

THE OFFICIAL GUIDE FOR CHAPTER MEETINGS



TAU KAPPA EPSILON
— Better Men for a Better World —

PLANNING YOUR MEETING

SELECTING THE BEST DAY, TIME AND LOCATION FOR
MAXIMUM PARTICIPATION

KEEPING IT SHORT

FOLLOW OUR SUGGESTED AGENDA FOR TIMELY, EFFICIENT
MEETINGS

OFFICER MEETINGS

UTILIZE TIME WITH YOUR OFFICERS TO ENSURE CHAPTER
OPERATIONS ARE RUNNING SMOOTHLY



Introduction

Chapter meetings shouldn't be dreaded by the entire membership, neither for their content nor the time commitment. When done correctly, general meetings should be kept within an hour and achieve everything a chapter/colony needs to succeed, leaving members feeling informed and energized.

As with all of our resource guides, we do not mean to erase a group's ability to execute meetings based on their own experiences and past methods. This guide is meant to cut out the unnecessary, tedious portions of your meetings while not sacrificing any of the content.

- 02** Setting Up Your Meeting
- 04** Executing Your Meeting
- 06** Officer Meetings

If you are a Prytanis, Chapter Advisor, or another officer responsible for the execution of your group's meetings, this guide should be a welcome addition to your library, both for yourself and your entire membership.



Setting Up Your Meeting

01 WHEN SHOULD MEETINGS TAKE PLACE?

- Select a day and time that is regularly accessible by as many members as possible.
- Special emphasis should be placed on the availability of the eight officers, and to a slightly lesser extent, committee chairmen.
 - For this reason, the officer group should set the day and time.
- Take into account athletics, night classes, homework loads, and those with jobs. *For example, on a commuter campus, Sunday night is not likely to work, as most members will be home for the weekend. Or, if Wednesday is a heavy night-class evening on your campus, steer clear, knowing that it's more likely than not some members won't be available.*
- Keep the day and time consistent throughout the semester. This allows all members to plan their schedules around the regular meeting time.

02 WHERE SHOULD MEETINGS TAKE PLACE?

- If available and able to accommodate the entire chapter comfortably, a chapter house is a good option.
- If you don't have a house, find a room on campus you can use on a weekly basis.
 - Consult with campus administrators to reserve said room on your day and time every week for the semester.
 - Moving the meeting week-to-week will create unnecessary confusion.
- Keep in mind that holding the meeting at a member's house or apartment is not recommended, as it does not foster the business-like, attentive atmosphere that you're looking to create.

Setting Up Your Meeting (cont.)

03 HOW SHOULD THE ROOM BE SET?

- The room should be able to be rearranged, preferably with chairs without desk attachments, to accommodate monthly ritual setup.
- It is the Pylortes' responsibility to set up the room, regardless of the meeting location.
 - At an informal meeting, chairs can be arranged in a triangle or classroom style, with all members facing the Prytanis at the front of the room. A formal altar is optional for informal meetings.
 - At a formal meeting, please refer to the Silver Book for proper room set up.

04 WHO SHOULD ATTEND?

- All Officers and Chairmen
- All Members
- Chapter Advisor and/or Assistant Chapter Advisor (at least one per month)
- Campus Advisor

Quorum should be regulated by individual chapter bylaws, but 2/3 is suggested for any voting procedures taking place.

05 HOW TO DRESS

- This should be determined by the chapter. For informal meetings, we recommend casual, but not sloppy or distasteful.
 - Acceptable: T-Shirt and Jeans/Khaki Shorts
 - Not Acceptable: Cutoff shirt and old gym shorts

Setting Up Your Meeting (cont.)

06 HOW TO HANDLE THOSE WHO DON'T ATTEND

- Grammateus should track excused vs. unexcused absences.
 - Excused absences can be determined by the Grammateus, but there is an array of acceptable reasons to miss an occasional meeting (work, sports, family emergency, on-campus meeting, etc.).
 - Unexcused absences are considered to be events which can be done another time or should have been planned for (hanging out with significant other, spending extra time at home, writing a paper, didn't want to attend, etc.).
- This process should ideally be outlined in chapter bylaws or minimum member standards document.
- After a certain number of unexcused absences (we recommend 3 per semester), members should be dealt with by the Standards Board or Membership Quality Board.
- If you have a member who is consistently unable to make meetings due to work/class/etc., confirm that all officers are comfortable with his repeated absence, and schedule a time for one or two officers to meet with him weekly and keep him caught up on chapter proceedings.

