group, or fraternity. I say unique because it serves as a bridge of communication between generations, between men of all ages and professions on a basis of equality. Your future active membership in Delta Tau Delta will help you to prepare for postgraduate life far better than you could ever do alone and unaided. It will equip you with the skills of effective participation in the many voluntary associations and human communities of which adult society is composed. Remember, that once fully initiated, you are a Delt not just for your college years, but for life.

9. SAMPLE LEASES, CONTRACTS, ETC.

Promissory Note	1
Lease Between Corporation and Chapter.....	2
Lease Between Chapter and Member.....	7
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Sample Housemother Contract.....	13
Sample Cook Contract.....	15

PROMISSORY NOTE

_____ COUNTY

DATE: _____

STATE OF _____

I, the undersigned, being over eighteen (18) years of age, do hereby acknowledge my indebtedness to _____ Chapter of _____ Fraternity, a fraternal association, in the amount of \$ _____. Said indebtedness (to include any further debt in addition thereto incurred by me) shall be paid as follows:

It is acknowledged that time is of the essence; it being expressly understood and agreed that if default is made in the payment of any of the aforesaid installments, or any part thereof, as and when the same shall become due and payable, then, and in such event, the unpaid balance of the aforesaid principal sum, at the option of the holder hereof, may become due and payable, anything hereinabove contained to the contrary notwithstanding. In the event of such default in the acceleration of the unpaid balance, said amount shall bear interest at the rate of ten percent (10%) per annum from the date of such default. If said indebtedness is collected by law or through an attorney at law, the undersigned agrees to pay all costs of collection, including fifteen percent (15%) as attorneys' fees. The undersigned waives demand, protest, and notice of demand, protest and non-payment. This contract is to be construed in all respects and enforced according to the laws of the State of _____. The undersigned may prepay at any time without penalty.

The undersigned hereby irrevocably makes, constitutes and appoints the President of said Chapter as his true and lawful attorney for purposes of service of process as to any proceeding brought under this Note. Said attorney-in-fact and agent for service of process shall upon such service deliver to the last known address of the undersigned by mail, any such process or notices; service upon said attorney-in-fact being acknowledged as service upon the undersigned.

SIGNATURE _____ DATE _____

HOME ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

HOME TELEPHONE NUMBER: _____

NOTE: Should default occur, prior to filing suit, consult with your house corporation or their attorney.

LEASE BETWEEN CORPORATION AND CHAPTER

STATE OF _____
COUNTY OF _____

THIS LEASE AGREEMENT made this ___ day of _____, 20__ between ____ (hereafter called "Lessor") and _____ Chapter of _____ Fraternity, an unincorporated fraternal association.

WHEREAS, Lessor is the owner of the _____ Fraternity House located at Fraternity Row, University, located at _____, and

WHEREAS, _____ is the owner and holder of fee simple title to the real property upon which said Fraternity House is located, and

WHEREAS, Lessor desires to lease said Premises to Lessee and Lessee so agrees hereby under the terms and conditions hereinafter appearing.

WITNESSETH:

For Ten Dollars (\$10.00) and other good and valuable consideration to include the covenants and conditions herein made, the receipt and sufficiency of which is hereby acknowledged by each party hereto, it is agreed as follows:

1. LEASE OF PREMISES. Lessor does hereby rent and lease to the Lessee that certain Fraternity House located at _____ (hereinafter "Premises") and Lessee hereby agrees to rent and lease said Premises under the terms and conditions hereinafter appearing.

2. RENT PAYMENTS AND MISCELLANEOUS.

(a) Lessee agrees to pay to Lessor annual rent in the amount of _____ Dollars (\$_____). Said annual rent shall be paid in two (2) equal installments in the amount and dates indicated under this paragraph:

(1) First installment: _____ (date)
amount: _____

(2) Second installment: _____
(date)

amount: _____

(b) Lessee agrees to pay in addition to above, a monthly payment of _____
_____ for the months September through and including May, for use of kitchen
equipment.

In the event that this Lease is extended by mutual agreement as hereinafter provided, it is agreed that any changes in the annual rent shall be added by amendment and attached hereto.

