

Chapter Bylaws Of the

Pi-Xi Chapter of

Tau Kappa Epsilon At

University of California San Diego

**Revised: October 31st, 2019**

**UC San Diego Registered Student Organization Article I. Name of Student Organization**

**The organization shall be called Tau Kappa Epsilon at UC San Diego. Article II. Statement of Purpose**

**The Tau Kappa Epsilon vision is to create lifelong relationships that enhance educational, interpersonal, communal, and professional success. The Tau Kappa Epsilon**

mission is to aid men in their mental, moral, and social development for life. The Tau Kappa Epsilon purpose is to contribute to the advancement of society through the personal growth of our members and service to others.

### **Article III. Nonprofit Statement**

**Tau Kappa Epsilon at UC San Diego is a non-profit student organization.**

### **Article IV. Requirement for Membership**

**1. Dues are to be paid by every active member on time**

**i) Dues are \$360 per quarter, paid in one of the following manners unless noted otherwise:**

**ii) \$360 in full at the end of week 1.**

**iii) \$180 at the end of week 1 and week 5. iv) \$90attheendofweeks1,3,5,and7.**

**2. Any member who has been active for nine regular quarters will pay half dues starting their 10<sup>th</sup> quarter**

**3. Dues are to be paid by the 2nd meeting of every quarter or by the date of the payment plan. Unless time is granted by the treasurer.**

**4. UC San Diego students who sign bid cards at the end of rush week, and complete the new member process are eligible for membership.**

**5. Members are identified on the Tau Kappa Epsilon roster submitted to the Interfraternity Council.**

**6. Any member with any charges from prior quarters will be put on social probation**

**7. Any member whose account is delinquent at any point during the quarter will be placed on social probation unless an exception is made by majority vote of the paid active chapter at regular meetings**

**8.**

**Financial Probation member will:**

- 

**Have the right to vote suspended**

- 

**Relinquish all social privileges**

- 

**Fulfill all financial and fraternal obligations**

- 

**Will be charged normal dues**

**9.**

**10.**

**All officers must maintain a zero balance in order to be in good standing.**

Failure to do so will mean resignation from his office.

## **Article V. Frequency of Meetings\**

**Section 1. *Regular Meetings.*** Regular meetings will be held on campus located at a suitable site at 7:00pm every Sunday during the standard school year. The Prytanis with may call Special/Emergency meetings.

**1.** Prior to each weekly meeting, the Prytanis and Epiprytanis must collect reports from the executive board and committee chairmen, respectively. Reports must be submitted no later than 6 hours before meeting.

**2.**

Meeting outline shall be presented by the Prytanis.

**3.**

Officers and Chairs give reports.

**4.**

Open Forum according to the Prytanis.

**5.**

Visitors and outside presentations

**Section 2. *Special Meetings, How Called.*** Special meeting may be called at any time by the Prytanis. The purpose of the meeting shall be clearly stated.

**Section 3. *Notice of Special Meeting.*** Notice of special meetings shall be given at least 24 hours in advance.

**Section 4. *Quorum.*** 51% of the undergraduate active chapter shall constitute a quorum for conducting business.

## **Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

### **Section 1. *Duties of the Prytanis (President)***

1.

To Ensure the well being of the fraternity;

2.

To preside over all meetings;

3.

To enforce the Constitution, Bylaws, traditions, and rituals of the International

## **Fraternity**

**and the Chapter;**

**4. To have all the duties and powers of a president; to serve as the Chief Executive Officer of the Chapter; to identify and report on the goals of the Chapter; and to carry out the wishes of the Chapter, in so far as they are consistent with the Constitution, Bylaws, traditions and rituals of the International Fraternity and the Chapter, and the laws of the state, province, or the local government or the College or University;**

**5. To meet with the Board of Advisors and Crysophylos throughout the year to manage the budget and keep the chapter in good standing.**

**6.**

**To remove any committee chairmen who do not fulfill their responsibilities.**

**7.**

**To serve as the voting delegate to campus interfraternal organizations, unless another**

**member shall be designated;**

**8. To serve as the Chapter delegate to Grand Chapter meetings, and Conclaves, unless another delegate be so designated;**

