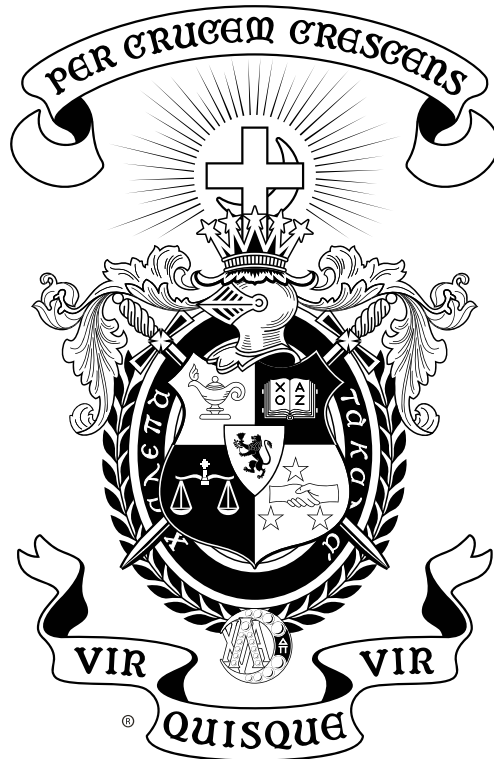


Executive Committee Operations Guide

✦ a Lambda Chi Alpha resource



Last updated: Jan. 26, 2015



*As the a member of the Executive Committee
of _____ Zeta,
I, _____, hereby promise to uphold the
ideals of Lambda Chi Alpha and
dilligently perform the duties and responsibilities
associated with this position.*



Operations Guide

Executive Committee

The Official Charge of the Executive Committee

Brother, the future security and success of your chapter or colony is now your responsibility. Remember that your decisions must be guided by our Seven Core Values, the principles commemorated in our Creed, the Constitution & Statutory Code and bylaws of the Fraternity, and the immutable teachings of our Ritual. No other person is so clearly called to be a steward of the light of our brotherhood than the brothers of the chapter's Executive Committee.

It is important that your Executive Committee forges a sense of mutual trust, productive collaboration, and leadership rooted in the highest principles of character and brotherhood. The sense of satisfaction, which awaits the successful fulfillment of your duties and responsibilities, will make this position one of the most gratifying available to any brother in the undergraduate chapter.

In Order to Lead, You Must First **MODEL IT**

To MODEL IT means to implement the required functions of your office in order to lead the chapter effectively. These seven directives are the basic expectations for each brother during his term in office.

- M**otivate: Brothers to understand and comply with their responsibilities and obligations, as well as with the rulings of the chapter's officers.
- O**rganize: The appropriate oversight of the chapter's programming, operations, budget, and judicial processes.
- D**elegate: Nothing; the buck stops here.
- E**valuate: By obtaining all information and making decisions without personal prejudice.
- L**ead: By serving as an example of Lambda Chi Alpha's Seven Core Values, ideals, and teachings of our rituals.
- I**nspire: The chapter to strive for personal accountability and commitment to growth.
- T**each: Accountability and responsibility.

Operations Guide

A Message from the International Headquarters

Congratulations brother on your appointment as a member of your chapter's Executive Committee. This position will require you to work diligently to ensure that your chapter lives up to its highest standards. The document you are currently accessing is your officer Operation's Guide. This interactive document will be your go-to resource in successfully implementing the standards that this officer position entails.



The first part of the Operations Guide is the specific operations you should be completing. These operations are separated by Basic, Advanced, and Exceptional. With each of these operations, you can click on the "Jump to Section" to view a page that will give you a description on how to complete that operation. The operations list also has a checkbox you can use when you have completed the operation. When your Educational Leadership Consultant visits with you, he will evaluate you on whether or not you have completed these operations.

There is also a navigation tab at the bottom of the screen that can take you to the previous or next page or the first or last page. You can click on the Basic, Advanced, or Exceptional tabs on the right side of each page to jump back to the operations list at the beginning of the document. At the end of this document, there is a textbox where you can keep notes and blank list where you can create your goals and task.

Should you have any additional questions about the operations of your officer position that are not covered in this Operations Guide please feel free to e-mail the Chapter Service's staff at programming@lambdachi.org.

From all of us at Lambda Chi Alpha International Headquarters, we wish you the best going forward as you continue to promote the values and lessons of our Fraternity.

In ZAX,

A stylized, handwritten signature in black ink, appearing to read "Nick Zuniga".

