

# Tau Epsilon Phi Fraternity, Inc.

2021 – 2022 Membership & Volunteer Handbook

Friendship, Chivalry, Service  
Since 1910



Issued: August 26, 2021

## A letter to our membership

Dear Brother,

As always, we can't thank you enough for putting your faith in our organization and crossing through the Portals of Tau Epsilon Phi as a Brother in our beloved fraternity. As our ritual states, I shall give my full support, loyalty, and cooperation to my chapter, particularly as an undergraduate and to the best of my ability as an alumnus. Serving as an executive board member or chapter advisor is an honor your brothers have chosen to bestow upon you. They are looking to you for the best advice and guidance you can give. We don't expect anyone to be perfect and mistakes may be made. We only ask that you learn from those mistakes to make both yourselves and chapter stronger. I stand committed to assist you however I can to make sure your experience is as positive and rewarding as possible. Please don't hesitate to contact me with any challenges or concerns that you may be facing. Together we can work to solve them.

Founded on the principles of Friendship, Chivalry, and Service at Columbia University in 1910, TEΦ National challenges our Brothers and Chapters to uphold our nearly 110 years of values and founding principles. This resource is to be used as an ongoing tool toward that objective.

As we all know the challenges of the COVID-19 pandemic have affected everyone's lives including in particular our undergraduate members. The college experience on many of our campuses is unlike anything we have seen in the past. We have partnered with Phired Up Productions to provide a virtual classroom to help all our members recruit in a virtual world. If you would like to learn more about this program, please don't hesitate to contact either myself or any other member of our staff for more details.

If you have any comments, questions, or concerns regarding any facet of our National Fraternity, please do not hesitate to contact me. I look forward to working with you for the benefit of our Fraternity!

Fraternally,

A handwritten signature in black ink, appearing to read 'Timothy A. Smith'.

Timothy A. Smith, MBA  
Executive Director

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The crest of the Tau Epsilon Phi Fraternity is a shield-shaped emblem. At the top is a helmet with a crest. The shield is divided into four quadrants by a diagonal band. The upper left quadrant is white, the upper right is purple, the lower left is white, and the lower right is purple. In the center is a shield with the letters 'T', 'E', and 'P' stacked vertically. To the left of the central shield is a lamp, and to the right is a fleur-de-lis. Below the central shield are three stars. A banner at the bottom of the shield contains the Greek text 'Τοῦ Επισιλὸν Φῖ'.

# THE FRATERNITY

# The Story of Tau Epsilon Phi

For many years, there existed in the Department of Pharmacy at Columbia University, two fraternities. Neither of which, however, would allow the admission of members of minority races, religions or creeds.

During the year 1909-1910, two small groups of men became intrigued with the idea that friendship acquired during collegiate days should be bound together through some means for the remainder of one's life. The desirable qualities that one gathered from those around him should be interchanged for more than the mere two or three years of collegiate association.

Neither of these groups had any inkling of the existence of the other until the opening of the school term the following year when providence interceded to bring together these men. One of these groups based their linking together on the idea that a social club was the solution to their problem. The other group felt that a fraternity (about which they knew little except through observation of the two groups on the campus) was the correct solution. With the contact of these two groups, it was immediately evident that neither could get along without the other and the union was made.



Sidney S. Suntag, circa ~1980's

On October 10, 1910, during a lunch period, a hurried conference was held between the two groups in a deserted lecture hall. The spirit of organization was so instilled in the eight original gatherers that another meeting was arranged for that very afternoon after school hours. At five o'clock that afternoon, a determined group of young men met in Central Park to hold a lengthier discussion and see the plans that they had dreamed of approach reality.

The problem of the moment appeared to be finding a meeting room but this was settled quickly with an appeal to the school for permission to use an empty lecture hall. That appeal was granted. The first regularly recorded meeting was called to order in the library

of the Department of Pharmacy, Columbia University, on Friday afternoon, October 19, 1910. Four additional men, two of whom later dropped out, were invited to the meeting. These ten founders of Tau Epsilon Phi were Robert L. Blume, Julius M. Breitenbach, Charles M. Driesen, Ephraim Freedman, Leo H. Fried, Harold Goldsmith, Samuel Greenbaum, Julius Klauber, Israel Schwartz, and Julius J. Slofkin.

Here in this quiet library, surrounded by volumes of books, in this haven of a social refuge, where the faculty met to deliberate their policies, at the very same table, stood these ten men, and each in turn, took unto himself a solemn and binding oath, pledging himself to secrecy and fidelity, sincerity and devotion, eternal friendship and brotherly love.

The first officers chosen by the newly born organization were Harold Goldsmith, President; Charles Driesen, Vice President; Israel Schwartz, Secretary; and Julius Breitenbach, Treasurer.

Next came the naming of the group and, with the little knowledge of fraternities that these ten could gather among themselves, they wisely chose the name of Tau Epsilon Phi to signify that for which they were founded.

The first pin chosen was oval in shape with the inscription  $TE\Phi$  reading downward in gold upon a black background with gold trim around the edge. This pin is the precursor of the oblong, jeweled badge of distinction of today.

So inspired were these ten that the difficulties which normally confront newly established organizations did not seem to be a hindrance but seemed to serve as a stimulant for the group to carry on in the work they had started.

The work done by the members was so careful that the framework of the original constitution remains in use today, like that of our country. The initiation ceremony and the ritual were carefully planned and finally evolved.

The greatest difficulty then arose—recognition by the college authorities. However, through the efforts of Max J. Breitenbach Sr., and Jacob Weil, fathers of Julius Breitenbach and Monroe Weil, this was finally accomplished.

Toward the close of the first year, Maximillian Nemser was pledged and initiated. With the close of the year, difficulty arose, for the novelty of a fraternity had worn off. The ideals of the founders proved to be too strong, however, and the organization continued. Three of the founders returned to school and six men were initiated. As the second year passed, the strength and fame of the organization grew. With this fame came the possibility of expansion.

The idea of expansion was largely that of Monroe Weil, and after he had been initiated, he quickly convinced the others that it was a necessary move. Subsequently he gathered together friends of his attending New York University and the New York College of Dentistry and the groups were initiated as members of Alpha Chapter. However, they later became Beta and Gamma Chapters.

Delta chapter was started by Ben Pologe, through the process of being pledged by the Alpha group before transferring to Cornell. He then started the chapter by gathering about him four good men. The fame of the organization was quickly spreading and Epsilon was installed at Fordham. Then the need arose for a gathering of all chapters and some sort of national organization.

Expansion, for the time being, had ceased until a definite plan could be formulated to govern such expansion. For four years controversy raged and finally in 1916, the first Constitution of the fraternity as a national organization with a national set-up was a reality, and the fraternity could once again forge ahead.

Shortly after the adoption of the Constitution, the two Boston chapters, Boston University and Tufts, were established, and in close proximity, Iota at Yale was installed. It was at that time that the first issue of The Bulletin made its appearance to spread the fame of the fraternity to the members wherever they might be.

Expansion continued rapidly with Kappa at Vermont being installed and a charter granted to Lambda at Harvard. The South was invaded a year after the close of the First World War with Mu and Nu being installed on the same day<sup>1</sup>. Another chapter was added in the Boston region<sup>2</sup>. Then came the proud day in 1920 when Tau Epsilon Phi became an international fraternity with the installation of Omicron at McGill University, Montreal, Quebec, Canada. Slightly less than ten years had elapsed from that first harried conference to the installation of chapters throughout this country and Canada.

The chapter roll grew quickly thereafter with Georgetown University and Pennsylvania being granted charters on the same day in 1921, and 1922 seeing the establishment of chapters at Syracuse, Dickinson, Charleston, and Georgia Tech. In the following year, Tau Epsilon Phi invaded the Middle West with the granting of a charter at the University of Michigan. During that year, the first copy of The Plume made its appearance, and at last the fraternity had a real magazine.

The growth of the fraternity following World War II was truly phenomenal with more than 40 chapters added during the 1950's and well into the 1960's. The prosperity of the brotherhood came to a screeching halt in the late 1960's with the heating up of the Vietnam War, when the entire fraternity system declined.

During the period of 1969 to 1975 TEP lost almost all of the gains it had achieved in the previous two decades but the fraternity persevered. While a substantial number of other national fraternities went out of existence, TEP held onto a meaningful number of chapters and survived. In the mid—1980's the fraternity system came back strongly with TEP leading the way in reviving many of its old chapters, while adding many new ones.

It was during the 1990's that the Grand Council choose to relocate the national offices from Atlanta, GA, to Southern New Jersey to better align its services to where the majority of the chapters were now located. For a few years, this proved to be successful. Unfortunately starting in the late 1990's thru the late 2000's the Fraternity began to decline. The National Office closed many chapters and also failed to conduct biennial Grand Chapter meetings as required by our Constitution. This prevented having elections for the officers and members of the Grand Council.

In 2007 a group called "TEPs for Justice" began the process to take our fraternity back. As part of this process over 200 undergraduate and alumni Brothers filed multiple lawsuits seeking the holding of democratic elections for the Grand Council. It wasn't until 2011 after three lawsuits that a mutual agreement was executed between the old Grand Council and "TEPs for Justice" resulting in a settlement. As part of that settlement an interim Grand Council was appointed by the court. In October 2011, the first Grand Chapter meeting since 1999 was held in Philadelphia, PA and a new Grand Council was elected by the membership.

Since the Brotherhood regained control of their fraternity, TEP resumed its expansion efforts with the formation of the Alpha Tau Colony at Rowan University in 2013. This group would also go onto become TEP's first new chapter since 1996 when they were granted their charter in 2016. Following the success of Alpha Tau, the Fraternity also reestablished colonies at the University of Maryland, Rutgers – New Brunswick and the University at Buffalo. Additionally, for the first time ever in May 2016, a colony was founded at the Arizona State University in Tempe, Arizona. The sky is the limit and the future is bright for Tau Epsilon Phi!

(In 1985, in honor of the Fraternity's 75th Anniversary, Sidney Suntag, Executive Secretary Emeritus & Chapter Eternal, published - The History of Tau Epsilon Phi - Seventy-Five Years of Friendship. This momentous undertaking charts the history of every chapter founded through 1985 as well as a detailed accounting of the growth of the entire Tau Epsilon Phi Fraternity.)