**9. To serve as a member of the Membership Quality Board;**

**10. To serve as an ex-officio member of the Board of Advisors, with full voting privileges;**

**11. To, in general, do all matters necessary to promote the good and welfare of the Fraternity and its members.**

**Section 2. *Duties of the Epiprytanis (Vice President Internal)***

**1.**

**To perform all the duties of Prytanis in the absence of the Prytanis;**

**2.**

**To generally assist the Prytanis;**

**3.**

**To hold copies of the Constitution, Bylaws of the Chapter and International Fraternity, and**

**to be familiar with their contents, bringing copies of them to all meetings and being prepared to answer or secure answers for any question or interpretation of them;**

**4. To conduct all correspondence with the Offices of the Grand Chapter, Grand Officers, and other International Representatives;**

**5. To oversee the performance of the Committee Chairs and coordinate and schedule regular meetings with them;**

**6. To, in general, do all matters necessary to promote the good and welfare of the Fraternity and its members.**

### **Section 3. *Duties of the External Vice President***

**1. To prepare a social program based on the budget as approved by the Board of Advisors.**

**Such programs shall be presented under new business for approval;**

**2. To supervise and direct the social program, hiring halls, bands, services, purchasing supplies, or making other expenditures as approved in the previously adopted program, with all contracts being reviewed and approved by the Board of Advisors prior to being signed by the Chairman of the Board of Advisors;**

**3. To ensure that sufficient quantities of non-alcoholic beverages and sufficient quantities of food are available at all social functions;**

**4. To coordinate with the Risk Management Committee in developing and enforcing a social policy for the Chapter. The Chairman of the Social Committee serves as a member of the Risk Management Committee.**

**5.**

**Serves as Internal Epiprytanis in his absence;**

**6.**

**To, in general, do all matters necessary to promote the good and welfare of the**



## **Fraternity**

and its members.

### **Section 4. *Duties of the Grammateus (Secretary)***

**1.**

**To preside in the absence of both the Prytanis and the Epiprytanis;**

**2.**

**To keep a permanent record of all proceedings of the Chapter preserving and passing this**

**record to his successor in office;**

**3. To send copies of all meeting minutes to the Offices of the Grand Chapter, Regional and District Officials at their request;**

**4.**

**To maintain the Chapter calendar and weekly schedule;**

**5.**

**To attend to all correspondence not otherwise delegated, maintaining a file of all Chapter**

**correspondence with the Offices of the Grand Chapter, the school and other interested parties;**

**6.**

**To report any unfinished business to the Chapter at each regular meeting;**

**7.**

**To prepare and forward, promptly, to the Offices of the Grand Chapter a record of each**

**new initiate, honorary or transfer member with all appropriate fees;**

**8. To execute and forward to the Offices of the Grand Chapter the credentials of each Chapter delegate to meetings of the Grand Chapter and Conclaves;**

**9. To certify to the Offices of the Grand Chapter the nominations of the Chapter and Faculty Advisors;**

**10. To document Chapter community service and philanthropy efforts, and report them to the Interfraternal Council and the Offices of the Grand Chapter;**

**11. Check chapter mailbox on a weekly basis;**

**12. Maintain all chapter communication including phone-list and email list serve;**

**13. To prepare a written set of minutes to the chapter members within 24 hrs of general meeting;**

**14. To, in general, do all matters necessary to promote the good and welfare of the Fraternity and its members.**

**Section 5. *Duties of the Crysochylos (Treasurer)***

**1. To act as treasurer, collecting all monies due to the Chapter and paying all bills owed by the**

**Chapter, keeping an accurate record of all transactions;**

**2. To make a report, in writing, to the Chapter at each meeting of all receipts and expenditures;**

**3. To promptly remit to the Offices of the Grand Chapter, Annual Membership Fees, Liability Insurance Fees, and ensuring payment of and initiation fees, and other monies owed;**