3. USE OF PREMISES: Premises shall be used solely as a college fraternity house wherein members of the Fraternity of _____ who are students of the University and their guests shall be entitled to carry on fraternal and social activities. Additionally, members of the Fraternity shall be entitled to reside therein under the terms and conditions of the attached Sublease Agreement; the Premises shall not be used for any illegal purpose or in violation of any valid regulation of any governmental body or of the University, or in any manner to create any nuisance or trespass; or in any manner to vitiate the insurance or increase the rate of insurance on the Premises. Lessee agrees not to abandon or vacate the Leased Premises during the period of this Lease, and agrees to use said Premises for the purpose herein leased until the expiration hereof.

4. REPAIRS BY LESSOR. Lessee accepts Premises in the present condition and is suited for the use intended by Lessee. Lessor shall not be required to make any repairs or improvements to Premises, except structural repairs necessary for safety and tenantability. Lessor may at its option assume obligations as to kitchen equipment and fixtures. Lessor shall keep in good repair the roof, exterior walls, abutting sidewalks and heating, water, sewer, electrical and sprinkler system (if any), but not fixtures pertaining to such systems, except pursuant to separate agreement. Lessee shall protect said systems against freezing or other damage and repair at its own expense any damage to said systems caused by neglect of Lessee.

5. REPAIRS BY LESSEE. Lessee shall repair partitions, all glass and plate glass, all electric and plumbing fixtures and any machinery where such repair is necessitated by the neglect or misconduct of Lessee or its members or guests. Lessee shall at once report in writing to Lessor any defective condition known to Lessee which Lessor is required to repair; failure to so report may result in holding Lessee responsible for damages resulting from defective conditions.

6. TERM OF LEASE: The term of this Lease shall be from the ____ day of 20__ through the 30th day of _____ 20__. This Lease shall automatically renew unless terminated by the parties by giving notice thirty (30) days prior to the contract date of termination for an additional one (1) year term. Lessor shall give notice of any rent increases in writing prior to commencement of renewal term.

7. DESTRUCTION OVER DAMAGE TO PREMISES. If the Premises are totally destroyed (or so substantially damaged as to be untenable) by storm, fire, earthquake or other casualty, this Lease shall terminate as of the date of such destruction or damage, and rental shall be accounted for as between Lessor and Lessee as of that date. If Premises are damaged but not rendered wholly untenable by such casualty, rent shall abate in proportion as the Premises have been damaged and Lessor shall restore as speedily as practical, whereupon full rent shall recommence.

The parties acknowledge that Lessor's right of occupancy is subject to certain terms and conditions with the University; this Lease is subject to said rights and obligations.

8. LESSEE'S DUTY TO MAINTAIN AND REPAIR. Lessee shall take good care of the Chapter House and its furniture, furnishings and equipment and shall keep them in neat, clean and orderly condition and shall not suffer nor permit any waste to be committed in or upon said Premises or contents. Lessee shall insure that no alternations or additions to the Premises are made without the prior written consent of Lessor. Lessee shall insure strict compliance with the terms and conditions of that certain Sublease whose terms and conditions are mutually agreed upon by incorporation by reference to the attached Exhibit.

9. FURNISHINGS. Lessor has provided to Lessee certain furnishings, fixtures and equipment which Lessee is entitled to use. Except as otherwise expressly agreed, Lessee shall be responsible to maintain said furnishings, fixtures and equipment, subject only to normal wear and tear. Lessee agrees that it shall be responsible for any negligent use, willful destruction, theft, or other similar acts to any such furnishings, fixtures or equipment. Damages, if any, shall be the cost to repair or the cost of replacement, whichever is applicable. Lessee agrees that it shall not remove any such furnishings, fixtures or equipment located within said Chapter House.

10. INSPECTION/REPAIR. Lessor shall have the right to enter said Premises and any Sublessee room during reasonable hours for purposes of inspecting the Premises and any rooms therein for purposes of making such repairs, alterations, or additions and improvements as Lessor may deem necessary or desirable. Additionally, Lessor shall have the right to inspect the Premises and any rooms for any contraband drugs or other items (e.g., guns, weapons) which are prohibited to be on the premises. Lessee shall insure that this right of inspection shall be incorporated in any Sublease or agreement with those persons occupying said Premises.