## The Story Continues...



Sidney S. Suntag, circa ~1960's

## Mission Statement

TO TEACH young men that there is more to be gained out of life by serving others. That friendships are of greater value than material wealth or gain. That man is a social creature who needs to share with others to do so willingly and freely. That a group is dependent on all of its members to contribute to the good of the whole rather than to work only for self-serving interests. This is the ambition of Tau Epsilon Phi.

TO PROVIDE the forum through fraternity for our ambitions to be heard and practiced. For the atmosphere where cooperation and giving can develop and flourish. For a meeting place to share ideals and from which these dreams may be a springboard into reality. For a common voice through the fraternity that others may know our accomplishments and our aspiration for the benefit of all men. This is the basis of Tau Epsilon Phi.

TO GIVE to others without selfish thought of gain or personal advancement. To our brothers knowing that others that follow will be the ones to reap the benefits of the seeds we sow more than we will. To our friends so that they may always know in their hearts and minds that they have someone upon whom they may depend in time of need. To our neighbors so that the community of man may be a little better for our having been there. This is the directive of Tau Epsilon Phi.

TO CREATE a better society where men have learned to value others as they value themselves. An opportunity for young men to learn the message of Tau Epsilon Phi and, having learned it, to teach others. An organization that can and will be proud of the accomplishments of its members and itself without the arrogance that pride often brings. A hope for a better social community of man and to work to bring its hopes to reality. This is the goal of Tau Epsilon Phi.

TO HAVE a membership who respect one another and the organization for which they all stand. An organization that is not afraid to speak its mind but, at the same time, is willing to understand the needs and dreams of others. Members who practice the ideals of fraternalism and live by the creed of Tau Epsilon Phi as a matter of course because they believe in its values. Friends, neighbors and associates with whom a trust and understanding that needs no words exists. This is the mission of Tau Epsilon Phi.

## Creed

TO LIVE in the light of Friendship—to judge our fellows not by their rank nor wealth but by their worth as men—to hold eternally before us the memory of those whom we have loved and lost—to hold forth in the solidarity of our brotherhood the nobility of action which will—make for the preservation of our highest and worthiest aim—and thus be true to the ideal of friendship—

TO WALK in the path of Chivalry- to be honorable to all men and defend that honor—to fulfill our given pledge at all times—to be true to the precepts of knighthood and win the love and care of the women of our dreams—and thus be true to the ideal of chivalry—

TO SERVE for the love of Service—to give unselfishly that which we may have to offer—to do voluntarily that which must be done—to revere God and to strive in His worship at all times—and thus be true to the ideal of service—

TO PRACTICE each day friendship—chivalry—service—thus keeping true to these—the three ideals—of the founders of our fraternity—this is the Creed of Tau Epsilon Phi.



Gamma Tau Chapter (University of Indiana), at their  
chartering November 2019

# Fast Facts

**Crest** The crest of Tau Epsilon Phi Fraternity is the official insignia of the national organization. The only approved crest is pictured below:

**Founded** October 19, 1910

**Founders** Robert L. Blume  
Julius M. Breitenbach  
Charles M. Driesen  
Ephraim Freedman  
Leo H. Fried  
Harold Goldsmith  
Samuel Greenbaum  
Julius Klauber  
Israel Schwartz  
Julius J. Slofkin

**The First Candidate** Maximilien Nemser

**Philanthropy** Our Military Kids, Inc.

**Colors** Lavender & White

**Flowers** Violets & Lilly of the Valley in combination

**Jewels** Emeralds and Pearls

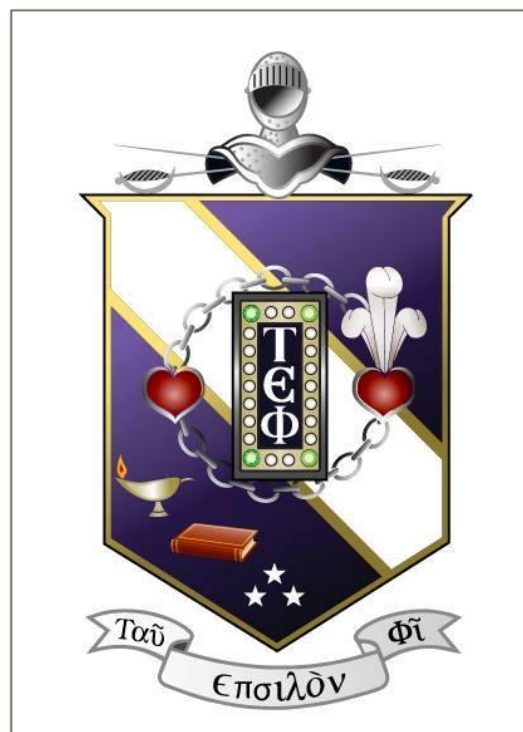
**Chapters** 12

**Colonies** 6

**Interest Groups** 1

**Active Members** 606

**Alumni Associations** 10



# Undergraduate Chapters, Colonies, & Interest Groups

## **Chapters:**

<b>Location</b>	<b>Designation</b>	<b>Chartered Year</b>
Clarkson University	(ΛΦΕ)	1968
Hofstra University	(ΣΑΣ)	1969
Indiana University	(ΓΤ)	2019
Johnson & Wales University	(ΩΑ)	1995
Massachusetts Institute of Technology	(Ξ)	1919
Rensselaer Polytechnic Institute	(ΕΙ)	1957
Rowan University	(ΑΤ)	2013
Rutgers University at Camden	(ΣΕ)	1966
Rutgers University at New Brunswick	(ΑΦ)	2018
State University of New York at Buffalo	(ΦΥ)	2019
University of Georgia	(Ν)	1919
University of Maryland	(ΤΒ)	2018
University of Pennsylvania	(Ρ)	1921

## **Colonies:**

<b>Location</b>	<b>Designation</b>	<b>Installation Year</b>
Pennsylvania State University	(ΕΦ)	2017
University of Rhode Island	(ΤΩ)	2018
North Carolina University at Wilmington	(ΖΤ)	2018
State University of New York at Albany	(ΑΣ)	2019
Florida State University	(Εβ')	2019
University of Florida	(ΤΑ)	2020

## **Interest Groups as of August 2021:**

<b>Location</b>	<b>Designation</b>	<b>Installation Year</b>
City College of New York	(ΦΧ)	2021

## **Planned Expansion Sites:**

<b>Location</b>	<b>Designation</b>	<b>Anticipated Return</b>
University of Maine	(ΤΖ)	Fall 2021
University of Delaware	(ΦΨ)	Fall 2021
State University of New York at Binghamton	(ΦΠ)	Spring 2022
Towson University	(ΤΣΥ)	Fall 2023
Rutgers University – New Brunswick	(ΑΦ)	Fall 2023
University at Illinois	(Ψ)	Fall 2025
Purdue University	(ΤΛ)	Fall 2026

# National Support

Tau Epsilon Phi Fraternity has multiple levels of National support. Each position has its own rights & responsibilities in order to better the Fraternity. They are as follows:

## **Volunteers:**

### **Grand Council**

The Grand Council is the elected regulatory body which governs the National Fraternity. They are invested with adopting, modifying, and employing strategic policies to further the national mission statement. Elections are held biennially and are open to all members in good standing. The Grand Council when fully composed consists of 12 members including the immediate Past Consul and is led by the International Consul.

### **International Consul**

The International Consul is the Chairman, President & Chief Executive Officer (C.E.O) of Tau Epsilon Phi Fraternity, Inc. He is responsible for overseeing all aspects of the National Fraternity. He coordinates and leads the Grand Council and Executive Director for the benefit of the fraternity. The functions of the Executive Director fall upon the International Consul when that position is vacant.

## **Staff:**

### **Executive Director**

The Executive Director is the Chief Staff Officer of Tau Epsilon Phi Fraternity, Inc. He is responsible for overseeing the success of the daily operations of the fraternity and implementing the strategic vision of the Grand Council. He reports directly to the International Consul.

### **Associate Director of Expansion**

Our Associate Director of Expansion is responsible for securing new expansion opportunities. He provides ongoing support and training to all Tau Epsilon Phi colonies. He works with the Executive Director to shepherd the colonies through the chartering process. He may serve as an undergraduate and alumni liaison. He visits each colony at least once annually in person when practical and more often virtually as needed. He reports directly to the Executive Director.

### **Associate Director of Chapter Services**

Our Associate Director of Chapter Services is responsible for the wellbeing, maintenance, and oversight of all existing undergraduate chapters. He may assist with expansion projects, but his primary focus is on assisting existing chapters in all areas and providing necessary guidance for the success of our chapters. He visits each chapter at least once annually in person when practical and more often virtually as needed. He provides advice to the Executive Director on areas of excellence and improvement. He reports to the Executive Director.



## **Alumni Associations / Housing Corporations**

Alumni Associations and Housing Corporations are formed in order to provide support and assistance to existing Chapters and Colonies. They are comprised of valued alumni dedicated to the advancement of their specific chapter or colony.







Lambda Phi Epsilon (Clarkson University) 50th Anniversary & Alumni Reunion, 2017

# Policies & Position Statements

Tau Epsilon Phi Fraternity, Inc. enacts various policies & position statements at the guidance of the Grand Council, Executive Director, and staff. These documents are periodically created, revised, and/or retired. They serve to better the National Fraternity. Whereas, Tau Epsilon Phi Fraternity, Inc. enacts such policies, they shall apply to all entities and all levels of membership. This includes Alumni Associations, and Undergraduate Groups. Existing Colonies, Chapters, and Interest Groups must adhere to all policies & statements herein.

## **Tau Epsilon Phi Fraternity, Inc.**

### **Rosters and Billing Policies**

**2021 - 2022**

This policy applies to the timeline for chapters, colonies and interest groups (hereafter referred to as chapters) submitting their rosters to the national database, paying your chapter's dues bills, and submitting payment to the National office and the potential outcomes for not adhering to these procedures. A copy of this policy will be provided electronically to each Chancellor prior to the start of the fall semester. Please review, check off all the boxes, and sign your name that you have completed the tasks and provide a copy of your roster to a staff member of the National Fraternity.