Executing Your Weekly Meeting

01 MEETING PROCEEDINGS

- Opening ceremony (*Silver Book*)
- Order of business (*Silver Book*)
 1. Roll call by Grammateus
 2. Review of previous meeting minutes
 3. Review of unexcused absences
 4. Officer and chairman reports
 - Epiprytanis
 - Grammateus
 - Crysophylos
 - Histor
 - Hypophetes
 - Pylortes
 - Hegemon
 - Housing
 - Social
 - Recruitment
 - Athletics
 - Other
 5. Prytanis report
 6. Special committee reports (*if applicable*)
 7. Presentation of communications (*More likely than not, many of those listed above will not be in attendance. Proceed through the list in order of who is present.*)
 - Grand Prytanis
 - Grand Officers
 - Grand Province Advisor, Province Advisor, TKE HQ Staff
 - Chapter Advisor
 - Board of Advisors representative
 - Business manager
 - College or University representative/advisor
 - Other
 8. Announcements
 9. Unfinished Business
 - Includes any tabled items from previous meetings or topics needing more attention or work to complete.
 10. New Business
 - Includes any general chapter business for which discussion needs to take place (voting on bylaw amendments, upcoming events/activities, new officer nominations/elections, etc.)
 11. Proposals for Membership
 - This should at least be mentioned at every meeting, should the need to extend a bid or bids arise.
 12. Gavel pass
 - Optional for non-ritual chapter meetings.

Executing Your Weekly Meeting (cont.)

02 WHAT TO TALK ABOUT DURING OFFICER REPORTS

- Upcoming events or dates of note which pertain directly to the position.
 - For example, the Recruitment Chairman should discuss upcoming recruitment events; the Histor, upcoming alumni events, etc.
 - General events (University convocations, Greek organization events) can be covered in the Prytanis report or in New Business.
- Updates on committees chaired by the officer or chairman.
 - Should recap any previous meetings or communications.
- Other officer/chair related items.

These reports should be informational in nature and not open discussions. Each officer or chairman should have concise, written notes, in order to keep meetings moving.

It is recommended to construct these reports on a weekly deadline, so that the Grammateus can compile them in a meeting minutes template to be distributed to every member prior to the meeting.

03 WHAT NOT TO TALK ABOUT DURING OFFICER REPORTS

- Gossip/drama
 - Chapter meeting is not a place to air dirty laundry - this should be handled in private with the help of chapter officers and/or upperclassmen.
- Long-winded debates
 - These should be handled in officer or committee meetings. If an issue needs to be voted upon during meeting, it's acceptable to have a controlled, open conversation, but chapter meetings should be used to keep the general membership updated on events, not to solicit open input from every member. ***Committees are where the general membership can provide input and help implement the plan.**
 - For example, if the chapter is planning a rush week, the recruitment committee should discuss the plan in their meetings and come up with a full proposal for scheduling/budget/etc. The recruitment chairman should then bring that proposal to officer meeting, where the officers can discuss and finalize the plan. The recruitment chairman then delivers the schedule of events to the full group during meeting with an explanation of why specific events were selected and how the rest of the chapter can support recruitment efforts.

Every chapter member has the opportunity to run for office, submit his name for a chair position or volunteer to serve on a committee. For this reason, by the time the information gets to the full chapter membership, if an individual has done nothing to previously shape the conversation, he should not be permitted to soapbox and lengthen the meeting on for everyone else.

Officer Meetings

01 WHEN TO HAVE OFFICER MEETINGS AND FOR HOW LONG?

This is best left to the discretion of the officer. Here are a few options:

- Planning an officer meeting directly prior to or a day or two before chapter meeting allows for information and discussion to be recent and fresh in the minds of all officers and chairmen going into chapter meeting.
- Planning an officer meeting mid-week allows a weekly refresher and check-in for officers to gather and consider their to-do list apart from normal meeting time, as well as allowing time to make progress on goals between officer and chapter meeting.
- Block at least a half hour for your meeting, perhaps a full hour if there are a number of debatable topics to discuss.

02 WHERE SHOULD WE HOLD OFFICER MEETINGS?

- If occurring immediately prior to chapter meeting, your officer meeting can and should take place in the same room. Notice that early members might interrupt, and try to allow a short recess before transitioning into the full chapter meeting.
- If occurring at another time, the location can be a little more flexible and left to the discretion of the officers.

03 WHO SHOULD ATTEND?

- Any member delivering a report during chapter meeting should be in attendance, as well as any advisors, TKE HQ staff or TKE volunteers present for the meeting.

04 WHAT HAPPENS IN THE OFFICER MEETING?

- Every officer and chairman, in order of their chapter meeting reports, addresses the group regarding the last week of events and what he will be discussing in his chapter meeting report.
 - Open dialogue should be encouraged during officer meetings in order to fine-tune reports and get the right information to the full chapter.
- Last week's goals/tasks are reviewed for each officer and next week's goals/tasks are set.
- The Prytanis closes the meeting with an update on his agenda items, questions/discussion for any other officers/chairmen, and a final confirmation that officers are on the same page.
 - Officers and chairmen should use this meeting to bring any issues or debates to the table, allowing the chapter leadership to enter general meeting as a united front. It severely undercuts credibility if the officers are disagreeing amongst themselves in front of the entire chapter.

Contact Information

Tau Kappa Epsilon's Professional Staff is here to help you be successful.

If you have any questions, please reach out to the Offices of the Grand Chapter.

For general inquiries:

Email: TKEOGC@TKE.org

Telephone: (317) 872-6533

Address: 7439 Woodland Drive
Indianapolis, IN 46278

Unsure of who to contact?

Website: TKE.org/Contact



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Established January 10, 1899, Tau Kappa Epsilon is a men's social fraternity founded on the honest convictions of Love, Charity and Esteem.

For more information,
please visit TKE.org

