

Registered Student Organization Constitution

Theta Tau

Drafted on: April 4, 2025

Article I: Theta Tau

1. **Name:** The name of this organization shall be Theta Tau. It shall be a non-profit corporation, organized and operated under applicable state and federal laws. In all publications Theta Tau shall be described as a “Professional Engineering Fraternity.”

Article II: Purpose of Organization

- **Section I: Purpose:** The Purpose of Theta Tau is to develop and maintain a high standard of professional interest among its members and to unite them in a strong bond of fraternal fellowship.
- **Section II: Mission:** Its mission shall be to develop Engineering Leaders for Service, Profession, and Brotherhood.
- **Section III: Policy Agreement:** We agree to adhere to all applicable policies and procedures of George Mason University and all local, state, and federal laws. Officers and members are expected to be familiar with the George Mason University policies and procedures. Including, but not limited to:
 - <https://studentcenters.gmu.edu/policies-procedures-guidelines/>
 - <https://brand.gmu.edu/events/policies>
 - <https://universitypolicy.gmu.edu/>
 - <https://studentconduct.gmu.edu/>
 - <https://oacc.gmu.edu/access-services>
- **Section IV: National Fraternity:** The name of this organization shall be Theta Tau. It shall be a non-profit corporation, organized and operated under applicable state and federal laws. In all publications Theta Tau shall be described as a “Professional Engineering Fraternity.”

Article III: Membership

- **Section I: Non-Discrimination Clause:** We do not discriminate on the basis of race, color, religion, ethnic national origin (including shared ancestry and/or ethnic characteristics), sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status,

pregnancy status, genetic information, or any other characteristic protected by law.

- **Section II: Membership Types:** A Registered Student Organization is open to all George Mason University students. Exceptions in Federal and Commonwealth law, and university policy are:
 - Official political party student groups
 - Groups affiliated with established places of worship
 - Social Greek-lettered fraternities and sororities
- **Section III: Initiation Types:** Initiates are classified as Student, Charter, Alumni, or Honorary.
 - **Student:** College students may be selected for membership by an existing chartered chapter, provided that they meet the following requirements at the time of their initiation:
 - Must be at least 18 years of age
 - Must have a GPA at or above that required for graduation, or that required for participation by their college, or are otherwise eligible in accord with their university rules
 - Must be enrolled in a curriculum approved by the National Fraternity
 - Must not be a member of a fraternity declared to be competitive
 - Have been elected to membership by requisite vote of their chapter
 - A candidate for active student membership must receive a passing grade of no less than 85% on the written exams supplied by both Theta Tau and the Chapter prior to Initiation into Theta Tau.
 - **Alumni:** Alumni of a local engineering fraternity or Theta Tau candidate chapter who have left their school are eligible for initiation at the time their chapter is installed, or up to one year thereafter by any chapter.
 - **Honorary:** A person may be elected by a chapter or the Executive Council in recognition of service to the Fraternity in accordance with the Policies & Procedures Manual.
 - **Charter:** A charter initiate is one designated for initiation at the installation of a new chapter.
 - **Candidate Chapter initiates:** Not yet members of Theta Tau.
 - **Prospective new members:** Not yet members of Theta Tau.
- **Section IV: Membership Status:** Members are classified with a status as Students, Alumni, or Expelled.
 - **Student:** Initiates are classified with Student status upon initiation.