**4. To draft a complete financial statement, no less frequently than once each month, concerning all chapter accounts, filing one copy in the chapter records and sending a copy to the Chapter Advisor, Chairman of the Board of Advisors and the Grand Province Advisor;**

**5. To assist in developing the Chapter budget for the next year and to be responsible for its proper execution after approval by the Board of Advisors and Chapter;**

**6. To perform all other functions as treasurer to ensure the financial well-being of the Chapter;**

**7. To provide to the Membership Quality Board the financial records of all members, upon request;**

**8.**

**To serve as an ex-officio member of the Board of Advisors, with full voting privileges;**

**9.**

**To, in general, do all matters necessary to promote the good and welfare of the Fraternity**

**and its members.**

**Section 6. *Duties of the Histor (Historian)***

**1. To keep a permanent record of the personal history and address of each member of the Chapter, informing the Offices of the Grand Chapter of any changes of address of active and alumni members, especially to include change of address at graduation;**

**2.**

**To act as the Chapter historian, preserving all items of historical importance;**

**3.**

**To furnish information on the activities of the Fraternity or its individuals to the school and**

**community newspapers and other publications;**

**4. To organize the annual Alumni Career Panel and Alumni-Parent Mixer;**

**5.**

**To execute credentials in the absence of the Grammateus;**

**6.**

**To report to the Chapter all contact with, and/or correspondence from, alumni;**

**7.**

**To coordinate all alumni activities, events and functions with the Chapter's Alumni**

**Association President or his representative.**

**8.**

**Keep archived minutes of past meetings;**

**9.**

**To, in general, do all matters necessary to promote the good and welfare of the Fraternity**

**and its members.**

**Section 7. *Duties of the Hypophetes (Brotherhood)***

**1.**

**To conduct all devotional exercises of the Chapter;**

**2.**

**To administer the Oath of Office to the officers-elect;**

**3.**

**To develop the Chapter's Scholarship Program;**

**4.**

**To collect and record the grades of each member;**

**5.**

**To counsel any member about his academic progress and difficulties, arranging for further**

**help, tutoring and assistance as needed;**

**6.**

**To extend the hospitality of the Chapter to visitors and to see to their needs;**

**7.**

**To direct Chapter participation in all campus activities not otherwise directed by these**

**Bylaws;**

**8. To, in general, do all matters necessary to promote the good and welfare of the Fraternity and its members.**

**Section 8. *Duties of the Pylortes (Sergeant at Arms)***

**1. To act as doorkeeper and Sergeant-at-Arms at all meetings, maintaining order as needed or**

**directed by the Prytanis;**

**2. Maintenance of all flags or other external insignia, properly displaying them whenever customary;**

**3.**

**To maintain and have custody of all ritual equipment and Red Books;**

**4.**

**To act as the chapter's Chief Risk Manager; chairing the Risk Management Committee,**

**and creating a risk management/reduction strategy and plan**

**5. To ensure that the Chapter follows the TKE Risk Management guidelines as well as Chapter Risk Management protocols;**

**6. To develop, implement, and enforce a social protocol/strategy which shall address all matters of risk management, which may include but not be limited to alcohol, drugs, hazing, etc. on Chapter property or at chapter functions, and other risk management concerns;**

**7. To cooperate with the Pylortes in ensuring that all Chapter members are educated in, and aware of, all TKE and Chapter risk management guidelines;**

**8. To report violations to the Chapter Judicial Board, the Board of Advisors, Chapter Advisor and the Offices of the Grand Chapter.**

**9. To be trained in CPR/First Aid within the first 3 months of officer transition (to be reimbursed by the chapter) (Proposed 2/9/14 by Cameron McElfresh, amended 2/17/13)**

