

# **TAU EPSILON PHI FRATERNITY, INC.**

## **NOMINATING COMMITTEE CHARTER, POLICIES, AND PROCEDURES** A Special Committee of the Fraternity

### **I. PURPOSE**

The Nominating Committee (Committee) is hereby established as a Special Committee, through the Grand Council's (Board) adoption of these policies and procedures for the purpose of managing the nominations process for the election of new Board of directors and officers at the next scheduled Grand Chapter and to propose a preferred slate of candidates to the Grand Chapter for consideration.

### **II. COMMITTEE MEMBERSHIP AND TERM**

#### **Composition.**

1. The Committee shall consist of three (3) to five (5) members, including the Immediate Past Consul (IPC) and other members nominated by International Consul (Consul) with the advice and concurrence of the Board, which requires for its adoption, a majority of the Board.
  - a. The Consul shall make every effort to nominate members representative of the Fraternity as a whole taking into consideration a diversity of geography, chapter size, and other factors.
2. The Committee shall be constituted no later than four (4) months before the 2024 Grand Chapter.

#### **Qualifications.**

1. All members of the Committee shall be Tau Epsilon Phi alumni in good standing.
2. Individuals may serve on the Committee if it is their intent to run for an officer or director position on Grand Council in the election for which the Committee is being constituted, as per the existing Constitution of the Fraternity (Constitution). The Grand Council shall make every effort to appoint members with no intention to run.
3. No individual may serve on the Committee if they are not able to commit to the time and other requirements necessary to fulfill their duties herein.
4. The Consul shall not be a member of the Committee.
5. The Board, by majority vote, may remove any member of the Committee.

**Chair.** The Chairman of the Committee shall be the IPC unless There is no serving IPC on the Board at the time the Committee is constituted. If the IPC cannot serve on the Committee and as Chair, the Consul shall nominate an additional member and the Chair shall be chosen amongst the members of the Committee by majority vote.

**Vacancies.** Any vacancy on the Committee because of resignation, removal, or death may be appointed by the Board, at its discretion, in the same manner and with the same requirements as the original appointments, at the next regular meeting, or during a special meeting called by the Consul for such a purpose.

**Discharge.** The Committee ceases to exist by a majority vote of the Board upon one of the following conditions:

1. The election, qualification, and installation of a new Board at Grand Chapter.
2. The submission of a post-Grand Chapter report prepared by the Committee to the Board on lessons learned and suggested changes to the policies and procedures of the nominating process.
3. Some future date designated by the Board for a related purpose to be determined.

### **III. MEETINGS AND QUORUM**

**Meeting.** The Committee shall meet as circumstances dictate, when called by the Committee Chair, or whenever requested by two Committee members.

**Notice of Meetings.** Notice of meetings shall be given to all Committee members. Any one or more members of the Committee may participate in a meeting of the Committee by means of a conference telephone or similar communications equipment, or by electronic video screen communication as long as all persons participating in the meeting can speak to and hear each other at the same time and each member can participate in all matters before the Committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Committee. Participation by such means shall constitute presence in person at a meeting.

**Actions by the Committee.**

1. A majority of members of the Committee shall constitute a quorum.
2. The act of a majority of the Committee members present at the time of the vote at a properly called meeting at which a quorum is present shall be the Act of the Committee. The Committee may act by unanimous written consent of its members.
3. The Committee shall keep written minutes of each meeting which the chairman shall keep for his records; copies shall be forwarded to the Tribune, which shall be filed with

the minutes of the proceedings of the Committee along with the other books, minutes, and records. Prior to each meeting, each committee shall appoint a designated member as Recording Secretary for that purpose.

4. The Chairman shall issue written reports to the Board, within seven (7) days, of all actions taken by the Committee.

#### **IV. AUTHORITY**

1. The Committee shall be a Committee of the Corporation (or Fraternity) as defined by New York Not-For-Profit Corporation law (NPCL) Article VII and shall have no authority to act on behalf of or bind the Board.
2. The Committee shall operate as a Special Committee, including any subcommittees, at the discretion of the Committee Chairman.
3. The Committee is appointed with power to take all the steps necessary to carry out policies and instructions approved by the Board for the Committee.
4. The rules contained in the Parliamentary Authority regarding committees shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with Federal, New York State, or local laws, or the Constitution.
5. In any case, the Committee shall have no authority as to the following matters:
  - a. The submission to Grand Chapter of any action requiring Grand Chapter approval under New York Not-For-Profit Corporation law or the Constitution;
  - b. Changing the membership of or filling of vacancies in the Board.
  - c. The election or removal of officers and directors;

#### **V. KEY RESPONSIBILITIES**

The responsibilities the Committee shall undertake include, but are not limited to, the following: The Committee is authorized to carry out these activities and other actions reasonably related to the Committee's purposes or assigned by the Board from time to time in such manner as the Board determines is appropriate. To fulfill its purposes, the Committee shall:

**Informational.** The Nominating Committee shall develop informational materials to be advertised to the membership of Tau Epsilon Phi through various medium including electronic mail, social media, the Tau Epsilon Phi website, and The Plume (assuming corresponding publication schedules). Materials may include, but not limited to:

1. A timetable for the Nominating Committee's work.

2. Positions available with descriptions and qualification requirements as per the Constitution.
  - a. In addition to the requirements for positions in the Constitution, the Grand Council by virtue of adopting this document, express their desire that all candidates for the position of Quaestor have a professional or academic background that is suited to the role of treasurer, such as finance or accounting.
3. Application for candidacy for all positions and deadlines for submission of applications.
4. Questionnaire for candidates to answer as part of their application. The Nominating Committee shall make every effort to solicit possible questions for the questionnaire from the membership of Tau Epsilon Phi at large.

**Vetting of candidates.** The Nominating Committee shall:

1. Facilitate the publication of all submitted candidates' names and application packets on the Tau Epsilon Phi website.
2. Provide to each candidate and verify completion of necessary documentation prior to the interview, including, but not limited to:
  - a. Non-disclosure agreement
  - b. Conflict of Interest form
  - c. Background check<sup>1</sup>
  - d. A declaration of understanding that Grand Council members, in most cases, are expected to fund their own travel to Grand Council meetings when appropriate.
    - (1) Though the Grand Council is proposing a change to the Constitution to allow for more electronic participation, even if it passes, some travel will continue to be expected.
  - e. A declaration that all Grand Council members elected to serve and who have left college 10 or more years ago are required to make a minimum donation of \$250 or more per year to Tau Epsilon Phi Fraternity, Inc.
  - f. Other documentation deemed necessary
3. Interview all candidates. The Nominating Committee shall make every effort to ensure that all candidates receive the same interview conditions to the extent possible, including, but not limited to:

---

<sup>1</sup> Certain states require that an organization that works with children under the age of 18 must submit all Board members and staff to a background check for the safety of the children and for the liability of the organization. Since some college students start college prior to their 18<sup>th</sup> birthday and Tau Epsilon Phi is active in multiple states, the Grand Council has determined that this requirement is prudent for the welfare of the organization and its membership.

- a. The Nominating Committee will develop a set of questions for each position. The Nominating Committee shall make every effort to solicit possible questions for the interview from the membership of Tau Epsilon Phi at large.
  - b. The Nominating Committee shall make every effort to (1) ask the same questions of each candidate for the same position, (2) asked by the same member of the Nominating Committee, (3) with approximately the same amount of time allotted to each candidate to answer.
  - c. The Nominating Committee shall provide the same amount of time for the overall interview to each candidate to the extent possible.
4. Develop criteria to rate each candidate and utilize the same criteria for each candidate. The Nominating Committee may develop different criteria for each position on the Grand Council or apply the same criteria to multiple or all positions.
  5. Determine the slate of candidates for officers and directors and present that slate to the Grand Chapter at the time of the election.

## **VI. ELECTION PROCEDURES FOR NON-SELECTED CANDIDATES**

1. Vetted Candidates. Candidates who applied for consideration to the Nominating Committee, and completed all necessary paperwork and processes as listed above but ultimately not selected for recommendation by the Committee, may press their candidacy at the time of the election during the Grand Chapter.
2. Nominations from the Floor. A candidate may nominate themselves for any position from the floor during the election at Grand Chapter. Prior to any balloting taking place, a nominee from the floor must:
  - a. Confirm to the Grand Chancellor, and in collaboration with the Committee, if possible, that they meet all requirements for the position as enumerated in the Constitution.
  - b. Immediately complete all necessary paperwork, including but not limited to, the non-disclosure agreement, conflict of interest form and acknowledgement statement about incurring costs as a member of the Grand Council.
  - c. Immediately authorize a background check to be conducted.
    - (1) As the background check requires several days to complete, any candidate nominated from the floor and elected to a position who fails to pass a background check will have their election declared null and void by the Grand Council and the candidate who came in second (or the next appropriate ranking) shall assume the position having previously qualified.
    - (2) If there is no additional candidate or that candidate refuses to take the position, the position shall be filled by the Grand Council as a normally occurring vacancy outlined by the Constitution.

3. Rules for Non-Selected Candidates

- a. Candidates may present their candidacy in person, or through a pre-recorded video or message.
- b. It is the candidate's own responsibility to campaign for their election. Outside of what has been outlined in this document and is prescribed in the Constitution, Tau Epsilon Phi, its directors and officers, its staff, or the presiding officers of the Grand Chapter bear no responsibility to assist candidates in their campaigns.