Nicholas Zuniga
Director of Chapter Services
Lambda Chi Alpha Fraternity

Operations Guide

Basic Operations

Officer Task	Jump to Section	Frequency
1. Prepare and complete Executive Committee transitions	Jump to Section	First week in office
2. Hold regular Executive Committee meetings (a minimum of two times a month)	Jump to Section	Weekly/Bi-Weekly
3. Appoint a "Scribe" from within the Executive Committee to take comprehensive weekly minutes	Jump to Section	First week in office
4. Review and approve the chapter budget	Jump to Section	Prior to the academic year
5. Review and approve all contracts to be signed on behalf of the chapter, after they are sent to and reviewed by the General Fraternity	Jump to Section	As necessary
6. Represent the chapter in all transactions with the House Corporation (if applicable)	Jump to Section	As necessary
7. Work with the High Tau to enforce financial suspension, according to the Constitution and Statutory Code, for members that are financially delinquent	Jump to Section	As necessary
8. Review the scholastic progress of members and work with the High Sigma to enforce scholastic probation and suspension	Jump to Section	As necessary
9. Make all decisions on hiring, salaries, and the dismissal of employees for the chapter or colony	Jump to Section	As necessary
10. Communicate all major actions with the General Fraternity (i.e. expulsions, chapter incidents)	Jump to Section	As necessary
11. Review and adjudicate all disciplinary issues in accordance with the Constitution & Statutory Code	Jump to Section	As necessary
12. Transition the incoming Executive Committee	Jump to Section	End of Term

Basic / Core



The lamp is symbolic with learning and consistent with the initial levels of the Inner Circle and True Leader (Faithful Steward). At the basic level, the officer demonstrates an understanding of the essential duties needed to meet the most basic duties of his High Zeta position.

Operations Guide

Advanced Operations

Officer Task	Jump to Section	Frequency
1. Prepare meeting agendas to include a financial review, scholastic update, officer update, disciplinary issues, and other business	Jump to Section	Weekly/Bi-weekly
2. Receive High Beta or Standards Chairman reports on officer progress	Jump to Section	Weekly/Bi-Weekly
3. Complete officer reviews and evaluate progression toward successful implementation of action plans and SMART goals	Jump to Section	Weekly/Bi-weekly
4. Present the duties and functions of the Executive Committee at a fraternity education session	Jump to Section	Each academic term
5. Review and approve individual member payment plans	Jump to Section	As necessary
6. Ensure chapter roster is updated regularly with the General Fraternity and host institution	Jump to Section	Each academic term
7. Ensure chapter's Crisis Management Plan is up to date every year	Jump to Section	Each academic term
8. Meet with ELC during his visit	Jump to Section	Each academic term

Advanced / Essential



The cross & crescent are symbolic of growth and the cross is our guide in following that ideal. At the advanced level, the officer not only meets basic expectations but demonstrates a higher understanding and is able to effectively teach and delegate officer tasks to associate members and other brothers in the chapter.

Operations Guide

Exceptional Operations

Officer Task	Jump to Section	Frequency
1. Recognize members and officers for contributions to the chapter or colony	Jump to Section	As necessary
2. Plan and host a mock informal hearing as part of fraternity education	Jump to Section	Each academic term
3. Work with the High Beta to create a strategic planning committee	Jump to Section	Ongoing (365 days)

Exceptional / Preferred



The exceptional officer incorporates the basic and advanced expectations and is able to tie the Core Values and Learning Model in his efforts to teach and delegate officer tasks to associate members and other brothers in the chapter.

Jump to Appendix
Supplementary material that support each task required as an officer

Jump to Personal Tasks
Write in your own personal goals for your term as an officer task required as an officer

Prepare and complete Executive Committee transitions

According to the Constitution and Statutory Code:

"The Executive Committee shall act for the Chapter in all matters not requiring the vote of the entire membership and not otherwise provided for in the Laws of the Fraternity or the bylaws of the Chapter. It shall have the following specific powers and duties:

- (1) Preparation of the annual budget of the Chapter to be approved by a majority vote of the Chapter.
- (2) Sole authority in the hiring, dismissing, and determining of salaries for all regular compensated employees of the Chapter, granting the right of any member of the Chapter to request a vote of the Chapter to confirm such action.
- (3) Declaring a vacancy in the High Zeta or other elective and appointive offices caused by permanent disability, disqualification, resignation, or removal from office, and filling such vacancy, other than High Alpha, by appointment or special election when necessary, granting the right of any member to request a majority vote of the Chapter on the dismissal, the new appointment, or both. Code 3-5 of this Statutory Code shall apply in the case of replacing the High Alpha.
- (4) Authority to impose any penalty in an informal hearing as provided in the Statutory Code.
- (5) Representing the Chapter in all transactions with the House Corporation."

The Executive Committee is composed of seven members from both the High Zeta and at-large members from the general chapter. Some members have a vote and others serve as Ex-officio, non-voting members. Here is the composition of the Executive Committee.

Voting

High Alpha

High Tau

High Pi

At-Large Member

At-Large Member

Ex-officio, Non-Voting Members

High Beta

At-Large Alternate

Continued

Prepare and complete Executive Committee transitions

Officer Transition

For a chapter/colony to be successful, it is important that its officers don't "reinvent the wheel". Valuable information and resources are lost each year due to an ineffective transition process. To assist in this process, an [Officer Transition Checklist](#) was created and can be found in the Appendix

It is recommended that both the incoming and outgoing officer review the checklist before the actual transition occurs.