**10. Educating the chapter in its entirety regarding proper standards of risk management at least twice a year;**

**11. Acting as head security at TKE social functions; 12. To work with Crysophylos in dues collections;**

**13. To collaborate with risk chairs of other Greek chapters who are to partake in Tau Kappa Epsilon social functions**

**14. To ensure Member Quality Board holds up Risk Management values**

**15. To, in general, do all matters necessary to promote the good and welfare of the Fraternity and its members.**



**Section 10. *Duties of the Hegemon (New Member Educator)***

**1.**

**To serve as the Chapter Educator, responsible for the education of all chapter members;**

**2.**

**To coordinate the ordering and maintenance of materials and supplies for Candidates for**

**Membership;**

**3.**

**To coordinate all member education sessions and meetings;**

**4.**

**To be responsible for the Big Brother Program and ensuring each big bro fulfills his**

**responsibilities;**

**5.**

**To serve as a member of the Membership Quality Board;**

**6.**

**Serve on the Rush Committee and assist Rush Chair;**

**7.**

**To serve as a member of the Risk Management Committee;**

**8.**

**To ensure that new candidates are properly prepared for initiation;**

**9.**

**To prohibit any physical or psychological harm to new members, commonly known as**

**'hazing'.**

**10. To, in general, do all matters necessary to promote the good and welfare of the Fraternity and its members.**

#### **Section 11. *Duties of the Rush & Recruitment Chair***

**1. To develop and implement an appropriate and effective program to attract new members to the Fraternity, submitting the program in writing to the Chapter at the end of each term for approval for the next term;**

**2. To ensure that all Chapter members are trained in recruitment techniques;**

**3. To be aware of all programs and resources available to assist the chapter in its recruitment efforts;**

**4.**

**To oversee and coordinate all recruitment related events;**

**5.**

**To, in general, do all matters necessary to promote the good and welfare of the Fraternity**

**and its members.**

#### **Section 12. *Duties of the Publicity Chair***

**1. To preside over the creation and distribution of all publicity materials, including but not limited to t-shirts, business cards.**

**2. To make certain that rush attire and publicity materials are ordered in a timely fashion and arrive no later than the first day of the quarter for which it is designed.**

**3. To extend and promote the fraternity's online presence in conjunction with the Technology chair and the Histor.**

**4.**

**To create unique publicity materials for each external chapter event**

**5.**

**To create/improve upon sorority relations, especially that of the current sweetheart with the**

**Hypophetes.**

**6. Make regular appearances in sorority meetings, especially that of the current sweetheart with the Hypophetes.**

**7. To extend and promote the fraternity's on campus presence in conjunction with the External Vice President.**

**Section 13. *Duties of the Scholarship Chair***

**1.**

**To maintain and expand all relevant study materials;**

**2.**

**To collect the grades of members and upkeep the chapter scholarship program;**

**3.**

**To book study rooms intermittently throughout each quarter, with a focus on the weeks of**

**midterms and finals;**

**4.**

**To preside over study hours at his discretion;**

**5.**

**To preside over the list of members in poor academic standing in accordance with Article 5,**

**Section 1, Subsection 7 and to pass this list to the Executive Board. Section 14. *Duties of the Sports Chair***

**1. To organize and supervise the athletic participation of the Chapter in all appropriate events. Section 15. *Duties of Judicial Board Representative***

**2. To hear all cases involving misconduct of members and violations of Chapter bylaws, the Chapter Risk Management Policy, and the Constitution, Bylaws, laws, traditions, usages, obligations and ritualistic ceremonies of the Fraternity;**

**3.**

**To recommend to the Chapter appropriate sanctions upon conviction of minor violations;**

**4.**

**To recommend trial by Special Court, as outlined in Chapters XXV and XXVI of the**

**International Bylaws and Traditions, for any serious violation of the obligations of membership;**

#### **Section 16. *Duties of the Technology Chair***

**1.**

**To maintain all chapter communication including phone-list, email list serve,**

**2.**

**and chapter website;**

**3.**

**To assist the Executive Board and Committee Chairmen with all relevant technological**

**needs.**

**4.**

**To extend and promote the Chapter's online presence.**

**5.**

**To utilize technology to facilitate the Chapter's needs.**

#### **Section 18. *Membership Quality Board***

##### ***Creation***

**1. The Membership quality board shall consist of 5 members, but may request the assistance of any other fraters as non-voting members, to provide advice and counsel.**