#### To do list fall 2021

- ☐ Update roster for all returning members no later than September 1
- ☐ Enter Candidates into national database before induction
- ☐ Each Member signs a membership, financial contract, and FERPA waiver before October 15 in GreekBill
- ☐ Each candidate signs their FERPA waiver before candidate induction
- ☐ Order bid cards, candidate pins, and portals, here -  
<https://tep.org/orderform/>
- ☐ Each candidate pays the chapter the full candidate fees of \$250 before induction. As a reminder, \$200 is refundable if a candidate doesn't get initiated

- ☐ Pay National dues in full by September 30 or contact the Executive Director prior to the due date to set up a payment plan

Colony/Chapter Name: \_\_\_\_\_

Printed Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that there are now rewards and penalties for those who fail to meet these deadlines. Please see below for more details.*

## **General Policy: All chapters, colonies and interest groups**

### **Chapter Rosters:**

- **FALL:** Updated rosters for members are due via the national database for review by the National office by **September 1** for the fall semester
- **SPRING:** Updated rosters for members are due via the national database for review by the National office by **February 1st** for the spring semester
- No roster changes will be permitted after these deadlines without permission of the National office. **There will be late adjustment fees for not meeting deadlines.**

### **Chapter Dues:**

- **FALL:** The cost per member of \$250 for national dues are due October 1, 2021
- **SPRING:** The cost per member of \$250 for national dues are due March 1, 2022

*The National Office may request copies of your roster from our University partners to verify submissions.*

**ALL CHAPTER MEMBERSHIP, FINANCE CONTRACTS & FERPA WAIVERS MUST BE SIGNED BEFORE ROSTER DUE DATE OR YOUR CHAPTER WILL NOT BE IN GOOD STANDING! ANY CHAPTERS WITH OUTSTANDING CONTRACTS MAY BE PLACED ON PROBATION OR SUSPENSION.**

### **Candidate Fees:**

**ALL CANDIDATE MEMBERSHIP, FINANCIAL CONTRACTS & FERPA WAIVERS MUST BE SIGNED IN GREEKBILL BEFORE INITIATION CAN TAKE PLACE.**

**FALL:** Due no later than **October 15, 2021**, Pledge and initiation fees are split into two sections (NOT TWO PAYMENTS)

- \$50 - dollar Induction fee - This pays for Portals, Pins, and Membership cards. (Non-Refundable)
- \$200 - dollar Initiation fee - This is refundable if a candidate is not initiated.

**SPRING:** Due no later than **March 16, 2022**, Pledge and initiation fees are split into two sections (NOT TWO PAYMENTS)

- \$50 - dollar Induction fee - This pays for Portals, Pins, and Cards. (Non-Refundable)
- \$200 - dollar Initiation fee - This is refundable if a candidate is not initiated.

## **ROSTER DIRECTIONS:**

### **Rosters must also be submitted for candidates BEFORE Initiation.**

Rosters must include first and last name, mailing addresses, email address, pledge class, anticipated graduation date, position in chapter (if officer), and other information that may be requested.

- Go to Members tab then Add New Member

Any change of status should also be indicated (alumnus, not initiated, semester abroad, co-op/internship, disaffiliated, etc.)

New candidates will also enter their personal information in their member record and candidate fees must be paid within a week of beginning the new member education process via GreekBill.

Each chapter is responsible for updating the status of their new members in the national database for those initiates completing the new member education process. New member badges will be sent prior to the ceremony provided the group provides sufficient notice to the national office. Member certificates “shingles” will be sent once initiation dates are confirmed and the chapter completes a shingle request form. Initiation fees are due prior to initiating any members.

Chapters may develop a payment plan with approval of the Executive Director if the chapter has a particular issue and each plan will be unique to that group. No chapter may carry a balance into a subsequent semester, without approval from the Grand Council’s Finance Committee. Failure to remain current on your payment plan may result in the chapter’s suspension.

**By signing below, you and your chapter have acknowledged that the roster is up to date and correct. Any additional changes after the posted due dates may incur financial penalties for the chapter.**

Colony/Chapter Name: \_\_\_\_\_

Printed Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Failure to report active membership and submit dues may have a negative impact on the fraternity as a whole so it is imperative that rosters and dues are addressed in a timely manner. Possible consequences that may ensue from the National office after discussion with the Grand Council will vary depending on the pattern of the chapter/colony and could include:

## **CONSEQUENCES:**

- A verbal reminder/warning will be recorded in the Grand Council meeting minutes and given to chapter leadership
- A chapter may be placed on probation and your university and alumni advisor(s) may be notified that the chapter is not meeting their obligations which may jeopardize recognition of the chapter
- New member education and initiation supplies may be delayed
- Chapters may not receive “Additional Named Insured” forms required by many of our campus partners until rosters are received or payments made
- There may be a call for a membership review and/or chapter review to reevaluate the status of the chapter/colony and its members.
- Chapters/colonies “deactivating” a member who is later named in a risk management exposure incident WILL NOT be covered by insurance.
- The chapter will be assigned a 5% fine on the total dues outstanding every two weeks up to a total fine of 20%, if your roster isn’t completed on time and / or payment isn’t made by the due date. This fine must be paid within 30 days or your chapter will incur further sanctions.

## **REWARDS:**

- If the chapter pays their bill in full any time at least a week before the due date (must be received by GreekBill) the chapter will receive a rebate of five percent (5%) of dues paid. Payment must be received at least one week prior to due date to qualify.
- Chapters that have paid their bill in full in advance of the due date for two consecutive years and have maintained good standing with the national office and their university shall be subject to a 10% rebate each semester their bill is paid in advance and paid in full.
- Chapters that pay dues on time or are continually in good standing will get a care package of Tau Epsilon Phi materials and resources when the Chapter Services Consultant visits.

## **Frequently asked Questions (FAQ's)**

- **How much are dues?**

National dues are currently \$250 per member per semester and pay for services that national provides which include our software platforms, GreekBill, marketing materials, employees' salaries and travel costs including annual chapter visits, insurance, new expansion initiatives, attendance at leadership retreats and / or conventions, membership fees to belong to national organizations which include the NIC and more.

- **Can I do a payment plan?**

Yes you can! Contact our Executive Director Tim Smith at [tsmith@tep.org](mailto:tsmith@tep.org) to discuss options.

- **How much are new member candidate fees?**

There is a one-time \$50 dollar Induction fee and a one-time \$200 dollar Initiation fee for a total \$250. The \$200 initiation fee is refundable to anyone who becomes a candidate but isn't initiated into the Brotherhood. The \$50 induction fee is NOT refundable.

- **How do I update my chapter roster?**

Contact your national representative who is either Nick Dondiego ([nick@tep.org](mailto:nick@tep.org)) for chapters or Jake Corter ([jake@tep.org](mailto:jake@tep.org)) for colonies. You can also contact our Vice Consul for Undergraduate Affiars, Matt Tursi at ([vcua@tep.org](mailto:vcua@tep.org)). They can provide your group assistance. They can also arrange for direct training for you or another officer if needed.

- **How do I pay my chapter account?**

You must be logged into your national GreekBill account. This is different from your individual member accounts and/or chapter accounts. Please contact Nick Dondiego or Jake Corter if you need further assistance in finding or paying your invoice.

- **I can't get into my chapter database or GreekBill account?**

Contact Nick Dondiego ([nick@tep.org](mailto:nick@tep.org)), Jake Corter ([jake@tep.org](mailto:jake@tep.org)), or Matt Tursi ([vcua@tep.org](mailto:vcua@tep.org)) for assistance.

Tau Epsilon Phi Fraternity, Inc.  
**Conflict of Interest Policy**

It is in the best interest of Tau Epsilon Phi Fraternity, Inc. to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of Tau Epsilon Phi Fraternity to identify situations that present potential conflicts of interest and to provide Tau Epsilon Phi Fraternity with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Tau Epsilon Phi Fraternity's operations.

1. **Conflict of Interest Defined.** In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:
  - a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Tau Epsilon Phi Fraternity for goods or services.
  - b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between Tau Epsilon Phi Fraternity and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
  - c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Tau Epsilon Phi Fraternity.
  - d. A situation in which there is a significant risk that a director, officer, employee or volunteer will represent or be in a position to advance differing interests; or a situation there is a significant risk that the director, officer, employee or volunteer's professional judgment on behalf of Tau Epsilon Phi Fraternity, Inc. will be adversely affected by the director, officer, employee or volunteer's own financial, business, property or other personal interests.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of Tau Epsilon Phi Fraternity. All such circumstances should be disclosed in writing to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of Tau Epsilon Phi Fraternity are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the



performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Tau Epsilon Phi Fraternity.

## **2. Definitions.**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Grand Council of Tau Epsilon Phi Fraternity, Inc. or a major donor to Tau Epsilon Phi Fraternity or anyone else who is in a position of control over Tau Epsilon Phi Fraternity who has a personal interest that is in conflict with the interests of Tau Epsilon Phi Fraternity, Inc.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Tau Epsilon Phi Fraternity, Inc. is not a Contract or Transaction.

## **3. Procedures.**

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- f. Interested Persons who are not members of the Grand Council of Tau Epsilon Phi Fraternity, Inc., or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Tau Epsilon Phi Fraternity, Inc.'s participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

- 4. **Confidentiality.** Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Tau Epsilon Phi Fraternity. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of Tau Epsilon Phi Fraternity for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
- 5. **Review of policy.**
  - a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
  - b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which he is involved that he believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, serving on the board or as an officer to an individual chapter or alumni association or ownership of a business that might provide goods or services to Tau Epsilon Phi Fraternity, Inc. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

- c. This policy shall be reviewed annually by each member of the Grand Council. Any changes to the policy shall be communicated to all staff and volunteers.
- d. This policy will continue in full force until any new language modifying or replacing this policy is approved by the Grand Council at which time all prior versions of this policy will become null and void.
- e. Execution of this Conflict of Interest Policy is a requirement for membership on the Grand Council as per New York NPC Law Article 7, Section 715-a. Failure to execute this document will be grounds for disciplinary actions, up to and including, removal from the Grand Council.
- f. The Grand Council adopted this policy on October 15, 2016 at a properly called meeting held at the Wyndham Hotel in Mt. Laurel, New Jersey. It was modified on November 4, 2017 at a properly called meeting held at the Hyatt Regency McCormick Place in Chicago, Illinois.