Hold regular Executive Committee meetings (a minimum of two times a month)

As a member of the Executive Committee you will be going to meetings, which should be occurring no less than twice a month (preferably once a week), to discuss the business of the chapter. The Executive Committee addresses a wide variety of chapter business, therefore it is important to know what should and will be discussed during these meetings. A sample [Executive Committee agenda](#) can be found in the Appendix.

Each Executive Committee member should come prepared to every meeting. In doing so, the meeting will run more efficiently and the members will be better able to make responsible and knowledgeable decisions. Each Executive Committee member should have the following materials at each meetings:

1. Current edition of the Constitution and Statutory Code.
2. Current chapter or colony bylaws
3. Minutes for the academic years previous Executive Committee meetings
4. This Executive Committee Ops Guide
5. Current chapter budget
6. Current Interfraternity Council's bylaws and regulations

In addition the Executive Committee's "scribe" should be responsible for typing, distributing, and working with the High Gamma to securely maintain and keep committee meetings minutes.

Appoint a “Scribe” from within the Executive Committee to take comprehensive, weekly minutes

The Executive Committee should select a member to serve as the scribe. The scribe should record the meeting minutes with detail and should distribute them following each meeting. The minutes should also be properly kept and maintained. This is important in case an Executive Committee decision is being appealed. You may need to show that all actions and decisions were made within the confines of Lambda Chi Alpha laws and policies.



Review and approve the chapter budget

One of the biggest responsibilities of the Executive Committee is to review and approve the chapter's budget. The Executive Committee should not be the one preparing the budget. The High Tau should work with the High Zeta to compile each officer's desired budget. He should then take all that information and prepare to present it to the Executive Committee.

The Executive Committee will review this proposed budget; removing unnecessary expenditures and ensuring all funds are allocated appropriately.

A couple important tips to remember when creating and reviewing a chapter budget.

- Never estimate dues from new members, you never really know how many guys your chapter is going to recruit.
- Make sure you budget for the following:
 - ELC visit (food, accommodations, etc.)
 - General Fraternity Conferences (General Assembly, Stead Leadership Seminar, Conclave)
 - General Fraternity dues and insurance
 - Interfraternity Council Dues
- Estimate Expenses High: it is always better to have extra funds than not enough
- Estimate Income Low: members are late to pay and unfortunately members drop so always estimate low on due collection.

Once the Executive Committee reviews the budget, it should be voted upon for approval. Once the committee approves the budget it should be presented to the entire membership for approval.

Review and approve all contracts to be signed on behalf of the chapter, after they are sent to and reviewed by the General Fraternity

When the chapter is hiring a DJ, security, or renting a venue, a contract is going to have to be signed. If the chapter is entering into any contract, the following steps should be taken:

1. The contract should be sent to the General Fraternity to be reviewed. This ensures the chapter is not entering into a contract that conflicts with insurance coverage or any policies. All contracts can be sent to eventplanning@lambdachi.org.
2. Once reviewed by the General Fraternity, the Executive Committee should review it. The committee should ensure the chapter is financially able to enter into the contract as well as ensure that it is the best decision of the chapter.
3. Once the Executive Committee approves the contract the High Alpha can sign the contract.

For more information about contracts and event planning view the Lambda Chi Alpha Event Planning Guide which can be found in the Document Library in Officer Portal



Represent the chapter in all transactions with the House Corporation

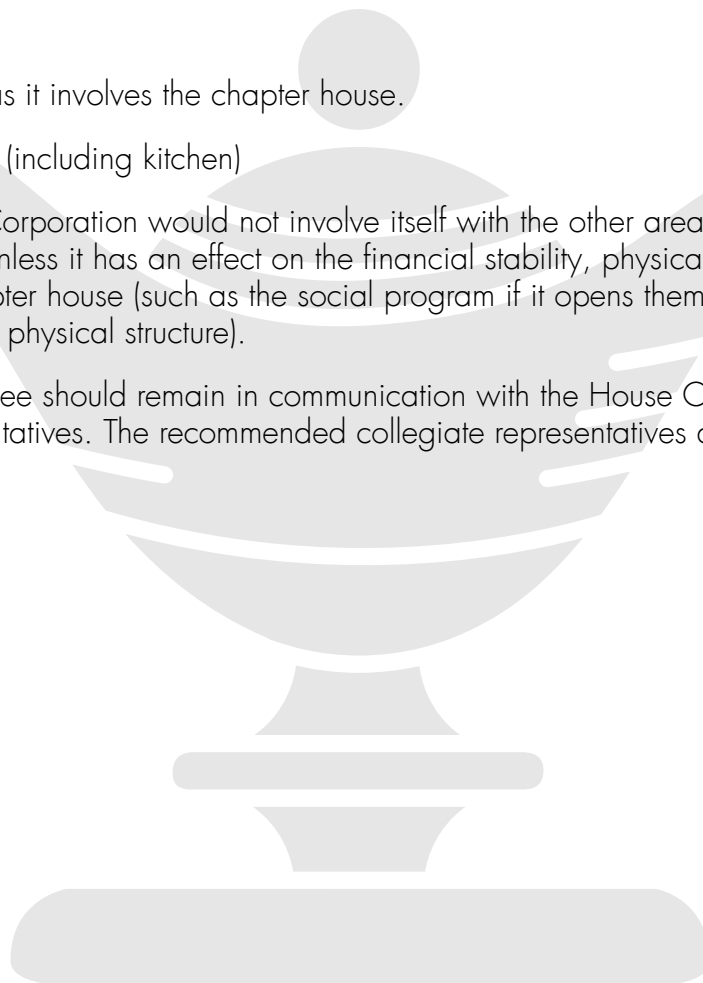
The Executive Committee represents the chapter in all transactions with the House Corporation. House Corporations vary in structure from chapter to chapter. It is suggested that you review a copy of the House Corporation's Articles of Incorporation and bylaws.