**2. These core voting members shall be**

**Prytanis**

**Hegemon**

**Pylortes ( proposed by Cameron McElfresh 1/12/14, amended 1/26/14) Grammateus**

**a)**

**b)**

**c)**

**d)**

**e)**

***Duties of the Membership Quality Board***

**1 non-Executive Board position-holding elect**

**1. To develop recruitment standards and Member Standards and to present them to the Chapter for approval;**

**2. To review these standards each year and present recommendations to the Chapter for approval;**

**3. To act as the Chapter's Judicial Board and hear all cases in which fraters have taken actions that go against the Member standards as well as evaluating Chapter members each academic terms according to the established Member Standards.**

**4. To place members on warning, probation or suspension, or refer to the appropriate authority for action by way of a 4/5 vote of the Board.**

**5. To recommend charges for revocation of membership for any member who has seriously or repeatedly fallen below the Member Standards. These charges shall be read at the next regular Chapter meeting and the chapter shall decide by way of a 3/4 vote whether to revoke membership or not.**

**6. To evaluate members who have met the standards on a sustained basis for appropriate recognition's.**

**a) Order of the Founder's**



**b) The recognition of Order of the Founders shall be given to any frater who has**

**successfully given at least one whole year of service to the fraternity and has at the same time not fallen into bad standing for the entirety of the previous year.**

**c) Barring special circumstances in which the Membership Quality Board votes otherwise, this award is to be presented during a formal chapter meeting taking place in Fall Quarter.**

**d) Knights of Classic Lore**

**e) The recognition of Knights of Classic Lore shall be given to any frater who has**

**never been in bad standing, has given a year of service to the fraternity as a committee chair or executive board position, has taken on a little brother, has been in the fraternity for at least two years including their specific recruitment quarter, has a cumulative GPA of at least 2.75, has taken on a significant leadership role, and is deemed capable by a 4/5 vote of the Membership Quality Board.**

**f) Barring special circumstances in which the Membership Quality Board votes otherwise, this award is to be presented during a formal chapter meeting taking place in Winter Quarter.**

**g) Fraternity for Life**

**h) The recognition of Fraternity for Life shall be given to any frater who has already**

**been initiated into Order of the Founders and is a graduating senior.**

**i) Barring special circumstances in which the Membership Quality Board votes otherwise, this award is to be presented during a formal chapter meeting taking place in Spring Quarter.**

**Section 19. *Qualification of Officers***

**1. All candidates for election to office must maintain an overall GPA of at least 2.0 and must be enrolled as a full time student with the university**

**2. An officer wishing to resign his office must give 2 weeks notice in written form to the chapter**

**3.**

**All officers must be fully initiated and maintain active status with the chapter**

**4.**

**The following will be elected by 2/3% + 1 vote: Prytanis, Internal Epiprytanis, External**

**Epiprytanis, Grammateus, Crysophylos, Histor, Hypophetes, Pylortes, Hegemon, and Rush Chairman**

**5.**

**All officers must be able to attend weekly officer core meetings**

**6.**

**One officer on the Executive Board (other than the Pylortes) must be trained in CPR/First**

**Aid within 3 months of officer transition (to be reimbursed by the chapter) Section 20.  
*Obligations and Rights of Officers and Chairmen***

**1. Each officer and chairman is responsible for the actions and functions of it's respective groups**

**2. Each officer is not to exceed their budget, and shall maintain proper financial control and records over their allocated funds**

**3. Committee chairmen can be removed by 2/3 +1 vote of the active chapter at general meetings or 50% + 1 of the Executive Board**

**4.**

**An elected officer may not hold more than one elected office at once**

**5.**

**No officer may hold his office if he is in bad standing**

## **Section 21. Elections**

**1. Elections to the executive board shall be held during the sixth week of the fall quarter. Nominations will occur fifth week of the Fall Quarter preceding the election in order to give the nominees time to shadow their predecessor officially.**