11. WAIVER OF LIABILITY. Lessee and any of its Sublessee hereby waive any and all liability as to personal property on said Premises by Lessee or its Sublessees, of whatever kind or nature, caused by fire, theft or any other cause.

12. NON-ASSIGNMENT. Lessee shall not assign or sub-let except as expressly authorized hereunder. Lessee acknowledges that only students of the University may reside on or about said Premises who shall be required to sign the attached Sub-Lease. Further, except upon prior approval of Lessor, only members of the Fraternity shall reside therein. Upon notice, Lessee agrees that Lessor shall be entitled to enforce those terms and conditions of the Sublease between Lessee and any Sublessees occupying said Premises.

13. UTILITY BILLS. Lessee shall pay all utility bills for said Premises to include water, gas, electricity, heat and power. If Lessee does not pay the same, Lessor may at its option, pay the same and such payment shall be added to the rental of Premises.

14. DEFAULT. Lessor may declare (but is not required) this Lease in default upon any of the following:

- (a) Failure of Lessee to be in good standing with the College and/or the University;
- (b) The suspension of the Charter of Lessee by the University, the College or Lessee's (Inter)National Fraternity;
- (c) The failure to enforce covenants of this Lease or any Sublease;
- (d) Any intentionally or grossly negligent act resulting in structural damage to Lessors Property;
- (e) Failure to maintain said Premises in good and fair condition under normal standards of cleanliness and compliance with any rules, regulations or guidelines of Lessor, or statutes, ordinances or regulations of the County and State;
- (f) Failure to use said Premises for residential and Fraternal purposes;
- (g) Failure to pay rent or other financial obligations to Lessor.

Upon declaration of any such default, Lessor shall have the right to take direct control of said Premises, to include but not limited to, require the transfer and assignment of any Sublease and the rights and covenants thereunder to Lessor.

15. CONTROLLING LAW. This Agreement is made with the reference to and shall be construed in accordance with the laws of the State where the Premises is located.

16. MODIFICATION. This Agreement constitutes the full and complete understanding and agreement of the parties and covenants and supersedes all prior understandings and agreements, and cannot be changed or terminated orally, but only by written confirmation.

17. NOTICE. Any and all notices referred herein shall be sufficient if furnished in writing if sent to the following address:

FOR LESSOR: _____

FOR LESSEE: _____

18. FULL UNDERSTANDING. Lessee acknowledges having read the above and states that it understands the contents of this Agreement and this Agreement creates legal liabilities and obligations to Lessee.

_____, LESSOR

_____, LESSEE

LEASE BETWEEN CHAPTER AND MEMBER

Student's Name _____

Student's Home Address _____

Student's Home Phone Number _____

Contract Term (check as applicable):

_____ Fall Semester _____ Spring Semester

Academic Year _____

Security Deposit Amount: \$ _____

Semesterly Basic Charges \$ _____ (single)

\$ _____ (double)

AGREEMENT made this day of _____, 200_, between _____ CHAPTER OF _____ an unincorporated association, located at No. ___ Fraternity Row, University, located at _____ (hereinafter called the "Chapter"), and _____ an individual (hereinafter called "Sublessee").

WHEREAS, the Chapter is itself a Lessee of certain property and premises Fraternity Row, University, located at _____, from _____ ("Lessor"), which it desires to sublease and rent rooms located thereat, and

WHEREAS, the Chapter by virtue of this Sublease Agreement hopes to avoid financial losses sustained by vacancies, and for other purposes, and

WHEREAS, the Sublessee hereby expresses the desire to obtain a room in the Chapter House for the described period hereinafter designated and herewith enters into this agreement containing the terms and conditions hereinafter set forth, being over eighteen (18) years of age;

NOW, THEREFORE, in consideration of the promises and the mutual agreements hereinafter contained, and for other good and valuable consideration, receipt being herein acknowledged by the Lessor, the parties hereby agree as follows:

1. LEASE. The Chapter agrees to provide Sublessee with a room in the Chapter House and Sublessee agrees to rent and occupy said room upon the terms and conditions hereinafter set forth.