- **Alumni:** Initiates are classified with Alumni status upon initiation.
- **Honorary:** Initiates are classified with Alumni status upon initiation.
- **Charter:** Initiates are classified with Student status if they are still in school or with Alumni status if they have left their original school.
- **Expelled:** Status is assigned to former members processed in accord with these laws and the applicable sections of the Policies & Procedures Manual.
- **Student or Charter:** Initiates receive Alumni status upon graduation, transfer to another school, or withdrawal from school.
- **Special Petition:** Students may request to become Alumni status prior to graduation by special petition, as described in the Policies & Procedures Manual.
- **Return to Student Status:** Alumni may request to be returned to Student status by special petition, as described in the Policies & Procedures Manual.
- **Transfer:** A member who has transferred to a new school with a Theta Tau chapter may become a Student member in the new chapter in accordance with the Policies & Procedures Manual.
- **Graduate Studies:** At the time of graduation, Students receiving their undergraduate degree but remaining in school for graduate studies may choose either Student status or Alumni status in accord with the Policies & Procedures Manual.
- **Section V: Election:** Election to Student membership is only by at least 2/3 favorable vote, by secret ballot, separate and apart, of all student members of the chapter. A chapter may provide for a higher threshold within its local laws. Although a ballot on any prospective student member may be requested by a student member at any time during pledging, a final ballot must be taken no more than ten days before initiation. This time limit may be extended up to 120 days for the purpose of initiation at National Conventions or Conferences. In the case of an unfavorable vote during this ballot, the vote may be reconsidered, but the number of additional ballots shall be limited to two.

Article IV: Officers

- **Section I: Officer Titles and Duties:** The officers of this Chapter shall be Regent, Vice Regent, Scribe, Treasurer, Corresponding Secretary, Marshal, Inner Guard, and Outer Guard. Together, these positions make up the entirety of the Executive Board (hereinafter referred to as the E-Board).
- **Section II: Voting Executive Board:** Only the Regent, Vice-Regent, Scribe, Treasurer, and Corresponding Secretary may vote in Executive Board

- resolutions or at meetings of the Executive Board. They may also be known as the Voting Executive Board (hereinafter referred to as the Voting E-Board).
- **Section III: Election Process:** Officers of the Voting E-Board shall be elected by a secret ballot of the majority of the active student membership.
 - **Section IV: Nominee Qualifications:** Nominees for the Officers of the Voting E-Board must be active student members in Good Standing immediately prior to their intended term.
 - **Section V: Election Timing:** Election of the Regent, Vice-Regent, and Scribe shall be held by April 15th of every Spring semester. Election of the Treasurer and Corresponding Secretary shall be held by the end of every Fall semester.
 - **Section VI: Term Length:** The positions of Regent, Vice-Regent, Scribe, Treasurer, and Corresponding Secretary shall be elected for a term of one calendar year.
 - **Section VII: Filling Vacant Offices:** If a vacant elected office arises during the term, a majority secret vote of all active student members will take place at the next possible meeting to fill the vacant office.
 - **Section VIII: Officer Duties:** The duties of all officers shall be as laid out in the National Bylaws and Policies and Procedures Manual.
 - **Section IX: Committees:** A committee shall be a group of one or more Brothers of Xi Delta Chapter or pledges with one active student member assigned as the chair. The chair is ultimately responsible for executing and reporting the activities of the committee.
 - **Section X: Chair Eligibility:** All active student members in Good Standing are eligible for chair positions.
 - **Section XI: Chair Appointment:** The Regent shall appoint all chair positions, Pledge Master, Marshal, Inner Guard, and Outer Guard each semester.
 - **Section XII: Committee Duties:** The following standing committees (and chairs) may exist every semester:
 - Academics Committee
 - Athletics Committee
 - Brotherhood Committee
 - Policy & Procedure Committee (chaired by the Marshal)
 - Fundraising Committee
 - Historian Committee
 - New Member Education Committee (chaired by the New Member Educator(s))
 - Professional Development Committee
 - Recruitment Committee
 - Risk Management Committee
 - Tech Committee
 - Treasury Committee
 - Auditing Committee (chaired by the Inner Guard and Outer Guard)
 - Chapter Advisory Team
 - **Section XIII: Committee Duties Announcement:** Unless otherwise stated, the duties of all committees shall be defined by the E-Board. These duties must be

announced at the earliest possible general body chapter meeting every semester. Any changes to these duties must also be announced at the next general body chapter meeting.

Article V: Advisor

Tier 2 Registered Student Organizations are required to include an advisor in their officer roster. Tier 1 RSOs are encouraged to include an advisor to help support their organization.