In Lambda Chi Alpha, the House Corporation is involved with the chapter operations in the following areas:

- Live-in requirements and house occupancy.
- Rent and other fees relative to the chapter house.
- House rules.
- Chapter discipline as it involves the chapter house.
- House maintenance (including kitchen)

Normally the House Corporation would not involve itself with the other areas of chapter management (such as academics) unless it has an effect on the financial stability, physical structure, or legal disposition of the chapter house (such as the social program if it opens them up to legal liability or causes damage to the physical structure).

The Executive Committee should remain in communication with the House Corporation, working through the collegiate representatives. The recommended collegiate representatives are: High Alpha, High Tau, and the High Rho.



Work with the High Tau to enforce financial suspension, according to the Constitution and Statutory Code, for members that are financially delinquent

The chapter's High Tau is responsible for receiving and depositing payments by the chapter brothers. The Executive Committee is responsible for collecting past due balances. The High Tau may be the person who asks for payment, but the Executive Committee is ultimately responsible for any actions necessary to collect money owed to the chapter. According to our Constitution & Statutory Code, it is the responsibility of each brother to pay his fees and charges by the 10th day of the invoice being issued. If he fails to do so, his account is delinquent. On the 30th day, the brother is automatically placed on financial suspension if the invoice is still unpaid. The High Tau does not suspend anyone — he merely reports the suspension. The practical reality is that some brothers are slow to pay their bills and others have to address personal financial dilemmas during the academic year. The application of the Constitution & Statutory Code should be appropriately applied based on facts and circumstances as evaluated by the Executive Committee with your input.

Factors to consider are:

- Current facts and circumstances — why is the brother unable to pay his bill at this time?
- Past history of payment with the chapter — has he been repeatedly late or is this the first time?
- Has the brother come voluntarily to you or the Executive Committee with a plan to pay his account?

Collections can be a difficult task. The prior treasurer can provide you with valuable insight into the payment habits of your chapter. Accounts receivable records can also provide great information as to past payment habits.

View Appendix for [Notice of Financial Suspension Letter](#).

Review the scholastic progress of members and work with the High Sigma to enforce scholastic probation and suspension

This is one of the most crucial roles of the Executive Committee is to work with the High Sigma to enforce all Laws of the Fraternity, particularly those pertaining to scholastic performance. The applicable Constitution & Statutory Code entries can be found below:

Automatic Probation/Suspension Discipline for Scholastic Deficiency.

a. Minimum Scholastic Average

1. Each Collegiate Brother and Associate Member in an undergraduate degree program shall be required to have achieved both during the previous grading period and cumulatively, a minimum scholastic average set forth in the Chapter's bylaws, but in any event not less than 2.5 (on a 4.0 scale) or the all-men's average (if this information is available), whichever is the lesser, but in any event not less than the scholastic average required for graduation.
2. Each Collegiate Brother and Associate Member in a graduate or professional degree program shall be required to be a student in good standing within their program.
3. Each Collegiate Brother and Associate Member shall authorize the institution to inform the Executive Committee whether or not his scholastic average meets the requirements of this section.

b. Scholastic Probation. Any Member failing to meet the minimum scholastic averages set forth in the Constitution and Statutory Code shall automatically be placed on scholastic probation.

1. The High Sigma shall report to the Chapter and to the Office of Administration the names of all Members on scholastic probation.
2. A Chapter may set its own terms for a Member on scholastic probation, but at a minimum any Member on scholastic probation shall:
 - (a) Meet regularly with the Executive Committee, the High Sigma, or such other person designated by the Executive Committee to review his academic progress and to provide academic assistance; and
 - (b) Not hold any elective or appointive office in the Chapter; provided that a Member on scholastic probation who has not yet received his grades for the current grading period by the time of Chapter elections for a future term may be conditionally elected to an office, but he shall be removed from office automatically should he fail to meet the minimum scholastic average; and

Continued

Review the scholastic progress of members and work with the High Sigma to enforce scholastic probation and suspension

(c) Not attend Chapter functions that the Executive Committee feels would interfere with his academic progress.

3. A Member on academic probation shall be removed from probation upon furnishing proof to the Executive Committee from the institution that his scholastic average entitles him to be removed from probation.

c. Scholastic Suspension. Any Member on scholastic probation who fails during the ensuing term to meet the minimum scholastic averages set forth in the Statutory Code shall automatically be placed on scholastic suspension.