## Conflict of Interest Disclosure Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position (Grand Council member/employee/volunteer): \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Tau Epsilon Phi Fraternity, Inc. and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Tau Epsilon Phi Fraternity, Inc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Tau Epsilon Phi Fraternity, Inc.**

### **Amnesty Policy**

Tau Epsilon Phi (TEΦ) Fraternity's Amnesty Policy provides a chapter, colony, interest group, or alumni association ("local group") the opportunity to seek amnesty for engaging in activities that are in violation of Fraternity or University policy, including but not limited to hazing, alcohol, or financial impropriety. By coming forward and admitting to this activity prior to TEΦ discovering it independently, a local group may avoid disciplinary action by the Fraternity, or enlist the Fraternity's help in mitigating punishment from outside entities, such as the University or law enforcement. In response to the amnesty request, the Fraternity will require the local group to enter into a Diversion Agreement, which may include remedial actions, diversionary programs, or other requirements to correct past action and establish proper behavior into the future.

#### **When does it apply? When can a chapter be granted amnesty?**

Amnesty is granted when a local group admits to a violation prior to an allegation or report from an individual or outside entity. Admittance can occur upon notification to the Executive Director, International Consul, or another member of the staff of TEΦ.

The local group must cease and desist from the activities in question prior to report it to TEΦ and requesting amnesty.

#### **Who can grant amnesty?**

Amnesty may be granted by the Grand Council of TEΦ.

#### **What is required once amnesty is granted?**

Once the local group notifies the Fraternity; the International Consul, or his designee, will then meet with the local group to acquire more information about the incident(s) or activity(ies) in question, and report to the Grand Council who will determine (1) whether or not to grant amnesty; (2) to what degree others, including University officials, law enforcement, or others would need to be notified and/or engaged; and (3) what type and length of remedial programs or activities the local group would be subject to.

#### **What happens if amnesty is not granted?**

The Fraternity may choose not to grant amnesty given the circumstances presented during the investigation of the incident(s) or activity(ies). If amnesty is not granted, the Fraternity will take whatever action is deemed appropriate against the local group permitted under the Constitution, National Bylaws, or policies of the organization.

#### **What happens if the chapter, colony, interest group, or alumni association continues to engage in the activities in question after amnesty has been given?**

If the activity persists or recurs after amnesty has been given, the local group, and the individual undergraduate or alumni Brothers involved with the previous activity or incident that had been admitted to will also be considered in any discipline decision.

As a condition of being granted amnesty, the local group must fully comply with the amnesty requirements set forth by TEΦ in the time period allotted. Failure to do so may subject the local group to disciplinary action.

**Outside actions taken as a result of amnesty.**

Local groups must be aware that the Fraternity cannot avoid or eliminate potential liability for these incident(s) or activity(ies) as a result of amnesty. The point of this policy is to try and avoid harsher repercussions in the future. Any legal liability (criminal or civil), University disciplinary action, or consequences resulting from violations of the Fraternity's insurance policy may still attach to the activity. Amnesty only applies to the repercussions resulting from the Fraternity, and cannot stop other potential penalties. The Fraternity will, however, work with the local group to provide for the best legal representation or advocacy possible, should amnesty be sought.

**National Donation Program**  
for  
**Undergraduate Philanthropy Events**

The term chapter in this policy shall apply equally to both undergraduate chapters & colonies.

Tau Epsilon Phi National Fraternity will donate \$50 per chapter towards one philanthropy event per academic year of the chapters choice and will donate another \$50 per chapter towards a philanthropy event benefiting the national charity of Our Military Kids per year.

Criteria to receive donation:

- The chapter must have at least one member(s) participating in the event
- The chapter must have a go fund me or equivalent fundraising platform and actively marketing the event to raise money for the cause
- They must set a minimum goal for dollars raised
- They must have raised 70% of that goal before requesting the donation from National
- The Chancellor must contact national at least two weeks prior to the event deadline to start the donation process
- The chapter must demonstrate that the alumni of the chapter have been contacted to donate

## Tau Epsilon Phi Fraternity

### **Statement of Position on Abuse of Alcohol and Controlled Substances**

Tau Epsilon Phi Fraternity recognizes that the abuse of alcohol and controlled substances is widespread in our society. We further recognize that abuse of this sort is often exhibited by members of fraternal organizations. In many cases this abuse represents the health problem of addiction. Although the abuse and accompanying problems are not inherent to fraternal life but rather indicative of society at large, we at Tau Epsilon Phi believe it is our responsibility to address these issues. As brothers, we are dedicated to the good of the whole. As a fraternity, we are directed to aid our brotherhood in time of need. Be it resolved, then, that we follow these standards:

Tau Epsilon Phi Fraternity discourages the abusive or excessive use of alcohol and controlled substances.

All brothers of Tau Epsilon Phi must conform to the laws and regulations of their state, province, county, city and institution of higher learning as pertains to the use of alcohol or any other substance.

The chapters and colonies of Tau Epsilon Phi must educate their members about the symptoms, dangers and consequences associated with the abuse of alcohol or controlled substances.

If a brother of the Fraternity believes that a fellow member is abusing alcohol or controlled substances, he is strongly encouraged to confront that member concerning his problematic behavior. He is further encouraged to help that member pursue appropriate aid and counseling.

## Tau Epsilon Phi Fraternity

### Statement of Position on Dry Rush

- While the moderate and legal consumption of alcohol, in and of itself, does not constitute a problem, the illegal use and abuse of alcoholic beverages is widely recognized as a major problem in our society. As members of society, particularly the higher education community, college fraternities are highly concerned about alcohol abuse. The Tau Epsilon Phi Fraternity, therefore, encourages the development of education programs which stress the potential dangers of alcohol abuse and the advantages of responsible, legal use of alcoholic beverages.
- Since the period of member recruitment is the first substantive contact a prospective member has with fraternities, it is an important and appropriate point at which to begin to address fraternities' educational and brotherhood responsibilities among their members, as well as to speak to any adverse public opinion as to alcohol use and abuse among fraternities.
- Based upon the premise that the excess and/or illegal use of alcohol to attract young men to fraternity membership is counterproductive to introducing and developing true brotherhood, the Tau Epsilon Phi Fraternity believes that DRY RUSH:
  - Will attract a greater number of high quality rushees, and improve the retention ratio of new members;
  - Will enhance the fraternity movement on the campus and in the community;
  - Will enhance parental support of fraternity membership;
  - Will foster creative competition among fraternity chapters;
  - Will develop more fully the recruitment and interpersonal skills of fraternity members;
  - Will diminish the risk of personal legal liability, property damage and violation of liquor laws;
  - Will save substantial sums of money.
- Tau Epsilon Phi Fraternity therefore states its support of Dry Rush for all college and university fraternity systems, and encourages Interfraternity councils to move immediately toward the complete elimination of alcohol in recruitment programs.



## Tau Epsilon Phi Fraternity

### **Statement of Position on the Fundamentals of Rushing**

On the basis of experience, and collected data, Tau Epsilon Phi Fraternity believes that those systems of rushing are most productive and beneficial which

- Exclude the use of alcohol;
- Are “open” without restrictive regulations;
- Are individual and personal in approach;
- Are open to all, without registration or charges;
- Minimize Interfraternity and chapter expenses;
- Emphasize useful information;
- Start at the earliest time and continue throughout the calendar year;
- Encourage participation of upperclass, transfer and graduate men.

Tau Epsilon Phi Fraternity will be pleased to provide advisory services to any chapter or colony which wishes to evaluate its current rushing programs.

## Tau Epsilon Phi Fraternity

### **Statement of Position on Discrimination**

Tau Epsilon Phi has long held the belief that the benefits of fraternal life and membership in Tau Epsilon Phi Fraternity should be available to college men of all varieties and backgrounds. We have further held the belief that a diversity of membership will ultimately make for a stronger brotherhood. Although prejudices and discrimination remain widespread in our society, we must hold our organization and brotherhood to a higher standard. Tau Epsilon Phi Fraternity therefore affirms the following:

The brothers of Tau Epsilon Phi shall not discriminate by race, religion, creed, color, sexual orientation, national origin or male gender identity based on a consistent and uniform assertion and sincerely held core identity, when choosing new members to become candidates of the Fraternity.

By no action or statement shall the brothers of Tau Epsilon Phi support discrimination of this sort.

## Tau Epsilon Phi Fraternity

### **Statement of Position on Rush and Candidate Education Activities**

Since the general public often has a negative view of fraternal life, and since Rush and Candidate Education activities represent among the most visible and important functions of any Fraternity, these activities often become the focus of negative attention. It is accepted that a better general perception of fraternity life will have positive benefits for Greek membership and operations. Tau Epsilon Phi Fraternity therefore holds these activities must be conducted in such a manner to preserve the good name of Tau Epsilon Phi and Greek life in general. Toward that goal we set forth the following standards:

No activities should at any time present a danger to the life and limb of any of the participants.

All activities and any advertisement thereof must be conducted within the boundaries of good taste. Obscene or unreasonably offensive acts or materials are prohibited.

The use of sexually explicit acts or materials is prohibited.

At all times, the actions and speech of the brotherhood must reflect well on the name of Tau Epsilon Phi Fraternity.

## Tau Epsilon Phi Fraternity

### Statement of Position on Sexual Conduct

The Founders of this Fraternity choose Chivalry as one of the ideals upon which to build Tau Epsilon Phi. In the decades since our founding, relationships and standards of conduct between the genders have undergone considerable change. The issues of sexual assault and sexual harassment are as much a concern in Greek life as they are in society at large. We at Tau Epsilon Phi believe that the pursuit of Chivalry requires the treatment of all individuals, especially those of the female gender, with respect and consideration. As such, Tau Epsilon Phi Fraternity sets the following standards of conduct:

The brothers of Tau Epsilon Phi shall ***never*** initiate sexual contact with a partner through the use of force or other means of coercion. The brothers of Tau Epsilon Phi shall never initiate sexual contact with a partner whose judgment is in any way impaired.

The brothers of Tau Epsilon Phi shall never harass another individual, in a sexual manner or otherwise, through words or actions.

The chapters and colonies of Tau Epsilon Phi are responsible for educating their members in such a manner that misconduct of this sort is never tolerated.

At all times the brothers of Tau Epsilon Phi shall conduct themselves as gentlemen.

## Tau Epsilon Phi Fraternity

### **Statement of Position on Little Sisters and Female Membership**

It is the basis of Tau Epsilon Phi Fraternity to provide a forum and a meeting place for men to share aspirations, ideals and accomplishments. We believe there are benefits for the Fraternity and society at large in the exclusive fellowship of men. We further believe that the interests of those women pursuing Greek Life are best served by those sororities and woman's fraternities which already exist. Furthermore, the Fraternity has already prohibited any actions that organizes, fosters, or encourages the existence of any undergraduate auxiliary group and especially those known as "Little Sisters." As such, the Fraternity sets forth the following guidelines prohibiting female affiliation with Tau Epsilon Phi Fraternity:

The extension to any woman of candidate, associate, or brotherhood status in Tau Epsilon Phi is expressly prohibited.

