

By-Laws of the Active Organization of the Minnesota Chapter of Triangle

Article 1. Duties of Officers

Section 1 The President shall preside over all meetings of the Active Organization of the Minnesota Chapter of Triangle; he shall be the executive officer of the active organization; he shall represent the Active Organization on the Alumni Board of the Minnesota Chapter of Triangle; he must live in-house for his entire term in office; and he shall perform such duties as described in the Ritual of Triangle and as his office may require.

- a. The Parliamentarian shall ensure proper execution of the constitutions and By-Laws of Triangle Fraternity; he shall be responsible for any questions of order that arise during the course of a meeting. If no one is appointed the Secretary shall assume this role.
- b. The Historian shall collect and organize photographs and historical information of Triangle Fraternity.
- c. The Sergeant-at-Arms shall remove any member who is disruptive during meeting; he shall oversee security; he shall enforce curfews set by the Chapter; he shall also enforce the courtesy clause of the Active Organization of the Minnesota Chapter of Triangle.
- d. The System Administrator shall be responsible for the upkeep of the Chapter's computer and network resources; if a System Administrator is not appointed the Librarian shall assume his duties.
- e. The Librarian shall be responsible for the organization and upkeep of the Chapter's test files and library; if a Librarian is not appointed the Scholastic Chair shall assume his duties.

Section 2 The Vice-President Recruitment shall be responsible for supervising and organizing all recruitment, pledging and initiation activities; he must live in-house for his entire term in office; he shall also perform such duties as described in the Ritual of Triangle and as his office may require.

- a. The Ritual Chair shall be responsible for any equipment and organization required to perform the Ritual of Triangle Fraternity.
- b. The Pledge Educator(s) shall instruct and advise the pledges as required in the Active Organization's pledge education program.
- c. The Recruitment Assistant shall be appointed by the President to help coordinate the recruitment efforts of Triangle Fraternity.

Section 3 The Vice-President Financial shall have custody of all moneys of the Active Organization; he shall keep regular books of all open accounts; he shall collect and disperse funds as directed by the Minnesota Chapter of Triangle Fraternity; he shall oversee fundraising activities of the Chapter; he may approve purchases of up to \$200 a check without house approval; he shall make a complete report at least once a month during a meeting of the Active Organization; he shall make a complete report to the Minnesota Alumni Organization at each of their meetings; he must live in-house for his entire term in office; he shall perform such duties as described in the Ritual of Triangle and as his office may require.

- a. The Financial Assistant(s) shall provide assistance to the Vice-President Financial as may be needed.

Section 4 The Vice-President Membership shall advise and organize all scholastic, social, and recreational activities of the Chapter; he shall be responsible for obtaining annual pictures/composite; he must live in-house for the academic semesters of his term in office; and shall perform such duties as his office may require.

- a. The Scholastic Chair shall be responsible for semesterly collection and reporting of academic grades for the National Organization; he shall also help to organize study sessions as proves necessary; he shall also be responsible for the contents of the chapter library.
- b. The Social Chair shall be responsible for the operation of all social activities of the Chapter.

Section 5 The Vice-President Internal Affairs shall oversee to the maintenance and upkeep of the house(s); he must live in-house for the academic semesters of his term in office; and shall perform such duties as his office may require.

- a. The House Managers shall be responsible for organization of work sessions to maintain the house(s) and property of the Fraternity; they shall see to the daily upkeep of the house(s).
- b. The Steward shall be responsible for all duties pertaining to the kitchen and pantry; he shall also be responsible for the food for any event as may be needed.

Section 6 The Vice-President External Affairs shall be responsible for the public and philanthropic activities of the Chapter, including but not limited to Alumni relations, business relations, community exposure, campus relations, to the Interfraternity Council and the Greek system of the University of Minnesota; he shall organize the Founder's Day celebration of Triangle Fraternity; he must live in-house for the academic semesters of his term in office; he shall perform such duties as his office may require.