1. The High Sigma shall report to the Chapter and to the Office of Administration the names of all Members on scholastic suspension.

2. A Chapter may set its own terms for a Member on scholastic suspension, but at a minimum any Member on scholastic suspension shall:

(a) Meet regularly with the Executive Committee, the High Sigma, or such other person designated by the Executive Committee to review his academic progress and to provide academic assistance; and

(b) Not vote, hold office, represent the Chapter in any kind of activity, or attend any Chapter functions other than Chapter meetings, or, at the discretion of the Executive Committee, reside in or take meals at the Chapter house.

3. A Member on academic suspension shall be removed from suspension upon furnishing proof to the Executive Committee from the institution that his scholastic average entitles him to be removed from suspension.

4. At the discretion of the Executive Committee, any Member may have the scholastic suspension as enforced in the Statutory Code changed back to scholastic probation as defined in the Statutory Code if his cumulative average fails to meet the minimum scholastic average but if his scholastic average for the term just ended was at least a 2.5 (on a scale of 4.0), or that required by the Chapter Bylaws, whichever is greater.

d. A senior shall not be disciplined for scholastic deficiency during the final term before graduation if his cumulative average equals or exceeds graduation requirements. A Member who is disciplined solely for scholastic deficiency shall, upon graduation, automatically become an Alumni Brother in good standing. A Member who withdraws from college prior to graduation and who is under discipline for scholastic deficiency but is otherwise in good standing shall automatically become an Alumni Brother in good

Continued

Review the scholastic progress of members and work with the High Sigma to enforce scholastic probation and suspension

standing, provided, however, that should he again enroll in college, he shall automatically revert to the same undergraduate membership status as was in effect prior to his withdrawal.

e. A Member under scholastic discipline who transfers to another college or university shall be automatically placed on probation for one term by the Chapter with which he affiliates. If he fails during the ensuing term to achieve the minimum scholastic averages as set forth in the Statutory Code, he shall be placed on scholastic suspension as set forth in the Statutory Code.

f. The Grand High Pi may, upon petition from a Chapter containing a showing of good cause, modify or waive any of the foregoing provisions of this section with respect to any Member.

So what does all of that mean? Let's break it down into a nice cheat sheet:

Scholastic Probation:

If a brother falls below a 2.5 GPA, either his cumulative GPA average or semester average, or the all men's average (whichever is lesser) he shall be placed on academic probation automatically. Once on academic probation, the chapter needs to draw up terms for all members placed upon it. The automatic terms are written below:

- Meet regularly with the executive committee, High Sigma, the Educational Adviser, or another person designated by the executive committee
- Not hold any elected or appointed office of the chapter while under probation
- Not attend any chapter function that the executive committee feels would disrupt the academics of the member.

Optional terms can be found below:

- Not attending social functions or serving as a sober monitor during functions while on probation
- Not serving as a big brother during the time of probation
- Mandatory study hours between 2 hours and 20 hours a week
- Attend chapter academic and Harm Reduction Education speakers
- Or any other items the executive committee may see fit

To have the probation status lifted, the brother must submitted to the executive committee his grades from the institution showing that he received above a 2.5 cumulative or semester GPA.

Continued

Review the scholastic progress of members and work with the High Sigma to enforce scholastic probation and suspension

Scholastic Suspension:

If the member stays below a 2.5 GPA cumulative or semester, the member will be automatically placed on Scholastic Suspension. Once on academic suspension, the chapter needs to draw up terms for all members placed upon it and the High Gamma of the chapter needs to report on Officer Portal all members being placed on suspension. The automatic terms are written below:

- Meet regularly with the executive committee, High Sigma, the Educational Adviser, or another person designated by the executive committee
- Not hold any elected or appointed office of the chapter while under suspension
- Not represent the chapter in any kind of activity
- Not attend any chapter function
- Not live in the house or take meals unless the executive committee permits

Optional terms can be found below:

- Mandatory study hours between 10 hours and 30 hours a week
- Attend chapter academic and Harm Reduction Education speakers
- Or any other items the executive committee may see fit

Discipline of a senior member during his final semester:

No new disciplinary terms can be placed on a senior member of the chapter during his final semester in college so long as he is currently above the scholastic minimum for graduation.

Enforcement of the policies above need to be completed by the executive committee of the chapter in a timely manner and discussion given to each member placed on probation and suspension. If a chapter member appeals the discussion, the same process of a disciplinary appeal takes place within the chapter, but the automatic terms for probation and suspension cannot be changed.

Make all decisions on hiring, salaries, and the dismissal of employees for the chapter or colony

It is the Executive Committee's responsibility to manage the chapter or colony's employees. This includes all the hiring, determining a salary, and dismissing an employee if need be. Some common positions the chapter employs includes house mother, cook or food service, and lawn care.