No chapter or colony of Tau Epsilon Phi shall allow the organization of any Little Sisters' organization or female auxiliary.

No woman designated as a Sweetheart of Tau Epsilon Phi shall pay dues to the Fraternity or support the Fraternity in any organized manner except that of her individual choosing.

## Tau Epsilon Phi Fraternity

### **Statement of Position on Relationship with Host Institutions**

Tau Epsilon Phi Fraternity shares a goal with the colleges and universities which host our chapters and colonies. We both wish to assist our members in achieving excellence and accomplishment in a variety of fields including academic achievement, betterment of self, growth as a leader, and service to the community. Tau Epsilon Phi recognizes that these ends are best reached with the fraternity works in concert with the Host Institution. We also recognize that officials of those institutions often have more regular personal interaction with undergraduate officers than fraternity staff or volunteers. We must therefore make every reasonable effort to maintain good relations with those host institutions. Tau Epsilon Phi Fraternity sets the following guidelines for maintaining those relations:

Chapters and colonies on those campuses where the host institution has recognition policies or standards must conform to those standards and policies.

Chapter consultants and staff who make chapter visits shall meet with the appropriate representatives of the Host Institutions when at all possible.

In those situations where a chapter or colony might be subject to disciplinary action from the national fraternity or host institution, the national staff shall work with the appropriate institution officials in the investigatory process and determining any sanctions where necessary.

Tau Epsilon Phi Fraternity shall keep the host institution informed of any major changes with the chapter or colony on their campus as well as major changes of policy within the national fraternity which might affect the host institution.

## Tau Epsilon Phi Fraternity

### Statement of Position on Fraternal Values and Ethics

Tau Epsilon Phi Fraternity recognizes that the ideals laid forth by our Founders, demands a foundation of basic values and ethics from our brotherhood. We further recognize that these values and ethics are common to the fraternal experience. We acknowledge that the basic expectations put forth by the North American Interfraternity Conference (NIC) are an excellent statement of those values which has been accepted by the Greek community. Tau Epsilon Phi therefore resolves that the following shall be basic expectations for our undergraduate membership:

#### I

I will know and understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.

#### II

I will strive for academic achievement and practice academic integrity.

#### III

I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically, or sexually abuse or haze any human being.

#### IV

I will protect the health and safety of all human beings.

#### V

I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.

#### VI

I will meet my financial obligations in a timely manner.

#### VII

I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

#### VIII

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 chapter property is properly cleaned and maintained.

#### IX

I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

## Tau Epsilon Phi Fraternity

### Statement of Position on Expansion

Tau Epsilon Phi Fraternity has committed itself to the establishment of strong chapters and a growing undergraduate membership dedicated to the ideals of the Fraternity. Just as rush is the lifeblood of the Fraternity for our undergraduate chapters, so too is the colonization and establishment of new chapters vital to the National Fraternity. In bringing the ideals and standards of Tau Epsilon Phi to a variety of new campuses nationwide, we can more easily fulfill our mission. We recognize that we must pursue the goal of expansion in an orderly and premeditated fashion so that we might have the greatest long-term success in both establishing and retaining new chapters. As such, Tau Epsilon Phi Fraternity sets the following guidelines for Expansion:

Where possible, Tau Epsilon Phi shall attempt to reactivate those chapters on campuses where the Fraternity has been successful in the past, especially those inactive chapters which have a strong and active alumni base.

Tau Epsilon Phi shall pursue colonization in geographical regions where the Fraternity already has a strong undergraduate or alumni presence. In this way, we can provide better support for our expansion groups.

Tau Epsilon Phi shall pursue colonization at those colleges and universities which already possess a strong Greek system.

Tau Epsilon Phi shall respond to all requests from school administrations or student groups to pursue expansion. Tau Epsilon Phi shall pursue colonization with those groups and campuses which are deemed to be viable for long term success for a chapter of Tau Epsilon Phi.

Tau Epsilon Phi shall not pursue expansion on any campus which cannot reasonably be serviced and assisted by Fraternity staff or alumni volunteers.

Tau Epsilon Phi shall make every reasonable effort to establish and maintain good relations with the host institution of any campus on which we wish to pursue expansion.



## Tau Epsilon Phi Fraternity

### **Statement of Position on Human Dignity**

Tau Epsilon Phi Fraternity recognizes that the concept of the social community of man is basic to the mission of our fraternity and that it is our ambition to teach our members to better themselves. We know that all forms of bigotry and chauvinism are antithetical to our mission in that they deny the community of man and prevent personal growth. Any act, attitude, or communication by a member or members of Tau Epsilon Phi meant to demean other human beings on irrational grounds is instead demeaning to our Fraternity. Therefore, Tau Epsilon Phi Fraternity resolves the following:

Tau Epsilon Phi Fraternity firmly opposes all physical, verbal, psychological, or sexual abuse of other human beings on such irrational basis as ethnic background, race, religion, membership status, national origin, gender, sexual orientation, or state of health.

This conviction and commitment to human dignity should be made apparent in all words and actions of all members, chapters, and colonies of Tau Epsilon Phi.

## Tau Epsilon Phi Fraternity

### **Statement of Position on Transgender Members**

The Portals of Tau Epsilon Phi Fraternity are open to all who identify as male, who are of good moral character, and conform to the ideals of the fraternity. Members who have been initiated that may no longer identify as male are welcome to retain their membership should they so choose.

In recognition that transgender awareness is an evolving process, Tau Epsilon Phi Fraternity will make every opportunity to connect chapters, colonies, alumni, and interest groups with resources to educate members on the best practices to welcome and support our transgender candidates and members.

## Tau Epsilon Phi Fraternity

### Statement of Position on Mental Health

Tau Epsilon Phi Fraternity, Inc. understands that mental health issues are common among the population and especially common within college and university settings. Research has shown that college men are often the least likely to seek help for general mental health or psychiatric illness. Mental health issues are consistently associated with lower GPA, higher rates of dropout, lower quality of life, and suicidal thoughts and attempts.

Tau Epsilon Phi strives to promote a strong and healthy brotherhood within and across chapters. For this reason, we have adopted the following positions regarding mental health:

- That chapter brothers are a formidable first line of defense to minimize the impact of mental health disorders. When possible, brothers are best advised to regularly discuss mental health and well-being using active listening skills like open-ended questioning, honesty, open body language, and summarizing for understanding. While these skills are not a complete substitute for professional counseling, they serve as tools to promote unity and compassion.
- That chapters promote well-being for each of its members across all domains: physical, emotional, social, spiritual, environmental, and mental health. These factors interact with each other and general well-being is positively correlated with mental health. Chapters might host wellness days, participate in intramural sporting events, scheduled chapter dinners, engage community support events, and more.
- That all members of Tau Epsilon Phi work to reduce the stigma of mental health treatment within the organization, on campus, and in the community. One in every four individuals struggle with a diagnosable mental health complication and pro-treatment attitudes lead to healthier brothers, students, and communities.
- That individuals who struggle with mental health issues seek treatment. Across the nation, thousands of campus counseling centers offer individual and group therapy services designed to target concerns especially common to college men: depression, anxiety, substance abuse, eating disorders, PTSD, sexual health issues, and other adjustment disorders. Additionally, there are various hotlines designed to assist individuals who are in crisis scenarios, warranting immediate attention.

Please visit the National website at [www.tep.org/health](http://www.tep.org/health) for links to outside assistance.

## Tau Epsilon Phi Fraternity

### Statement of Position on Diversity, Equity, and Inclusion

Friendship, Chivalry and Service are the core values of Tau Epsilon Phi. We were founded upon the belief that fraternal membership should be available to all. As we continually strive toward these ideals, we also acknowledge that there have been moments in our history where we have could have been more inclusive, rather than exclusive. As time progresses, our diverse make-up of membership increases, and so must our dedication to fairness and mutual respect.

We acknowledge that it is not enough to speak about inclusivity; we must continue to take active steps to foster it. TEΦ embraces our differences of race, religion, ability, ethnicity, and sexual orientation. The Fraternity does not condone any prejudices, harassment, destruction, or personal degradation against anyone based on differing backgrounds. This can include (but is not limited to) verbal harassment, physical aggression, sexual harassment, discrimination, and intolerance.

In addition to stating our position on diversity, equity, and inclusion, we have:

- Established a standing Diversity, Equity, and Inclusion (DEI) Committee
- Committed to working alongside the North American Interfraternity Conference (NIC) and its member organizations to coordinate and roll out educational resources to our members
- Established a portal at [www.tep.org/deicomplaint](http://www.tep.org/deicomplaint) that allows anyone to report bias-related allegations or incidents having to do with our membership
- Established a review process for taking corrective action where appropriate

We welcome your feedback. If you would like to share any ideas on how we might improve in this area, please feel free to email us at [dei@tep.org](mailto:dei@tep.org).

## National Programs

### National Leadership Retreat / Academy

The National Fraternity hosts a leadership retreat for a weekend of fun, learning, and fraternalism. The retreat is hosted biennially during the off years of Grand Chapter. We invite two leaders from each interest group, colony, and chapter to participate. Other members are also allowed and encouraged to participate. A range of important leadership seminars, topics, and issues are presented during the weekend. These include but are not limited to: rush & recruitment, risk management, chapter finances, National expectations, alumni relations, and the TEP Foundation.

### Grand Chapter - Meeting of the Delegates

The Grand Chapter is a representative body composed of delegates from each active chapter in good standing and delegates from each recognized alumni association. The Grand Chapter convenes biennially. Each Grand Chapter elects its own officers. The head of the Grand Chapter is the Grand Chancellor, whom is assisted by the Grand Vice-Chancellor, the Grand Scribe, the Grand Warden, and the Grand Chaplain. Its officers serve only during the meeting of the Grand Chapter. The officers of the Grand Chapter function in exactly the same fashion as the officers of any local undergraduate chapter during the period of the Grand Chapter meeting, which is more commonly known as the Convention. The supreme legislative powers of the fraternity are vested in the Grand Chapter. It provides for and defines by statute the duties of the chapters and officers and disbursement of all revenues of the fraternity. It enacts all laws, rules, and regulations necessary to promote the welfare of the fraternity, its chapters, officers, and members. The Grand Chapter elects the members of the Grand Council and fills other vacancies. The Grand Council officers and board members are elected by the Grand Chapter and serve until their successors are chosen.