- a. The Editor shall be responsible for the publication and distribution of a newsletter to the Alumni and current members at least bi-annually; he shall notify the National Office of Triangle Fraternity of address changes resulting from newsletter correspondence.
- b. The Philanthropy Chair shall be responsible for organizing any philanthropic event(s) the chapter deems necessary.
- c. The Alumni Relations Chair shall be responsible for relations between the Active Organization and the Alumni Organization of the Minnesota Chapter of Triangle.
- d. The Public Relations Chair shall be responsible for promoting Triangle and the Chapter's precepts within the community.

Section 7 The Secretary shall be responsible for keeping minutes of all regular meetings of the Chapter; he shall keep records of initiations; he shall carry on all regular Fraternity correspondence as is necessary; he shall see to the forwarding of mail; he must live in-house for the academic semesters of his term in office; he shall perform such duties as described in the Ritual of Triangle and as his office may require.

Section 8 All Officers shall submit a report of their duties and accomplishments to the officers file two weeks before elections. These reports are to include a review of the officers duties, techniques, and policies, and any other information which might prove useful at a later date. Standing Committees must submit a report of their activities at least two weeks before the end of winter quarter. Special committees also must submit reports of their activities within two weeks of the date their function has been completed.

Article 2. Installation of Officers

Section 1 Installation of Executive Officers shall take place at the Founder's Day Banquet. Executive officers shall be installed as outlined in Part 10 of the Ritual of Triangle. All officers shall take responsibility at the beginning of spring quarter.

Section 2 The officer elected to fill a vacancy shall be installed at the time of his election.

Article 3. Budget, Dues and Funds

Section 1 The President and Vice-President Financial shall submit a budget and policy of billing each fall semester for the up coming year to be approved by the

- Active Chapter. Once approved, these policies dictate billing for: House Rent, House Dues, Chapter Dues, Social Dues, Building Fund fees, and any other special dues, fees, or fines approved by the Active Chapter.
- Section 2 National Dues, Pledging Fees, and Initiation Fees shall be billed according to policy set by the National Organization of Triangle Fraternity.
- Section 3 Special Assessments may be made upon the favorable vote of a majority of the Chapter.
- a. The President, Vice-President Recruitment, Vice-President Internal, and Vice-President Financial shall receive free summer rent.

Article 4. Committees

- Section 1 The President shall make appointments to all committees.
- a. Each committee shall have at least two members.
- Section 2 There shall be an Executive Committee consisting of the President, Vice-President Financial, Vice-President Recruitment, Vice-President Membership, Vice-President Internal Affairs, Vice-President External Affairs, and Secretary shall be the voting members of this committee. The President shall serve as the Chairman of this committee.
- a. The Executive Committee shall, during school breaks, have the power to make decisions normally reserved for an entire house vote. This power is only usable during school breaks to include winter, spring and summer breaks and any other University holidays.
- Section 3 There shall be a standing Recruitment Committee whose duties shall be to discuss all recruitment, pledging and initiation activities before a chapter vote on any of these issues can occur. The committee shall extend bids to rushees whom they deem fit for pledging according to the Ritual. The committee shall prepare initiation reports on each of the prospective initiates, to be submitted to the Chapter prior to voting for membership. The offices of Vice-President Recruitment, Pledge Educator(s), Ritual Chair, and Recruitment Assistant shall be permanent members of this committee. The Vice-President Recruitment shall be the Chairman of this committee.
- Section 4 There shall be a standing Constitution and By-Laws committee whose duties shall be to determine the appropriate placement of all motions passed in a Business or Active Meeting and process proposed changes in the Constitution of the Active Organization of the Minnesota Chapter of Triangle and the By-Laws of the Active Organization of the Minnesota Chapter of Triangle.

The Secretary shall be the Chairman of this committee. In no instance shall a President or Vice-President be a member of this committee.