Should the chapter have an employee, it is suggested that the following measures be taken:

1. Document a complete job description outlining what, when, where and how the employee is to work. Review this with the employee and answer all questions.
2. Document a clear, concise payment schedule showing how much and when the employee will be paid. Indicate any raise in salary potential and mechanics, and itemize all deductions such as FICA, taxes, etc. Consider using a bank or payroll service to handle payroll paperwork and tax filings.
3. Schedule periodic performance reviews; one after 30 days, 60 days, 90 days, then every 3 months thereafter.
4. Document an employee contract (see Appendix for a sample) and have it reviewed by a lawyer to make sure it abides by all state or provincial laws. Have the employee, the chairman of the Executive Committee and witnesses sign two copies. Give one to the employee.
5. Make sure to abide by all state, provincial, and federal laws regarding withholdings, insurance, etc. The chapter should have an Employer ID Number. Call the Lambda Chi Alpha

It is important, as an Executive Committee, to be familiar with your obligations as an employer.

(Note: Canadian requirements will differ from those in the United States.)

1. Consult the proper agency to discover your obligations as an employer: your rights and the employee's rights, such as work station standards, breaks, time off, sick leave, injury at the work place, etc.
2. Assign a supervisor to the employee. The most likely supervisor for a cook would be the steward. Make it clear that the steward has no authority to hire, determine salary or dismiss the cook.
3. Inform the employee to speak directly to the Executive Committee on any questions regarding employment.

Communicate all major actions with the General Fraternity (i.e. expulsions, chapter incidents)

It is important that the chapter is communicating all major action with the General Fraternity. This includes incidents, expulsions, and resignations. Here are the appropriate steps to report this information to the General Fraternity.

Chapter/Colony Incidents

Unfortunately, some dangerous and harmful situations occur involving brothers of the Lambda Chi Alpha and at times in the chapter house. When these dangerous and harmful situations transpire, it is essential that all brothers are prepared to properly handle the situation. The following information should be considered when preparing a crisis management plan at the chapter and when educating all brothers on the components of that plan. If an incident occurs the chapter or colony should follow the crisis management plan and report the incident to the General Fraternity by contacting their Educational Leadership Consultant (ELC) or by contacting the emergency hotline: 317.872.8000. For questions about this reporting procedure you can email harmreduction@lambdachi.org.

Expulsions

If you are expelling someone from your roster you need to fill out additional paperwork and attach it to the Officer Portal when you submit the change. If you do not submit paperwork to go along with the change we cannot approve the expulsion of that member. In the Document Library of your Officer Portal under the High Gamma tab you will find the form 60 and form 66. You will need to fill these out and submit them with the minutes from the meeting. You will continue to be billed for expelled members until the additional paperwork is submitted. You have until October 15, or February 15 to submit paperwork for an expulsion to receive credits. If no paperwork is submitted by these dates you will be responsible for paying dues and the RMA for that member for the semester.

Resignation

If you have a member who has resigned from your chapter you must get a letter of resignation from them before they can be marked as resigned in the Officer Portal. If you do not attach this additional paperwork we cannot approve the change and you will continue to be billed for them.

You have until October 15th or February 15th to submit paperwork for a resignation to receive credits. If no paperwork is submitted by these dates you will be responsible for paying dues and the RMA for that member for the semester.

Review and adjudicate all disciplinary issues in accordance with the Constitution and Statutory Code

The Executive Committee is the chapter or colony's judicial body. It is responsible for handling and adjudicating all disciplinary concerns and actions that occur. As a member of the Executive Committee you may have to address concerns with individual members. This could lead to members being charged and disciplined. This process begins in the Executive Committee.

All members are expected to abide by the Laws of the Fraternity which are outlined in the Lambda Chi Alpha Constitution and Statutory Code, Chapter Bylaws, and acts of the Chapter's Executive Committee and officers. When members fail to abide by these laws and policies they can be charged.

A member being charged should only be done in serious matters. If the matter can be resolved outside of the Executive Committee it should be done. But note that offenses should not be overlooked. It is our duty as members of Lambda Chi Alpha to hold either to our standards and obligations.

Some of the specific offenses by a member have been defined. They are outlined in the Constitution and Statutory Code as the following:

- Conduct unbecoming of a gentlemen.
- Slander or libel of the Fraternity, a Chapter, or another Member.
- Failing to act for the good of the Fraternity or committing an act detrimental to the Fraternity.
- Violation of an oath of membership
- Conviction of a criminal offense which reflects upon the Fraternity.
- Any violation of applicable civil or criminal law, the Laws of the Fraternity, or the rules of the host institution.
- Violation of a resolution of the General Assembly.
- Hazing of any member.
- Divulging Ritual or Fraternity secrets.

If a charge is levied against a member the Executive Committee will need to have an Informal Hearing. The agenda for an **Informal Hearing** can be found in the Appendix.

If the decision of the Executive Committee on an Informal Hearing is appealed, it will then go before the entire membership in a **Formal Hearing**. An outline and agenda for this hearing can be found in the Appendix.

Transition the incoming Executive Committee

For a chapter/colony to be successful, it is important its officers don't "reinvent the wheel." Valuable information and resources are lost each year due to an ineffective transition process.