## National Awards

*The awards of Tau Epsilon Phi are divided into two categories: those for individual brothers and those for the chapters. Individual and chapter awards are awarded biannually at the International Conventions.*

### **Sidney S. Suntag — TEP Man of the Year**

The most prestigious individual award is the Sidney S. Suntag - TEP Man of the Year, which is awarded to an alumnus each Convention year who has distinguished himself in his chosen field of endeavor and/or has performed Service to this community that is memorable. Fraternity service is not an element in this selection, although it may influence the decision of the Honors and Awards Committee.

### **Michael C.C. Lilienfeld — Distinguished Alumnus Award**

The most sought-after fraternity service award is the Michael C. C. Lilienfeld - Distinguished Alumnus Award. This distinction is based strictly on extraordinary service to the fraternity or its chapters over a meaningful period of time. It is in the form of a handsome plaque and is presented to a Laureate every two years at the Honors and Awards Banquet of the International Conventions.

### **Alfred C. Versacci — Bridge Builder Award**

The Grand Council created the Alfred C. Versacci - Bridge Builder Award, in 1991 to honor former Fraternity Consul and TEP Foundation President, Alfred C. Versacci. This award as modified by the Grand Council in 2020 is presented on convention years to an alumnus for recognition as the top undergraduate chapter advisor.

### **The Leo M. Gordon Exceptional Greek Professional Award**

The Grand Council created the Leo M. Gordon Exceptional Greek Professional Award in 2020 to honor former Fraternity Consul, Leo M. Gordon. This award recognizes a student affairs professional annually for their exceptional service to the Greek Community.

### **Meritorious Service Award**

An award that is based on fraternity service, which may be given to an alumnus. It comes in the form of a key with the Greek letters TEPHI cut out in gold on top of each other. It may be awarded by the Grand Council or by the individual chapters to brothers who have performed meritorious service. It may be awarded at any time.



**Meritorious Service  
Award Key**

### **Chancellor's Keys**

Chancellor's Keys are awarded to leaders of chapters who have performed with a dedication and devotion during their terms of office. The presentation of the Key, which is a rectangular gold panel with the Crest of the Fraternity embossed, is then presented to the recipient in connection with an appropriate chapter occasion.



**Chancellor's Key**

### **TEP Bridgebuilder Founder Pins**

Established by the Grand Council in 2020, the TEP Bridgebuilder Founder Pin is presented to undergraduate (re)Founding Fathers at the time of initiation in the Brotherhood and is presented in addition to the Official Jeweled Badge to recognize their efforts on starting something new and bringing TEP to their campus.

### **Consul Recognition Pins**

Established by the Grand Council in 2020, the Consul Recognition Pin is presented by the International Consul as a commendation for an undergraduate or alumnus member who perform outstanding service to the Fraternity

## **Chapter and Alumni Association Awards**

### **John Kleinberger Scholarship Award**

The John Kleinberger Scholarship Award is presented annually to the outstanding chapter scholastically in Tau Epsilon Phi. Mrs. John Kleinberger and their two sons, Alfred, Delta 58 and Irving, Gamma 206, in John Kleinberger's memory, established the award in 1930. It is intended to serve as an incentive to members to take the fullest advantage of the educational benefits he was unable to secure. It is awarded on the basis of the comparative ratings of the North American Interfraternity Conference Scholarship Committee. These ratings place the chapters on an equal footing, as the scholastic standing of all universities is equalized by the committee's report.

### **The David C. Steinberg Most Scholastically Improved Chapter Award**

The David C. Steinberg Most Scholastically Improved Chapter Award established by the Grand Council in 2020 is presented annually to the chapter who has improved the most scholastically between the two proceeding semesters.

### **Charles M. Driesen Outstanding Chapter Award**

The Charles M. Driesen Outstanding Chapter Award established and awarded by the Grand Chapter in 1932, is in memory of one of the founders, Charles M. Driesen, who had passed away during the previous year and updated in 2020. This award is based on nine fields of endeavor: national fraternity relations, candidate education, continued member education, community service and philanthropy, rush & recruitment, alumni relations, financial management, chapter management, and campus activities and leadership. Through an accurate accreditation system of grading, and through reports of the Executive Director and Field Staff the most efficient chapter is chosen.

### **The Louis S. Lebenthal Most Improved Chapter Award**

The Board of Trustees Trophy for Chapter Improvement was set-up in 1933 by the Board of Trustees. In 1952, in memory of Past Consul Louis S. Lebenthal who had just passed away, the award was renamed "The Louis S. Lebenthal Memorial Trophy." In 2020, the award was renamed the "The Louis S. Lebenthal Most Improved Chapter Award." It is awarded annually to the chapter showing the most improvement in the same nine fields of endeavor as used to choose the winner of the Driesen Award. Each chapter is graded annually on these nine fields, and the chapter showing the greatest improvement is given the award. The Grand Council makes the award decision.



**Louis Fein Community Service Award**

The Louis Fein Grand Chaplain Trophy established in 1948 and updated in 2020 to now be named “The Louis Fein Community Service Award,” is presented annually to the undergraduate Chapter or Colony that for the previous year exhibited the most outstanding efforts toward community service and/ or philanthropic endeavors.

**The Samuel J. Lefrak Campus Achievement Award for Extra-Curricular Participation**

The Samuel J. Lefrak Campus Achievement Award for Extra-Curricular participation established in 1954 and updated in 2020, is given to the Chapter that performed the best in extra-curricular activities and / or athletics on their campus.

**The Gerald A. Denmark Colony of the Year Award**

The Gerald A. Denmark Colony of the Year Award was established by the Grand Council in 2020 in honor of past Fraternity Consul, Gerald A. Denmark and is presented to the most over-all outstanding colony based upon the highest TEP accreditation score as used in the Charles M. Driesen Outstanding Chapter Award.

**The Stuart L. Blumberg Outstanding Alumni Association Award**

The Stuart L. Blumberg Outstanding Alumni Association Award was established by the Grand Council in 2020 in honor of past Fraternity Consul, Stuart L. Blumberg and is given to Alumni Association with excellence in programming, communication, and meeting the needs of its members.

**The Albert “Bud” Schiff Outstanding Rush Awards**

The Albert “Bud” Schiff Outstanding Rush Award was established by the Grand Council in 2020 in honor of past Fraternity Consul Albert “Bud” Schiff and is presented to undergraduate chapters and/or colonies for outstanding recruitment efforts resulting in meaningful chapter or colony growth. This award may be given out to more than one chapter a semester.

**The Tau Epsilon Phi Award for Excellence in Community Service**

The Tau Epsilon Phi Award for Excellence in Community Service was established by the Grand Council in 2020 and recognizes during a convention year, an undergraduate or alumnus member who has made outstanding efforts towards community service and/or philanthropic endeavors.



# THE MEMBERS

# Tau Epsilon Phi

## Basic Member Expectations

### OVERVIEW

In an effort to lessen the disparity between fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following Basic Expectations of fraternity membership have been established:

#### I

I will know and understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.

#### II

I will strive for academic achievement and practice academic integrity.

#### III

I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically, or sexually abuse or haze any human being.



#### IV

I will protect the health and safety of all human beings.

#### V

I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.

#### VI

I will meet my financial obligations in a timely manner.

#### VII

I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.

#### VIII

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 chapter property is properly cleaned and maintained.

#### IX

I will challenge all my fraternity members to abide by these expectations and will confront those who violate them.

# Risk Management Policy

For the purposes of this policy, the term chapter shall also apply to all colonies of Tau Epsilon Phi.

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## ALCOHOL AND DRUGS

In any activity or event sponsored or endorsed by a chapter of Tau Epsilon Phi, including those that occur on or off chapter premises:

1. The chapter, members, and guests must comply with all federal, state, and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. Chapters, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the chapter.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.

*The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter premises or at any event, except when served by a licensed and insured third-party vendor.*

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds in any manner whether direct or through digital apps, etc.).
6. A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter premises or host venue.
9. Any event or activity related to the new member education process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into Tau Epsilon Phi, including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities, and any ritual or ceremony.
10. Chapters, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

## **HAZING**

Tau Epsilon Phi and its members must comply with all federal, state, provincial, and local laws regarding hazing.

The term “hazing” means any intentional, knowingly, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- a. Be coerced to violate federal, state, provincial, local law, or Tau Epsilon Phi policy.
- b. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- c. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- d. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- e. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

## **SEXUAL CONDUCT**

Tau Epsilon Phi and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

Stripping, exotic performances and similar acts shall be prohibited at all Fraternity events or activities.

## **ASSAULT & BATTERY**

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

## **FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES**

Tau Epsilon Phi and its members must comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

Firearms or explosive or incendiary devices are prohibited from the chapter facility and at all fraternity activities or events.

## **RETALIATION**

Tau Epsilon Phi prohibits retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of our Risk Management Policy.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter

one from taking such action.

## **POLICY DISTRIBUTION**

Tau Epsilon Phi shall distribute its Risk Management Policy on an annual basis. A copy of the Risk Management Policy is available on our website at [www.tep.org/risk](http://www.tep.org/risk).

## **Insurance & Risk Management F.A.Q.**

### **What type of insurance do we have?**

The Fraternity purchases liability insurance which protects the national organization, its chapters and advisors against claims from legal liability. In the event of a lawsuit, the insurance company pays all necessary legal fees and may settle claims against insured policy holders. Our current policy is administered through Holmes Murphy.



### **Why do we need insurance?**

Most college and universities require insurance in order to be active on campus. Additionally, your coverage under our umbrella policy protects colony or chapter members in the event of an accident and subsequent lawsuit or claim.

### **Does insurance protect me from legal prosecution?**

No! Insurance does not impact any pending charges, trials, or conventions related to your crime. Insurance only protects members financially (not criminally) in the event of a lawsuit and/or claim.

### **Who is covered under the insurance policy?**

The insurance coverage will only pay claims for chapter and colony members who are in good standing. Be sure to have all active members accounted for on your rosters to ensure there is not a gap in individual coverage.

### **Who is not covered under the insurance policy?**

Any non-active or alumni members who are performing an action outside the scope of their official duty. I.E. (Chapter Advisor consuming alcohol with underage chapter brothers)

### **What is a certificate of insurance?**

A Certificate of Insurance is a form that verifies that you have insurance, states the coverage limits, and indentures who is covered under the policy. Chapters seeking a copy of the certificate of insurance should forward their requests to the Executive Director.