- Section 5 There shall be a standing Internal Committee whose duties shall be to discuss issues related to the House and its upkeep. Upon receiving a favorable majority the committee may approve purchases of up to \$200 with the approval of the Vice-President Financial without House approval. The Vice-President Internal Affairs, House Manager(s), and Steward shall be permanent members of this committee. The Vice-President Internal Affairs shall be the Chairman of this committee.
- Section 6 There shall be a standing External Committee whose duties shall be to discuss philanthropic and public relations, including but not limited to Alumni relations, community relations, campus relations, business relations, and Greek relations. The Vice-President External Affairs, Philanthropy Chair, Editor and Alumni Chair shall be permanent members of this committee. The Vice-President External Affairs shall be Chairman of this committee.
- Section 7 There shall be a standing Membership Committee whose duties shall be to discuss scholastic, social and athletic activities of the Chapter. Other duties shall include but not be limited to issues of membership and the history of Triangle. The Vice-President Membership, Social Chair and Scholastic Chair shall be permanent members of this committee. The Vice-President Membership shall be Chairman of this committee.
- Section 8 There shall be a standing Financial Committee whose duties shall be to review the House books each month, fundraise, submit proposals for the Chapter budget and fines. The committee must approve purchases over \$200 before the purchase is brought to a Chapter vote, excluding house rent and bills. The Vice-President Financial and Financial Assistant(s) shall be a permanent members of this committee. The Vice-President Financial shall be the Chairman of this committee.
- Section 9 There shall be a standing Scholastic Committee charged with promoting high scholastic achievement of our members. Additional responsibilities may be added by the Executive Committee. Permanent members of this committee are the Scholastic Chair, Vice-President Membership, Pledge Educator, Chapter Advisor, Faculty Advisor, and Alumni Representative. The Scholastic Chair shall be the Chairman of this committee.
- a. The Alumni Organization shall select the Alumni Representative of the Scholastic Committee.
 - b. Additional members may be appointed to this committee by the President.

- Section 10 By unanimous vote of the Executive Board, any Business meeting motion can be vetoed. Such a veto can be overridden by a 3/4 vote of the Active Chapter.
- Section 11 Members of Standing Committees shall serve for a period of one semester.
- Section 12 Special Committees may be called by any officer during a chapter meeting.

Article 5. Amendments

- Section 1 Amendments to these By-Laws may be made by a 3/4 favorable vote of a quorum of the Active Organization, and shall be submitted in writing to the Secretary.

Article 6. Chapter Advisor

- Section 1 A Chapter Advisor, having been nominated and upon his acceptance of the nomination, shall be selected by a majority vote of a quorum of the Active Organization.
- Section 2 The Chapter Advisor elected by the Active Organization shall be approved by a majority vote of the alumni members present at an Alumni Meeting.
- Section 3 A Chapter Advisor may be removed by a two-thirds vote of the quorum present at a meeting of the Active Organization and by a majority vote of the alumni members present at an Alumni Meeting.
- Section 4 In the absence of a Chapter Advisor, the Faculty Advisor shall assume his duties.

Article 7. Faculty Advisor

- Section 1 Faculty at the University of Minnesota may be nominated by any member of the Minnesota Chapter of Triangle for the position of Faculty Advisor.
- Section 2 A Faculty member, having been nominated for the position of Faculty Advisor and upon his acceptance of the nomination, shall be selected as the Faculty Advisor by a majority vote of a quorum of the Active Organization.
- Section 3 The Faculty Advisor elected by the Active Organization shall be approved by a majority vote of the alumni members present at an Alumni Meeting.
- Section 4 A Faculty Advisor may be removed by a two-thirds vote of the quorum present at a meeting of the Active Organization and by a majority vote of the alumni

members present at an Alumni Meeting.

Section 5 In the absence of a Faculty Advisor, the Chapter Advisor shall assume his duties.

Article 8. Suspension of By-Laws

Section 1 Portions of these By-Laws may be suspended by a 3/4 vote of the Active Organization.

Article 9. Meetings

Section 1 All meetings shall be conducted in accordance with "Robert's Rules of Order", wherein they do not conflict with the Constitution or By-Laws of the Active Organization.

Section 2 The order of business at meetings shall be prepared by the President. The suggested order of business is as follows:

I. Business Meeting

1. Call to Order
2. Attendance
3. Minutes
4. Reports
 - Vice-President Recruitment
 - Vice-President Financial
 - Vice-President Membership
 - Vice-President Internal Affairs
 - Vice-President External Affairs
5. Special Committee Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment

II. Active Meeting

1. Call to Order
2. Minutes.
3. Vice-President Recruitment
4. Vice-President Financial
5. Committee Reports
6. Alumni Representative
7. Chapter Advisor
8. Old Business
9. New Business
10. Announcements
11. Adjournment

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