- **Section I: Advisor Requirements:** The primary advisor shall be a member of the faculty or staff at George Mason.
 - An advisor may offer guidance and support for the organization. An advisor may not complete assigned tasks, hold decision-making, or have voting authority, as organizations are student-initiated and student-run.
 - State the advisors' responsibilities and expectations.
 - State how the advisor will be selected.
 - State why and how the advisor may be removed from their duties..
- **Section II: Advisor Responsibilities** The Advisor shall:
 - Provide guidance on the organization's operations, policies, and university regulations.
 - Assist in the interpretation of university policies and organizational governing documents.
 - Be available for consultation regarding event planning, risk management, and organizational challenges.
 - Serve as a liaison between the organization and the university administration when necessary.
- **Section III: Advisor Selection:** The Advisor shall be selected through a nomination and approval process:
 - A current member may nominate a faculty or staff member to serve as the Advisor.
 - The nominee must express willingness to serve and demonstrate alignment with the organization's mission.
 - A majority vote of the Executive Board shall be required to confirm the Advisor's appointment.
- **Section IV: Advisor Term and Reappointment:** The Advisor shall serve for a term of up to 10 academic years and may be reappointed by a majority vote of the Executive Board.
- **Section V: Advisor Removal and Replacement:** The Advisor may be removed from their position under the following circumstances:
 - Failure to fulfill the responsibilities outlined in Section 3.
 - Conduct inconsistent with the mission and values of the organization.
 - Inability to maintain active involvement as determined by the Executive Board.
 - A two-thirds majority vote of the Executive Board is required for removal.
 - If an Advisor is removed or steps down, the Executive Board shall identify a replacement and follow the selection process outlined in Section 4 to appoint a new Advisor.

Article VI: Elections

- **Section I: Election Timing:** Officer Elections will take place prior to the Student Involvement re-registration process as found on the website: [Registered Student Organizations Registration](https://gmuedu.sharepoint.com/sites/SIRSOHub) or <https://gmuedu.sharepoint.com/sites/SIRSOHub>
- The positions of Treasurer and Corresponding Secretary shall be elected by the end of the Fall Semester ($\Xi\Delta$ § III.3). The positions of Regent, Vice Regent, and Scribe shall be elected by the end of the Spring semester. Officers of the Voting E-Board shall be elected by a secret ballot of the majority of the active student membership ($\Xi\Delta$ § III.A.3).
- **Note:** Student Involvement (SI), at GMU, requires that elections be complete by April 15th; however, the current positions can be reported to SI and the election can be held thereafter. Once elections are complete, the new officers will be reported to SI. The officer elections should be scheduled when it feels appropriate; therefore, the chapter should not feel pressured to meet the SI deadline of April 15th.
- **Section III: Nomination Procedures:** In order to elect an officer position:
 - Nominations must be held one general body chapter meeting prior to the election.
 - Only active student members in good standing as defined in $\Xi\Delta$ § II.B.2 and good academic standing as defined in $\Xi\Delta$ § II.B.10 may be nominated for an officer position.
 - Any brother of the Xi Delta chapter, regardless of alumnus status, co-op status, chapter, or standing may nominate an active student member.
 - Brothers of the Xi Delta chapter may also nominate an active student member prior to the start of the meeting by notifying the E-Board who must notify the chapter of these nominations.
- **Section III: Voting Method:** Voting for officer positions will take place in the following manner:
 - The Regent will act as the moderator and run the electoral process, unless they are on the docket, in which case they will appoint a moderator who is not on the docket to run the electoral process. The moderator should be familiar with Robert's Rules of Order and the electoral process.
 - Unless the nominee is presenting their platform or in the Q & A period, they will wait outside the immediate area, in such a place as so they can neither see nor hear the active student members or the discussion.
 - A secret, favorable, majority vote is required for a nominee to be elected into any officer position
- **Section IV: Presentation of Qualifications:** Each nominee on the ballot will have no more than 5 minutes to discuss their platform to the active student members. Active student members may motion to extend time on the discussion.

After the nominee's platform is presented, a Q & A period will occur, with the active student members asking any questions to the nominee as they see fit. The moderator of the election will end this period once it becomes apparent there are

no further questions. Alternatively, an active student member may motion to call to question.