2. TERM. The Lease period hereunder shall be deemed to have commenced for the above-designated Semester of the year above written, and shall end on _____ (hereinafter "Lease term") but with the right of the parties by mutual agreement, to extend this agreement for any additional designated period.

3. PAYMENTS. Sublessee hereby agrees that he is obligated to pay to Chapter the applicable base charge specified above for each Semester during the term of this Contract. The Fall Semester charge shall be paid on September 1 and the Spring Semester to be paid February 1, as rent for the above-said Lease term.

4. DELINQUENT PAYMENTS. If the Sublessee falls to pay any sum to the Chapter when it is due, he shall pay such fines or penalties as may be provided by the Chapter's rules and regulations, interest on the unpaid sum at the maximum lawful rate of interest, and all costs of collection, including reasonable attorneys' fees, which the Chapter may incur in connection therewith. In addition to other remedies, if the Sublessee fails to pay an installment of the semesterly basic charges within ten (10) days of its due date, the Chapter may, without giving him credit therefore, discontinue providing board and membership benefits to the Sublessee until he has paid the delinquent installment.

5. ROOM ASSIGNMENT. This Contract is for living space in the Chapter House and not for any particular room. The Chapter reserves the right to assign the Sublessee to a room and to change his room assignment. If the Sublessee is occupying a multiple-occupancy room, the Chapter reserves the right to assign and change his roommate(s).

6. DEFAULTS. Sublessee acknowledges that this Lease may be terminated at the option of Chapter or Lessor; Sublessee shall vacate said premises upon twenty-four (24) hours notice by either Chapter or Lessor upon the occurrence of any of the following:

- (a) Failure of Sublessee to be enrolled in good standing with the College and/or the University;
- (b) Failure to remain a member in good standing with the Chapter and/or the Fraternity;
- (c) Suspension by the Chapter or the University/College;
- (d) Violation of any rules or regulations of the University or other acts of misconduct held to be such;
- (e) Violation of adopted directives and/or house rules of the Chapter or Lessor, where applicable;
- (f) Sublessee found to have used or be in possession of any illegal or contraband drug or to possess any illegal paraphernalia commonly used in the consumption of the latter on or about the premises of Chapter House, or at any Chapter function without regard to location of such event;
- (g) Any intentional or grossly negligent act resulting in destruction or damage to Chapter or Fraternity property or property of any other fraternity;
- (h) Failure to maintain leased room in good and fair condition, under normal standards of cleanliness, and in compliance with any rules, regulations or guidelines of the Chapter or Lessor, or statutes, ordinances, or regulations of the county and the State of _____;
- (i) Sublessee's use of the Chapter House for non-residential purposes and/or conducting any business or commercial enterprise therein;

(j) Failure to pay rent or other financial obligation to Chapter or Lessor.

7. TERMINATION. Sublessee hereby agrees that he shall be liable for the entire amount due under this agreement. The Chapter, upon any termination, will be entitled to offset any unaccrued balance on rent paid wherein there remains any outstanding liability to the Chapter or Lessor, arising out of any liability of Sublessee.

8. DAMAGE. Sublessee agrees that all furnishings and the room provided under this Lease to Sublessee shall be returned in the same condition, subject only to normal wear and tear; Sublessee agrees that he shall be responsible for any negligent use, willful destruction or other similar acts, to any such furnishings or items, which Sublessee agrees to pay before Sublessee vacates said premises. Damages, if any, shall be the cost to repair or the cost of replacement, whichever is applicable. Sublessee may not remove any fixture or furnishings provided for said room. Sublessee may not remove closet doors, or affix anything to doors, or paint any surface without the prior consent of Lessor. Sublessee may not puncture any wall or door, or damage door locks. Sublessee may not add or change locks on door to room without prior permission of Lessor and providing a duplicate key to Sublessor.