The Executive Committee is a vital part of the chapter or colony. It manages many aspects of the chapter on a level many members are unaware of. It is important that the information is successfully passed from one Executive Committee to the next. Some things to consider sharing with the newly elected Executive Committee includes:

1. Outstanding issues or concerns which have not yet or were recently addressed
2. Access to the most recent meeting minutes
3. The chapter or colony's strategic or long-term goals and efforts
4. Access to membership information (academic, standing, etc.)
5. Access to financial documents (statements, budgets, etc.)
6. Access to the Executive Committee Operations Guide, Lambda Chi Alpha Constitution and Statutory Code, chapter bylaws, and tutorial on Officer Academy.

To assist further in this process, an [Officer Transition Checklist](#) was created and can be found in the Appendix

It is recommended that both the incoming and outgoing officer review the checklist before the actual transition occurs.

Prepare meeting agendas to include a financial review, scholastic update, officer update, disciplinary issues, and other business

For the Executive Committee meeting to run efficiently and effectively it is important to be organized and prepared. The High Alpha is responsible for setting the agenda and should work with all members to ensure all appropriate matters are scheduled for review or discussion each week.

Financial Review- the High Tau should be prepared to provide the Executive Committee an update on the financial status of the chapter. This should include account balances, large expenditures, unexpected income or expenses, as well as anticipated financial changes.

Scholastic Update- since the High Sigma does not sit on the Executive Committee, it will be the job of the High Alpha to collect an update from him or coordinate with him to attend the meeting to present any updates. This update should include grade reports, progression of those on probation or suspension, and update on mechanisms in place to aid members in their scholastics.

Officer Updates- the Executive Committee should receive a weekly overview of the High Zeta. This can include officer review (assessing goals and outcomes), budget reviews, as well as completion of operations in the Operation Guides. This is also a great place to gain support for events and activities being hosted by the chapter or colony.

Disciplinary Issues- the Executive Committee will oversee all formal disciplinary matters. If an informal hearing is to occur it is important that it is set within the guidelines outlined in the Constitution and Statutory Code. The Executive Committee needs to ensure ample notice is given to all members involved in this hearings.

Receive High Beta or Standards Chairman reports on officer progress

One role of the chapter/colony's High Beta or Standards Chairman (if you have one), is High Zeta Reviews. This officer should meet with each member of the High Zeta, assessing their progression towards their self-determined goals as well as those set by the Operations Guides and previous ELC Reports. In addition, this meeting can include setting detailed timelines and determine what support this officer needs moving forward.

Once this meeting occurs the officer should generate a report, sharing it with the Executive Committee. This should include:

- An update on how the officer are progressing towards goals
- An update on how the officer is doing at implementing components of his office outlined in the Operations Guide
- Officer needs and requested supports
- Goals moving forward
- Anything else the officers wants to share

Other ways to gain insight for the officer's performance is to create a survey for the chapter to complete about each officer. This survey allows the opinions of the individual members to be heard as well as let the officers see areas they should improve.

Complete officer reviews and evaluate progression toward successful implementation of action plans and SMART goals

The Executive Committee has a responsibility to see that the officers of the chapter are executing their duties and meeting their goals. The Executive Committee is also responsible for seeing that all members of the chapter are meeting the minimum expectations of membership. In this area, a strong High Alpha and Executive Committee can work together to make the High Zeta stronger and improve the programming in the chapter.

Working with the chapter's officers is a place where the Executive Committee can start to exercise some proactive steps, instead of reacting to a crisis or problem. Reviewing the High Zeta officers on a regular basis makes them accountable to perform the duties of their office, and makes them less likely to ignore some of their duties. Regular review of the chapter's officers helps motivate the individual members of the chapter because they know the High Zeta is being held to a higher standard. Members of a committee will work harder to assist with projects, knowing an officer is being held responsible for not only implementing the project, but for making it more successful than last year. The review of chapter officers also builds morale because all members will know the Executive Committee is working to see that the long-term goals of the chapter are being addressed by the officers and members.

There are five critical areas that need to be addressed by the Executive Committee in reviewing and evaluating the performance of the High Zeta officers. They are:

1. Scheduling the Review Process.
2. Using Goals and the Operational Guides to Evaluate Job Performance
3. Offering Feedback and Suggestions.
4. Using the ELC's Report and Recommendations.
5. Documenting and Follow-Up on Executive Committee Suggestion

Scheduling the Review Process

Before the start of the school term, the High Alpha and High Beta or Standards Chairman should devise a schedule of meetings for the entire term. The schedule should allow the Executive Committee to meet each week and take into account major chapter or campus events which might cause the meeting to move around on the calendar.

Continued

Complete officer reviews and evaluate progression toward successful implementation of action plans and SMART goals

In planning the calendar the High Alpha and the High Beta or Standards Chairman should determine which officers must meet with the Executive Committee early in the term (ex: High Delta, if a major recruitment period is early in the school term, to see that planning for the events is on schedule). Each officer must meet with the High Zeta at least once a term, although it is preferred that two meetings a term take place.

Using Goals and the Operational Guides to Evaluate Job Performance

Once the High Alpha has arranged a schedule of meetings for all officers and members, there will be a need to educate them about the process and incorporate the review process into the other management tools the chapter is already using.