**2. During the election meeting, nominations will be taken one last time. Immediately after, each candidate will receive 5 minutes to read a prepared statement and will answer 3 minutes of questions from the chapter. The candidates will then leave the room and 3 pro and 3 cons will be given (pro con pro con con pro). The winning candidate must have a 2/3 + 1 vote, in the event a 2/3 + 1 vote is not gathered, the lowest ranking candidate will be removed from the race and a new vote will be taken.**

**3. When only 2 or less candidates remain, the winning candidate must have a 50% + 1 vote.**

**4. Chairmen will receive 1 minute to read a statement and 1 minute to answer questions from the chapter. They will also leave the room for 2 pros and 2 cons (pro con con pro).**

**5. Executive board elections should be collected on slips of paper for anonymity. These votes are to be counted by current executive board members. Committee Chairman elections can be done via hand voting.**

**6. The elections for the two Recruitment Chairmen will be held simultaneously in which all candidates will give speeches and answer questions. Each member voting shall cast two votes simultaneously for two candidates. The two candidates who receive the most votes win.**

**7. The Sports Chairman will be elected in Spring Quarter to align with the Sports Banner calendar. Thus, his term shall be Fall, Winter and Spring Quarter of the following year. Nominations will occur sixth week of Spring Quarter, and the election will occur seventh week.**

**8. The election for Chapter Sweetheart will be held during Winter Quarter. Nominations will occur sixth week, and the election will occur seventh week.**

**9. Special elections to fill incomplete officer terms shall take place in the same manner as regular elections.**

**10. Inactive members must step outside during elections and will not be allowed to give input. Section 22. Voting**

**1. No voting may take place unless quorum is met; that is fifty-one percent (51%) of the undergraduate active chapter is present.**

**2.**

**All active members who maintain good standing with the fraternity may vote.**

**3.**

**Votes shall be counted and results announced by the presiding officer at the**

**conclusion of**

**voting.**

**4. Voting is only valid when sixty-seven percent (67%) of the present Active Body casts a yes or no vote**

**5. Determination as to whether a vote falls into either of these situations shall be solely at the discretion of the Prytanis**

**6. Any vote to amend or suspend the bylaws shall require seventy-five percent (75%) of the voting body to successfully pass.**

**7. Determination as to whether a vote falls into either of these situations shall be solely at the discretion of the Prytanis.**

**8. Any vote not addressing in points 2.8.4, 2.8.5 or 2.8.6 shall require sixty-seven percent (67%) of the voting body to successfully pass**

**9. Voting must take place during a chapter meeting**

**10. A vote for the affirmative shall be signified by clearly raising both hands in the form of a**

**triangle.**

**11. This method is not required if the voting is to be secretive for a singular vote**

**12. Determination as to whether a vote falls into either of these situations shall be solely at the discretion of the Prytanis.**

**13. Current Candidates shall not be allowed to vote nor run for any position on the Executive Board.**

**14. Current Candidates shall be allowed to vote as well as run for any committee chair position that does not fall under the duties of any member of the Executive Board**

### **Section 23. *Impeachment and Removal of Officers***

**1. An active member may, during a regular chapter meeting, motion for the impeachment of an elected officer.**

**2. If seconded, a vote will be held to consider the impeachment of the officer. To continue with the impeachment of the officer, at least one third of those voting must vote in favor of the officer's impeachment.**

**3. If at least one third of those voting wish to hold impeachment proceedings, the impeached officer shall leave the room for the entirety of the impeachment proceedings, except for his turn to speak and answer questions. If appropriate, the chapter may vote by a simple majority to remove the member who motioned for impeachment or any other relevant person from the room during the proceedings or any portion thereof.**

**4. The chapter shall discuss the merits of removing the officer from his position. The impeached officer shall be given a three-minute period in which to speak, followed by two minutes of questions from members.**

**5. A vote will be held to remove the officer. The impeached officer can be removed by a two-thirds vote.**

## **Article VII. Risk Management**

**Tau Kappa Epsilon at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.**

**Tau Kappa Epsilon at UC San Diego understands that the University does not assume legal liability for the actions of the organization.**