9. OCCUPANCY. The Sublessee shall take good care of the Chapter House and its furniture, furnishings, and equipment, shall keep them in a neat, clean, and orderly condition, shall suffer and permit no waste to be committed in or upon them, and shall make no alterations or additions to the premises without the prior written consent of the Chapter and Lessor. Upon the expiration or other termination of this Contract, the Sublessee shall remove his personal property from the Chapter House and shall peaceably surrender possession of the premises and property in clean condition and good repair, ordinary wear and tear resulting from careful usage alone excepted. After surrender of possession by the Sublessee, the Chapter shall have the right to dispose of any personal property left by the Sublessee in or on the Chapter House premises, and the Chapter shall not be responsible to the Sublessee to account for the disposition of such property.

10. JOINT LIABILITY OF ROOMMATES. Damage to a room or its furnishings beyond ordinary wear and tear will be charged to the students occupying the room. Damage to rooms or property used in common with other students will be charged to all such students equally. If responsibility for damage is acknowledged by one or more students, the damage will be charged to such students.

11. APPLIANCES. Cooking is prohibited in individual bedrooms: the students occupying a room may, however, keep and use therein a small refrigerator. No other major electrical appliance shall be kept or used in an individual bedroom. Air conditioners, electric space heaters, and humidifiers are specifically prohibited. Automobile engine block heaters and other similar devices shall not be used in the Chapter House premises.

12. Lofts and other similar structures shall not be erected in a room without the prior written consent of the Chapter and Lessor. Waterbeds shall not be kept or used in the Chapter House. No animals or pets whatsoever shall be brought or kept upon the Chapter House premises.

13. VACATING PREMISES. Upon vacating, the Sublessee agrees to leave the premises in a clean condition. The floors and shelving to be left clean of all loose paper, dust or any other accumulation, and all personal property removed.
14. INSPECTION/REPAIR. The Chapter and Lessor reserves the right to enter the Sublessee's room during reasonable hours for the purpose of inspecting the room and making such repairs, alterations, additions, and improvements as the Chapter or Lessor may deem necessary or desirable.
15. WAIVER OF LIABILITY. The Chapter, Lessor, the Fraternity, and their officers, directors, employees, and agents shall not be responsible for any injury, loss, or damage to the Sublessee, of whatever kind or nature, or independent thereof, the Sublessee's property resulting from fire, theft, or other cause. The Sublessee shall insure any property that he brings onto the Chapter House premises against the risk of loss or damage.
16. UNINHABITABILITY. Either Chapter or Lessor may terminate this Contract if the Chapter House becomes uninhabitable by reason of fire, windstorm, or other similar catastrophe.
17. RIGHT TO TERMINATE. Either Chapter or Lessor may terminate this Contract and take possession of the Sublessee's accommodations at any time if the Sublessee fails to comply with any of the terms and conditions of this Contract. In such event, the Sublessee shall be responsible for any loss of revenue sustained by the Chapter, and the Chapter, at its option, shall be permitted to retain all sums paid to it hereunder by the Sublessee.
18. NON-TRANSFER. The Sublessee shall not sell or assign this Contract without the prior written consent of the Chapter and Lessor. No modification of this Contract shall be effective unless it is made in writing and is signed by the Sublessee, the Chapter, and Lessor. Chapter is authorized to assign its rights under this Agreement, to include the right to receive Lease payments to Lessor, at Lessor's option.
19. CONTROLLING LAW. This Contract is made with reference to and shall be construed in accordance with the laws of the State of ____, in which state it shall be performed by the parties. Any action arising under the terms and conditions of this Contract may be brought in any local, state or federal court located in the County of _____, State of _____, having jurisdiction of the subject matter, and the undersigned parties hereby consent that any such court shall have personal jurisdiction over them with respect to any such action.
20. MODIFICATION. This Agreement constitutes the full and complete understanding and agreement of the parties, and supersedes all prior understandings and agreements, and cannot be changed or terminated orally, but a written confirmation is required.
21. NOTICE. Any and all notices referred to herein shall be sufficient if furnished in writing and sent to the following address:

FOR CHAPTER: _____

_____ University

FOR SUBLESSEE: _____

FOR LESSOR: _____

University Tenant hereby appoints as his agent to receive service of all dispossessory or distraint proceedings and notices thereunder, and all notices required under this Lease, the duly elected President of Chapter and at the time. A copy of all such service and notices under this Lease shall also be sent to Tenant's last known address, if different from said Premises.