### **Where can I find more information about Insurance?**

All inquiries about insurance can be made to the Executive Director.

# Crisis Management Procedures

AN OUTLINE OF PROPER PROTOCOL IN THE EVENT OF AN ACCIDENT

*ALL GUIDELINES FOR REPORTING ACCIDENTS AND POTENTIAL INSURANCE CLAIMS SHOULD BE IMPLEMENTED WITHIN THE FRATERNITY'S CRISIS MANAGEMENT PLAN*

## **1. Notify the Authorities**

In the event of the accident, it is crucial to immediately call *911*. Do not wait for any situation to either escalate or deescalate.

## **2. Close the Chapter House or Area**

In the event of an accident, it is critical to secure the area around the incident. You must close the chapter house and ensure that all non-members are safely escorted out.

## **3. Notify the Following (in order)**

1. Chapter Chancellor
2. Chapter Alumni Advisor
3. Executive Director (or Consul)
4. University Greek Advisor
5. Housing Corporation President (if applicable)

## **4. Assemble Brothers for Meeting**

Call an emergency meeting to discuss the situation. The entire Chapter needs to be made aware of what has happened.

## **5. Refer all Media requests to the National Fraternity**

**DO NOT SPEAK WITH THE MEDIA**

## **6. Investigate**

The Chapter is encouraged to investigate what led to the current situation. Tau Epsilon Phi Fraternity reserves the right to investigate all allegation(s) and/or incident(s) — This may be in addition to any state, local, federal and/or university investigation(s).

## **Chapter Management**

### **THE CONDUCT OF CHAPTER BUSINESS**

The following is a model form for the typical conduct of any Tau Epsilon Phi meeting. The order is subject to change on ruling by the presiding officer or by a majority vote of the chapter.

1. Chancellor calls meeting to order. (I hereby call this [number] Meeting of the \_\_\_\_\_ chapter/colony of Tau Epsilon Phi Fraternity to order.)
2. Chaplain's prayer. (Short impromptu prayer, a bit of bible reading, or a reading from the Ceremony — optional.)
3. Reading and approval of minutes of previous meeting.
4. Report of Chancellor. (Reading of announcements of other chapter meetings, affairs, and socials, welcoming of guests, a short pep talk to the chapter, Fraternity correspondence, etc.)
5. Committee reports.
6. Old business. (Discussion of committee reports; motions on the books tabled to that meeting, and regular old business.)
7. New business.
8. Adjournment.
9. Good and welfare. (Discussion informally conducted by presiding officer, and is not entered in the minutes of the chapter.)



# Parliamentary Procedure

Parliamentary procedure is the method of conducting a business meeting in an orderly, fair, and democratic manner. It is democratic in that it provides for the rule of the majority at the same time that it protects the rights of the minority; it is orderly in that it provides for group discussion and consideration of but one thing at a time, disposing of each item of business before taking up another. In Parliamentary questions, Robert's Rules of Order Newly Revised (The latest official edition) shall be the final authority. It is best to consult an unabridged version of this manual to learn more about parliamentary procedure.

## **RULES OF ORDER FOR PARLIAMENTARY PROCEDURE:**

1. Addressing the Chair - Having been formally and officially recognized by the chair, any Brother, before he may address the Chapter or Fraternity group assembled, must address the person in the chair and the group in general. Example: "Brother Chancellor and Brothers."
2. Adjournment - (a) The Chancellor can adjourn a meeting at his discretion if it is disorderly. There is no need for a second vote. (b) Motion for adjournment of a meeting can be made at any time during the meeting. A second is necessary, the motion is undebatable, and a majority vote passes or defeats the motion.
3. Undecided Vote - Brothers not voting shall not be counted. A Motion requiring 2/3 or 3/4 to pass must receive said percentage of all present members with voting privileges to pass.
4. Re-vote - Any Brother whether he was on the winning side of a motion or not, can call a re-vote. The first vote is discounted and a new vote is taken. There may be no discussion on a re-vote.
5. Reconsideration - To reconsider, and discuss, a motion passed or defeated, only a Brother on the winning side can make the request.
6. Recount of Vote - Such a request can be made of the chair by any Brother. All Brothers must vote as they did the first time. There can be "no change of mind" in a recount
7. Roll Call Vote or Closed Vote - Such a request can be made of the chair by any Brother. Chancellor may grant or refuse request as he sees fit. To change his ruling a Brother must "Challenge" the chair (see Rule 10). Majority vote of Chapter decides outcome.

8. Chancellor's Privilege as to Vote - (a) The Chancellor is not permitted to vote except where his vote will change the result. Thus, he may vote to make or break a tie, to make or break 2/3 majority, or to make or break a plurality, (b) The Chancellor may vote, but still must not be partial, when there is a dosed ballot or when there is a roll call vote. (c) Since the Chancellor cannot vote other than by the exception noted in parts (a) and (b) above, he must be impartial on every question. He can answer questions and can interpret the consequences of the motion pro and con, but should he wish to sway opinion of the Chapter one way or another he must do so while not sitting in the chair. If he feels it is his duty to discuss a particular motion, he must call on the next highest officer to take the chair, and take his seat with the Brothers. He must wait, too, to be called on by the presiding officer now seated in the chair. Once having left the chair to speak on a motion, the presiding officer must not resume his seat until the motion has been voted upon and has been either defeated or passed.
9. Ejection from a Meeting - (a) The presiding officer may eject any Brother from a meeting if that Brother is disturbing the proceedings of the meeting or shows a disrespectful interest in the proceedings, (b) After action by the presiding officer the Chapter, on two-thirds (2/3) vote, may disregard the ruling and allow the Brother to remain in attendance, (c) The Chapter, on two-thirds (2/3) vote, may eject a Brother before any action is taken by the presiding officer.
10. Challenge - The opinion of the presiding officer is never infallible. It may and can be wrong. Should he make a parliamentary ruling, which any Brother feels is wrong or out of order he may challenge or "appeal" the ruling. He is in order at any time. Nothing - even points of information - can interrupt proceedings of a challenge. While debating a challenge the Chancellor need not leave the chair. The debate is limited to the disputants, each being allowed to speak only once (Brother making challenge speaks first). Majority vote of Chapter decides outcome of challenged ruling.
11. Point of Order - This is a notice by a Brother to the Chancellor that, in the opinion of that Brother, a rule of parliamentary procedure has been violated, or a ruling by the chair was out of order, or the discussion being presented does not concern the motion of the floor. The Chair must recognize a point of order immediately, even while another Brother may be speaking. It must be made as soon as the supposed breach occurs; otherwise, it cannot be considered at all. Business already transacted or discussed cannot be withdrawn or removed from the records. If the presiding officer believes that the point is well taken, he corrects his mistake; if not, he refuses to recognize the point of order and the meeting continues. However, the Brother denied action on the part of the presiding officer, can attempt to get it by challenging the chair and appealing to the Chapter to uphold his point of order (See Rule 10).

12. Point of Information - Is a request from a Brother to the Chancellor for information on parliamentary procedure or on a particular fact relating to the discussion on the floor. The point of information should concern the business being discussed at the moment. The question can be directed to another Brother with the permission of the presiding officer. The question can only ask for facts, not opinion. The Chancellor cannot and must not answer any question, which openly asks his opinion or his judgment.
  13. Withdrawal of a Motion - A motion made and seconded can be withdrawn only if the maker, the second and the Chancellor voice favorably. However, should either the maker or second withdraw his name, the Chancellor shall ask for a new maker or a new second (as the case implies). If there is no response the Chancellor can withdraw the motion if he desires.
- NOTE: In NO case, however, shall a motion be withdrawn if at least two speakers have discussed it on the chapter floor.
14. Proxy vote (transferring your voting privilege to another person in case of absence) is NOT recognized at any time.
  15. Limited Debate - The Chancellor can limit debate on any motion after three Brothers have discussed the motion. He can limit debate to number of speakers or to the time each speaker may discuss the motion. His ruling is subject to challenge (see Rule 10).
  16. Elections - During elections it is customary for the highest fraternity officer present, to preside. Motions to open and close nominations are discussed. The only motions in order during Elections are Adjournment, Points of information, Points of order, and Appeals to the Chair. Points of information and order are never made on misstatements of a speaker; they are made only concerning the procedure of the meeting. If the Chancellor is a member of the body electing, he is entitled to vote. The chancellor shall appoint two individuals to distribute, collect, and count the ballots. He shall also appoint a Judge of Elections who shall present all electoral questions, which may arise, to the Presiding Officer.

## Chapter Structure

Each chapter has its own set of bylaws, copied closely from a model set of bylaws provided by the National Headquarters, and containing many edicts that are national rulings. Each chapter has other officers who most effectively fit into their scheme of things, but does not have the power to remove or rename the aforementioned officers. For instance, many chapters have created a Webmaster to coordinate social media and other electronic mediums for the chapter.

**Chancellor**

|

**Vice-Chancellor**

|

**Bursar**

|

**Scribe**

|

**Historian**

|

**Chaplain**

|

**Warden**

|

**Alumni Scribe**

|

**“Other” Officers**



“Ode to the Candidate”

## **Chapter Officer Duties**

Tau Epsilon Phi requires our colonies and chapters to adopt a series of executive positions. These crucial positions must be filled in order to ensure cohesive group success. Additional executive board or committee chair positions may be added as needed. For example, some colonies or chapters include a webmaster or an intramural chairman.

The duties of each officer can be found in the National Bylaws under Article II – Undergraduate Membership, section 2.03 – Officers.

Tau Epsilon Phi also has an officer transition manual which can be obtained by contacting any employee of Tau Epsilon Phi.

# National Accreditation System

## Modified & Adopted (2021)

The National Accreditation System was developed and approved in 2017. It has since been modified and the latest version was updated in 2021. The purpose of this new system is for chapters to have an interactive gauge of success. There are 10 areas of criteria: National & Public Relations, Candidate Education, Continued Member Education, Community Service & Philanthropy, Rush & Recruitment, Alumni Relations, Financial Management, Chapter Management, Campus Actives / Leadership & Bonus items. Each section gets added together for a total score. That score relates directly to a letter grade earned for that evaluated period. Failure to achieve a grade of “C” or above could result in a Chapter Review; Below are a sample of the Grading System & National Accreditation System.