**If anyone attending a Tau Kappa Epsilon event becomes injured, the active members nearest to the injured individual are responsible for contacting the appropriate emergency services immediately. Medical assistance will not be given unless directed by a licensed professional (see section 1). Hazardous and/or infectious materials are prohibited from all Tau Kappa Epsilon events. However, if anyone attending a Tau Kappa Epsilon event is exposed to hazardous materials and/or infectious agents, active members will follow the guidelines set forth by OSHA and contact emergency services immediately. The Prytanis and Pylortes are responsible for educating active and new members on the proper procedures for these situations.**



## **Section 1. In Case of Interaction with Minors And/Or Elderly.**

**Tau Kappa Epsilon at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Tau Kappa Epsilon will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.**

## **Section 2. In Case of Provision of Medical Assistance**

**In the event that Tau Kappa Epsilon at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.**

- Pylortes, Hegemon, and Prytanis shall all be CPR/First-Aid certified for the duration of their term**

- o Costs reimbursed by TKE Pi-Xi**

- o Can be stripped of position if not completed by week four of first quarter in**

position, subject to MQB

#### **Article VIII. Community Advisor**

The community advisor for Tau Kappa Epsilon is chosen by the Executive Board of Tau Kappa Epsilon. After chosen, Tau Kappa Epsilon will inform the Center for Student Involvement with the submission of the Community Advisor Signature Form.

Tau Kappa Epsilon's Community Advisor(s) ensure that the organization is following IFC and school code when making reservations, requesting funding, or organizing events. Their role is crucial in the function of the organization's administration. Their approval is needed on all TAP forms prior to hosting any event at UC San Diego. Apart from providing approval for events, they serve as a resource to help guide the organization achieve its goals by providing advice and counsel.

#### **Article IX . Financial Management**

Tau Kappa Epsilon finances all activities through dues collection from members. As a registered nonprofit organization, Tau Kappa Epsilon does not make any financial profit from fundraising events such as the annual philanthropy for St. Jude's Children's Hospital. All money is held in a chapter bank account under the USE Credit Union, as well as a chapter Venmo account. A joint ownership of the Bank and Venmo account is held by the chapter President as well as the chapter Treasurer. The Venmo account is mainly used by the Treasurer for collecting dues from active members and reimbursing expenses. Balance from the Venmo Account is typically transferred monthly to make payments to the National Chapter of Tau Kappa Epsilon.

Even though it is unprecedented, Tau Kappa Epsilon is willing to comply and submit a budget to A.S or G.S.A finance committee if they require the chapter to do so. Tau Kappa Epsilon is also in constant communication with a Board of Advisors, comprised of Chapter Alumni. The Board of Advisors meets every month with the President and Treasurer, to audit the Chapter's financial management (including the budget).

**At the end of every executive year, the chapter procedure for the new signers is detailed as so: The previous Treasurer signs a pre-written letter relinquishing signing authority over the bank account. Next, the incoming chapter President and Treasurer sign a pre-written letter stating their responsibilities to take over the bank account. Finally, the president and treasurer bring in the**

**needed materials such as identification cards and social security cards to be approved by the bank manager.**

#### **Article X. Affiliation with Other Groups**

**Tau Kappa Epsilon has affiliation with the International Chapter in Indianapolis, the location of the Offices of the Grand Chapter. This affiliation entails:**

**1.**

**Collecting dues from each member to submit to the Grand Chapter to retain active chapter status**

**2.**

**Submitting reports regarding philanthropy donations for our international charity, St. Jude Children's Hospital**

**3.**

**Submitting reports regarding the addition of new candidates as well as graduated**

**members**

**4.**

**Submitting reports regarding alumni engagement throughout the year**

**5.**

**Sending candidates to attend annual Regional Leadership Conferences as well as annual**

**National Conclaves.**

**6.**

**Educating all current members and new member candidates on the Risk Management**

**bylaws as set forth by the Offices of the Grand Chapter.**