After all nominees have presented their platform and have answered their Q & A, the active student members will enter a discussion. The moderator of the election will end this period once it becomes apparent there are no further new discussion topics. Alternatively, an active student member may motion, with a single second, for a vote to end debate.

- **Section V: Runoff Procedure:** If after a vote, no nominee receives a majority vote, a re-vote must take place after a further round of discussion. At this time, if there are more than two nominees on the ballot, the nominee with the fewest votes is removed from the ballot, and may enter this round of discussion and voting. This step is repeated until a nominee receives a favorable, majority vote.
- **Section VI: Transitioning Officers:** At the conclusions of the closed meeting, the new officers are installed as required by Nationals, starting with the Regent, who will then install the rest of the officers and close the meeting.

Article VII Impeachment or Resignation

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- **Section I: Impeachment:** Should an active student member of the Voting E-Board fail to perform the responsibilities or abuse the privileges of their elected position, the active student member shall be subject to impeachment and removal from their office, with a $\frac{3}{4}$ favorable vote of the active student members.
- **Section II: Impeachment Process:** An officer is impeached, but not removed from office, with a motion of no confidence, which requires approval of the majority of active members. The active membership will present a formal written document listing allegations against the officer. The meeting following the impeachment, the officer shall stand trial before the student body. A $\frac{3}{4}$ majority vote of active members at the trial is required to remove the officer from their position.
- **Section III: Resignation:** Should an elected officer wish to resign from their elected position, the officer shall notify the remaining E-Board of a requested resignation date, which is preferably no earlier than two weeks after the date the E-Board is notified.

The following Robert's Rules should be kept in mind should the subject of impeachment be the presiding officer of a meeting:

- If possible the presiding officer should pass control of the meeting on to the next available officer.
- The presiding officer cannot prevent members from speaking or making motions "If members are reasonably prompt in exercising their right to speak or make motions."
- "If [the presiding officer] has hurriedly taken and announced a vote while a member is rising to address the [presiding officer or chapter], the vote is null and void, and the member must be recognized"

- The presiding officer “should refuse to entertain the dilatory or frivolous motion, and, if an appeal is taken, [the presiding officer] should entertain it, and, if sustained by a large majority [the presiding officer] may afterwards refuse to entertain even an appeal made by the faction when evidently made merely to obstruct business.”
- **Section IV: Filling Vacant Positions:** Appointed offices are to be filled as needed by the Regent
- The Atlantic Regional Directors, Theta Tau Executive Director, and Grand Executive Council for the National Fraternity will be notified and updated in the CMT.

Article VIII: Meetings

- **Section I: Meeting Frequency:** All meetings shall be held in accordance with the Ritual, the Constitution, and the Risk Management Policies of Theta Tau called at an agreed upon time set by Xi Delta. Meetings shall be held at least once per calendar week during the semester.

By a majority vote of the active student members present or the Voting E-Board, the chapter shall have the power to suspend a regularly scheduled meeting.

- **Section II: Presiding Officer:** The Regent presides at the meeting.
- **Section III: Executive Board Meetings:** The Voting E-Board may have separate meetings as needed.
- **Section IV: Attendance Policy:** A quorum at a business meeting shall be defined as a majority of the active student membership.
- **Section V: Quorum:** A quorum at a business meeting shall be defined as a majority of the active student membership. Any business meeting where quorum is not present shall not have the authority to change Xi Delta Bylaws or conduct any business.
- Unless otherwise prescribed by the Constitution or Bylaws, general votes require a favorable vote by a majority of the active student members to pass.” $\Xi\Delta$ § III.B.1.
- All members of Theta Tau are permitted to attend general body chapter meetings and committee meetings provided they can prove their membership or be vouched for as prescribed in the Ritual. Alumnus status can attend general body meetings if they notify Executive Board prior to chapter.
- **Section VI: Parliamentary Rules:** Votes are not secret unless otherwise stated or a motion to make the vote secret carries, so a “raise of hands” method is used. If a vote is secret, then a “heads up 7-up” method is used.
- The Fraternity shall use Robert’s Rules during closed meetings.
- A motion begins by an active student member signaling to the presiding officer - Regent - to obtain the floor.
- When the presiding officer calls on the active student member, the active student member has the floor and the active student member may then say “I motion to...”
- The presiding officer, having seen the motion, shall question the present active student members as to whether an active student member will second the motion.