### Grading System

(297 or more Points)	Exceeds Expectations	A
(264 to 296 Points)	Meets Expectations	B
(231 to 263 Points)	Does not meet Expectations	C
(198 to 230 Points)	National Assistance Required	D
(197 Points and Below)	Chapter Probation/Suspension Considered	F

# Chapter/Colony Roster & Billing

## OVERVIEW

In order to ensure continuity between Tau Epsilon Phi National and our local chapters, we require a roster to be submitted via GreekTrack each semester. This roster includes important membership information, including: Brother Names, Contact information, Year, Initiation Date. The rosters are expected to be submitted on-time, in-full, and in the correct format. In 2021, Tau Epsilon Phi partnered with GreekTrack for all of your billing and roster needs. See below for an overview of both services.

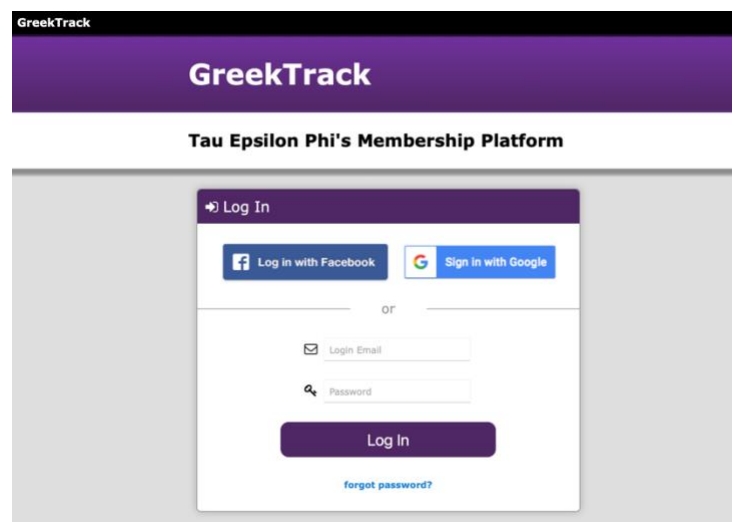
## FAQ:

Why are Chapter/Colony Rosters Important?

1. Insurance (misinformation or missing information could affect a claim)
2. Logistical (We can't communicate with a group if we only have 80% of the data. It also puts Pins, Portals, Shingles in limbo)
3. Safety (God-forbid an emergency on campus arises, who do you contact outside the Chancellor? We don't have anyone one else's information)

## GreekTrack

The GreekTrack portal can be located at – <https://portal.tep.org>



# THE VOLUNTEER



# How to Identify a Chapter Advisor

Tau Epsilon Phi chapters and colonies have many support systems — The National Office, the campus Greek Advisor(s), National Volunteers, and a Chapter Advisory Board. These are all opportunities for valued alumni to stay connected and participate with their fraternity after graduation. We advise all existing and future interest groups, colonies, and chapters to have at least one (1) active alumni advisor. Below are techniques to help secure one or more such volunteers:

*\*\* Advisors must be of sound moral character. Those who fail to uphold the expectations of our local, national, and/or partner university during any of the aforementioned stages cannot be considered for the role. The National Fraternity will work with all groups to help locate a chapter advisor should you want or need assistance.*

## **Step 1 — Brain Storm**

Identify people who have been instrumental in the Chapter or Colony's success.

## **Step 2 — Meet and Establish a Relationship**

It's important for all eligible alumni to meet with the local leadership and general membership. There must be a mutual appreciation for one another. If you have never met this alumnus before, set up an introductory meeting. Even if you have met previously, please proceed to establish a new working relationship through an introductory / reconnecting meeting.

## **Step 3 — Explain Expectations**

It is vital that future alumni advisors be made aware of the expectations on this role. This includes general time, duties, and expectations. Allow them to ask any questions and provide clarification where needed.

## **Step 4 — Invite them to a Chapter Meeting**

In order for future advisors to gain a full understanding of operations, it's imperative to invite them to a chapter meeting. Give the advisor an opportunity to introduce themselves to the general membership, then allow for a brief Q&A afterward.

## **Step 5 — Invite them to a Fraternity Related Event**

See "Step 4"

## Step 6 — Educate

Ensure that all future advisors have been made aware of the obligations associated with their new position. This includes all national, local, and university policies & procedures which govern(s) them.

## Step 7 — Ask them to Be a Part of the Team

If the alumnus in question has passed steps 1-5, then we recommend the group extend a conditional invite. At this stage, you must also notify National and the university of your decision. In the event that the alumnus rejects the offer, proceed to repeat steps 1-6.

## Step 8 — Repeat

Local groups should not limit themselves to just one advisor; It is wise to have a team of dedicated alumni known as an *Alumni Advisory Board*. The larger your network of advisors, the greater your support system. Therefore, it is imperative to repeat steps 1-8 to secure as many qualified alumni advisors as possible. Keep in mind, that National is always willing to assist in this process.



Epsilon Iota Alumni Reunion 2019

# How to Become a Chapter Advisor

## Step 1 — Contact

If you are or know of an interested Alumnus, the best first step would be contacting the Chapter. Ideally you want to contact the Chancellor or another executive board member in order to establish a baseline relationship.

## Step 2 — Interview

Make arrangements to meet with the chapter leadership to see how you get along with the chapter members. If this initial meeting is a fit, plan to meet with the other chapter members.

## Step 3 — Get Involved

Plan to spend some time with the Chapter Brothers and attend a chapter meeting. Discuss mutual goals for the group and see if a mutual advisor relationship works.

## Step 4 — Notify National

Contact the Executive Director at [tsmith@tep.org](mailto:tsmith@tep.org) to discuss next steps.



TEP at BBYO International Convention - February 2020

# The Grand Council

The Grand Council is the regulatory and executive body of the Tau Epsilon Phi Fraternity. Any alumnus member in good standing may run for a Grand Council position. The Grand Council is elected at the biennial Grand Chapter Meetings. The dates and locations of the meeting are announced at least one year prior to the event. Grand



Former Consul Leo Gordon swearing in  
Grand Council Members, 2014  
(Philadelphia, PA)

Council Members are expected to serve for a two-year term, which only ends at the following Grand Chapter meeting. Members of the Grand Council also meet up-to three (3) times per year in person.

Elected officials are responsible for making, distributing, and enforcing national policies & procedures which regulate our fraternal organization. We encourage all alumni to volunteer and serve on the Grand Council. Below is list of duties & expectations:

## *Duties & Expectations:*

- 1) Attend in person Grand Council Meetings
- 2) Participate on all regular Grand Council teleconferences
- 3) Promote the goals and objectives of the Tau Epsilon Phi Fraternity
- 4) Adhere to all rules & regulations of conduct for Grand Council Members
- 5) Participate in various committee assignments



Former Consul Leo Gordon swearing in  
Consul Lane B. Koplon, 2014



Grand Council & Executive Director at a 2019 Grand Council meeting  
(New York, NY)





# RESOURCES

# Professional Resources

## **North American Inter-fraternity Conference (NIC) [www.nicfraternity.org](http://www.nicfraternity.org)**

Trade associations representing over 55 International and National men's Fraternities. The NIC serves to advocate the needs of member fraternities. They seek the advancement and growth of all membership fraternities through proactive training, consultation, and support. They host an annual meeting of the delegates, where Tau Epsilon Phi are participants.

## **Association of Fraternity & Sorority Advisors (AFA) [www.afa1976.org](http://www.afa1976.org)**

AFA provides exceptional experiences, a vibrant community, and essential resources for the success of fraternity/sorority advisors. They have an ongoing commitment to the professional development of its members, with a deep appreciation of both academic and applied research that examines the entire spectrum of the fraternity/sorority experience and the advising profession. They pledge a strong commitment to collaborations within and between the higher education and inter-fraternal communities. Through programs and meetings, publications, networking opportunities, and other resources, AFA is a leading voice in aligning the fraternity/sorority and higher education experiences.

## **Northeast Greek Leadership Association (NGLA) [www.ngla.org](http://www.ngla.org)**

NGLA builds leadership through fraternal values, and empowering advocates to transform their communities.

## **The Association of Fraternal Leadership & Values**

**(AFLV) [www.aflv.org](http://www.aflv.org)**

**Rise Partnerships  
(Rise) [www.risepartnerships.org](http://www.risepartnerships.org)**



# National Directory

## 2020 - 2022

### Grand Council

### Executive Committee

International Consul  
First Vice-Consul  
Second Vice-Consul  
Vice-Consul for Undergraduate Affairs  
International Quaestor  
International Tribune  
Immediate Past Consul

Mark Abramson (EK)  
JR Benning (Σ)  
Joel Kanter (EK)  
Matthew Tursi (ΣΑΣ)  
Donald J. Anspaugh, Jr. (ΕΦ)  
Mark Gardner (ΦΧ)  
Kirill Reznik (ΒΔ)

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Director  
Director  
Director  
Director  
Director

Michael Auerbach (EI)  
Kenneth “Gerk” Hurtado (ΦΧ)  
Alan Prather (ΤΔ)  
Marc Tolman (ΕΘ)  
Charles G. Wolf (ΕΝ)

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### National Office Staff

Executive Director  
Associate Director of Chapter Services  
Associate Director of Expansion

Timothy A. Smith (EI)  
Nicholas A. Dondiego (AT)  
Jacob C. Corter (AT)



Past Consuls and a former Executive Director reunite in February 2019  
(Atlanta, GA)

# Appendix



# Online Support



## Website — [www.tep.org](http://www.tep.org)

The National Fraternity website serves as an on-going educational, training, and connection resource. Check regularly for updates and other important Tau Epsilon Phi news.

Undergraduate resources can be found at the following link - [www.tep.org/chapter-resources/](http://www.tep.org/chapter-resources/)

## Facebook — [www.facebook.com/tepfraternity/](https://www.facebook.com/tepfraternity/)

The National Facebook group serves to connect our Undergraduate and Alumni Members on social media. National, local, and individual updates are frequently provided. Check back periodically for the latest updates and information about Tau Epsilon Phi Fraternity.

## LinkedIn — <https://www.linkedin.com/company/tepfraternity/>

The National LinkedIn group connects members in an online professional setting.

## Twitter — [www.twitter.com/tepfraternity/](https://www.twitter.com/tepfraternity/)

## Instagram — [www.instagram.com/tepfraternity/](https://www.instagram.com/tepfraternity/)