22. FULL UNDERSTANDING. Sublessee acknowledges having read the above and states that he understands the contents of this Agreement and that this Agreement creates legal liabilities and obligations to Lessee.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed in their names by their duly authorized officers, and Sublessee has hereunto set his hand and seal, as of the date and year first above written.

_____ CHAPTER OF _____
Sublessor

By: _____ (SEAL)
Authorized officer

_____ (SEAL)
SUBLESSEE
Social Security No.:

ASSIGNMENT

The right to receive payments under this Lease is hereby assigned to _____
_____.

This the ___ day of _____ 200__.

_____ CHAPTER OF _____

By: _____
Authorized Officer

SAMPLE HOUSEMOTHER CONTRACT

This AGREEMENT, made this day of _____, 20 ____, between _____, a corporation organized and existing under the laws of the State of _____ (hereinafter referred to as "Fraternity")., parties of the first part, and _____ (hereinafter referred to as "Housemother"), party of the second part; WITNESSETH, THAT:

1. Fraternity hereby employs as Housemother for the period from _____, 20 ____, to _____ 20 ____ for a total of _____ Dollars per year (\$ _____), payable in equal installments of _____ Dollars (\$ _____) on the _____ day of each month of the period hereof.
2. This Agreement may be terminated by either party hereto upon ninety (90) days notice in writing by the party desiring to terminate the contract to the other party; provided, however that Housemother may be released from this agreement in the event of illness or other circumstances beyond her control without giving said ninety (90) days notice.
3. During the period of this Agreement, Housemother will perform all the duties usual and customary to such a position as outlined herein and such other duties as may be agreed upon from time to time between Fraternity and Housemother. The Housemother shall:
 - A. Purchase food and supplies for the operation of the kitchen to provide twenty meals per week;
 - B. Purchase such food and supplies within restrictions of budget adopted by Fraternity;
 - C. Supervise and have control of the operation of the kitchen and dining room and other employees working in the kitchen and dining room provided by Fraternity;
 - D. Be the official hostess for the Fraternity;
 - E. Preside in the dining room at lunch and dinner;
 - F. Encourage good health practices and sanitary standards throughout the Fraternity house;
 - G. Work with, advise and assist appropriate officers to develop and maintain an atmosphere which is conducive to study, to guide in good social training for all members and to assist in the planning of social activities participated in or sponsored by Fraternity.
4. Fraternity shall:
 - A. Seek advise and counsel of Housemother by participating in a regularly scheduled meeting between Housemother and selected officers of the Fraternity each week during the regular school term;

- B. Pay all bills and provide accounting services necessary for the operation of the kitchen and dining room and regularly report to Housemother concerning financial transactions of the kitchen and dining room in relationship to the budget;
 - C. Provide Housemother with a private, furnished apartment in the Fraternity house for the period of this agreement;
 - D. Provide Housemother's meals during the days meals are prepared in the Fraternity kitchen which shall be identical to the days the University/College is officially open for classes during the period of this Agreement;
 - E. Provide two daily newspapers selected by Housemother;
 - F. Provide private telephone service for local calls;
 - G. Permit Housemother to be away from Fraternity house overnight at least two weekends (Friday - Sunday) per month when major social activities are not scheduled or guests are not anticipated at the Fraternity house, and such other weekends or overnight periods as are mutually determined by Housemother and president of Fraternity;
 - H. Reimburse Housemother monthly for expenses incurred in the performance of her duties such as the operation of an automobile, official entertainment, long distance telephone calls, laundry and dry cleaning, personal food items and furnishings and appliances for her apartment. Such reimbursement shall not exceed _____ Dollars (\$ _____) per month.
5. With the consent of Housemother, Housemother may be reemployed by Fraternity for the school year succeeding that covered by this Agreement, provided notice shall have been given her at any time prior to the expiration of the period hereof.
 6. Fraternity shall pay all necessary expenses incurred by Housemother at such times that Housemother may be required by Fraternity to be away from the Fraternity house because of Fraternity activities related to Ritual work.
 7. Housemother will earn one (1) day paid sick leave for each month employed under this Agreement, which may not accumulate to more than ten (10) days.