- If the motion is not seconded, then the motion is defeated. Otherwise, the motion moves forward to debate.
- Active student members may debate the motion while the presiding officer moderates discussion.
 - Active student members should only speak when they have the floor to maintain an orderly debate.
 - The presiding officer will attempt to ensure that all active student members' voices and opinions are heard.
 - Active student members who have the floor may motion during debate to limit

Article IX: Finance

- **Section I: Dues and Fees:** The Treasurer, with the consent of the majority of the active student members, shall have the power to set the rate of dues and the date by which the payment of all dues shall be rendered.
- The Treasurer shall have the power to set a late fee, which shall not exceed 10% of the amount due.
- The Treasurer shall have the power to set general fees and transaction fees as agreed upon by a majority vote of the active student membership. A late fee may only be charged with a maximum frequency of once per bill per month.
- An active student member may arrange a payment plan for their account balance with written approval from the Treasurer at the Treasurer's discretion.
- **Section II: Documentation of Funds:** The Treasurer shall prepare a budget for the upcoming semester to be introduced to the chapter by the first scheduled general body chapter meeting of the semester.
- **Section III: Budget Approval:** A proposed budget or budgetary change must be approved by a majority vote of the active student members.
- **Section IV: Minimum Balance:** At the end of each semester, the chapter must retain a minimum balance equivalent to the projected total of insurance (18.75 per person, or a minimum amount required to be paid is \$1,125 for chapters with a house and \$250 for chapters without a house) and national dues (\$100 per person, or a minimum of \$1600) due to Theta Tau for the following semester. This may be suspended if necessary by a 4/5 vote of all active student members.
- Access to the chapter financial accounts shall be limited to the Treasurer, Regent, and any designees thereof.
- **Section V: Expenditure Approval:** The Treasurer must approve any expenditure exceeding the set amount approved in the budget, and may only do so in case of an emergency. Any expenditure exceeding the set amount in the approved budget shall be reported at the next general body meeting.
- Funds spent without approval of the Treasurer are the responsibility of the member until approved by the Treasurer as defined in Section 9.
- Chapter funds may only be used for approved Fraternity-related expenses.

- An active student member may request an excess balance that is owed to them to be disbursed to them by check at any time by notifying the Treasurer. The Treasurer may honor this request at the Treasurer's discretion.
- The Treasurer may not disburse funds using cash to any active student member.
- The Treasurer must itemize each physical deposit and record the date and time.
- At the end of the semester, excess fraternity funds shall be retained in the fraternity account for future use.
- **Section VI: Audit** The Inner Guard and Outer Guard, assisted by the Treasurer, shall form an Auditing Committee to maintain proper financial record keeping of the treasury. This committee shall be required to audit the treasury three times a semester:
 - within two weeks following the start of the semester
 - a week after dues are submitted to Central Office
 - within two weeks of the end of the semester
- As required by the National Fraternity, an audit by the E-Board is to be completed at the start of each semester and at the end of the semester. This form is to be completed and submitted in the CMT.

Article X: Amendments

- Each active student member, upon joining the Chapter, agrees to obey all parts of this GMU required Constitution, Xi Delta Bylaws, Xi Delta Policies & Procedures, and National Policies & Procedures along with any duties and obligations to Theta Tau.
- **Section I: Amendment Process:** Amendments to this Constitution may only be made by a four-fifths favorable vote of all active student members, and the approval of a Student Involvement staff member.
- The Chapter will adhere to the laws, rules, and regulations governing George Mason University and its students.

Article XI: Ratification

- **Section I: Ratification Process:** This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Student Involvement staff member.

Constitution Ratified on:

- Ratified on: April 4, 2025