For the House Corporation

Chapter President

Housemother

SAMPLE COOK CONTRACT

THIS AGREEMENT, entered into this ____ day of ____, 20 ____, by and between the undersigned, _____, hereinafter referred to as Cook, and _____, a corporation, hereinafter referred to as Fraternity,

WITNESSETH:

1. Fraternity hereby employs Cook for the period from _____, 20 __ to _____, 20 __, for a total of _____ Dollars (\$ _____) for the period, payable in _____ (____) equal installments of _____ Dollars (\$ _____) each on the _____ of each school during the period hereof, as _____ attached.
2. This Agreement may be terminated by either party hereto upon thirty (30) days notice in writing by the party desiring to terminate the contract to the other party; provided, however, at the option of Fraternity this Agreement may be terminated upon fourteen (14) days notice if Cook so requests in writing; and provided, at the option of Fraternity, Cook may be released from this Agreement in the event of illness or other circumstances beyond her control without any obligation to either party. Should, in the opinion of the Fraternity, Cook not fulfill the duties hereinafter enumerated, the Fraternity may terminate this Agreement upon three (3) days notice.
3. During the period of this Agreement, Cook will perform all the duties usual and customary to such a position as outlined herein and such other duties as may be agreed upon from time to time between Fraternity and Cook. The Cook shall:
 - A. Work under and submit to the supervision of the Housemother employed by Fraternity;
 - B. Report for work at Fraternity house not later than 9:00 a.m. Monday through Saturday and leave the work at the Fraternity house no earlier than 6:00 p.m. Monday through Friday and 12:00 Noon on Saturday during the school weeks covered by this Agreement; provided that Housemother may reduce these working hours and allow the Cook to observe a rest period or leave the Fraternity house Monday through Friday afternoons for a time not to exceed two and one-half hours;
 - C. Prepare lunches and dinners Monday through Friday and lunch on Saturdays carefully following directions, menus and recipes as stipulated in advance by Housemother;
 - D. Maintain herself in a clean and healthy manner and wear uniforms provided by Fraternity. Cook shall launder her own uniforms and wear a clean one daily;
 - E. Maintain and keep the kitchen, stove, ovens, preparation space and kitchen utensils in a clean and orderly fashion. Cook shall be responsible for washing all cooking and mixing utensils used in the preparation of lunches and dinners;
 - F. Work additional hours (not to exceed five each) on Saturdays for special weekend events not to exceed ten (10) such weekends during the period of this Agreement.

4. Fraternity shall:
 - A. Provide three washable uniforms to be used by Cook;
 - B. Pay Cook at the rate of _____ Dollars (\$ _____) per hour for additional hours worked on extra Saturdays or Sundays not covered in paragraph 3F above;
 - C. Provide Cook with lunch and dinner meals on days worked during the period of this Agreement.
5. Cook shall have as unpaid vacation those days and weeks during the period of this Agreement which are observed by _____ University/College as official holidays and vacation periods.
6. Cook will earn one (1) day paid sick leave for each four weeks worked under this Agreement, provided that such sick leave may not accumulate to more than nine (9) days. Any days of sick leave earned but not used during the period of this Agreement will be paid as a bonus by the Fraternity at the end of the period of this Agreement at the rate of _____ Dollars (\$ _____) per day.
7. With the consent of Cook, Cook may be reemployed by Fraternity for the school year succeeding that covered by this Agreement, provided notice shall have been given her at any time prior to the expiration of the period hereof.
8. This Agreement is executed in triplicate by Cook and Fraternity and shall become effective upon execution by Fraternity. Executed copies will be given to Cook, Fraternity treasurer and Housemother.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

Cook

Fraternity

By: _____
President

Attest: _____
Secretary