Before an officer arrives for his review with the Executive Committee, both he and the Executive Committee will need to do have done some homework. All members of the Executive Committee and the officer being evaluated will need to review the Operational Guide for that respective office. All members of the Executive Committee will take time, on their own, to examine the standards and rate the officer. The Executive Committee members should also be asked to provide some comments about the officer's leadership style and what he is doing well. The officer being evaluated will need to do the same and evaluate his own performance.

The High Alpha or the High Beta on the Executive Committee will collect these evaluations before the meeting, and will compile the ratings and comments to create a master evaluation. This master evaluation will average all of the Executive Committee's ratings into one rating for each area.

When the officer arrives for his meeting, he receives a copy of the Executive Committee's master evaluation (as do all members of the Executive Committee), while he passes around his own evaluation of his job. There is now a starting point for the discussion, which should focus first on the strengths of the officer's performance and how they can continue to improve in these areas.

After discussing the strengths, the Executive Committee and the officer being evaluated will discuss the weaknesses. Differences in impressions about the job performance or the overall chapter's performance can be discussed here.

By using these evaluations, the Executive Committee makes it far easier to offer constructive criticism and feedback, suggestions that won't be taken personally by the officer.

If the chapter is using a goal board, with goals for the officers and individuals, the Executive Committee must use these in evaluating an officer or member. The goals give the Executive Committee a glimpse of what the member or officer hopes to accomplish for the term or year. Comparing the goals to what has actually been accomplished can give the Executive Committee a chance to offer praise and support, remind members of the goals they set earlier in the year, or deliver a warning about failing to meet the expectations of an office or Fraternity membership.

Continued

Complete officer reviews and evaluate progression toward successful implementation of action plans and SMART goals

Offering Feedback and Suggestions

Now that all members and officers are comfortable using a process and are comfortable knowing that the review process is as fair as possible, they will be receptive to ideas, feedback and criticism. All of this will have to be given to the officer or member in the context of the Standards Program, as that is the tool that is being used to evaluate him.

When reviewing an officer, the Executive Committee should try and focus on three key areas:

1. How is this officer leading and communicating with others in the chapter?
2. What specific responsibilities does he have that can be improved to the benefit of all chapter members?
3. What can the chapter and this officer logically accomplish in the time left this term/year?

Members of the Executive Committee need to phrase their advice and suggestions in a non-confrontational way, avoiding terms like "us" and "them", "do this or else", etc. When offering suggestions and feedback the Executive Committee needs to point out why the member should improve and what he will gain from implementing the suggestion. Positive reinforcement will spur most people; most brothers will not be motivated by a "do it or else" edict from the Executive Committee (although there will be situations that call for that statement to be made).

Every officer and member should leave their review with the Executive Committee optimistic about their future and the chapter's, because the Executive Committee should have given them a clear idea of how to improve their personal experience in Lambda Chi Alpha.

Using the ELC Report and Recommendations

The Executive Committee should use the ELC report when evaluating an officer of the chapter, especially after the ELC's departure. Has the officer implemented any of the suggestions of the ELC? Why or why not? Are there recommendations included that can be acted on by an officer? If so, the Executive Committee must reinforce these recommendations with the officer. In almost every case, the recommendations listed on the report from the ELC were specific ones the ELC offered to the High Zeta officer, who agreed to work on these areas. Thus, few recommendations or suggestions from the ELC can come as a surprise to the chapter.

Continued

Complete officer reviews and evaluate progression toward successful implementation of action plans and SMART goals

Before the next ELC comes, the Executive Committee should review the recommendations of the last ELC and note which recommendations have been completed. This list of completed recommendations should be given to the High Alpha to present to the ELC upon his arrival. Completed recommendations indicate a chapter or an officer that is interested in trying new ideas to improve.

Documenting and Follow-up on Executive Committee Suggestions

Once the Executive Committee is comfortable offering suggestions, using previously set goals as a benchmark for performance, and utilizing the ELC's recommendations as a tool for change, the committee is ready to perpetuate their evaluation process. This is done by documenting the suggestions and evaluations done for each officer and member.

The High Alpha, the High Beta or Standards Chairman should keep a master file of all materials used in the review process. After an officer or member meets with the Executive Committee to discuss his job or membership performance, he should receive a typed set of recommendations from that discussion. The form should contain some positive feedback, first and foremost, noting all of the things the member or officer has done that have assisted the chapter.

Next, the form should list some areas where the Executive Committee feels the member or officer can improve in the near future. Finally, the form should list specific recommendations for how to improve (ex: Attend all chapter meetings this term). This feedback will help members and officers know exactly what they need to do to improve their experience and to be better brothers.

The use of written feedback also makes it easier for the Executive Committee to document its work and provide continually improving feedback. In the case where the Executive Committee must discipline a member or remove an officer for poor performance, these evaluations and feedback will supply the evidence that the Executive Committee tried to address the problem with the member and failed.

By using these five steps, the Executive Committee can create a long-term process for success, a process that can be easily adapted by future Executive Committees, and a process that will be respected by the members.

Present the duties and functions of the Executive Committee at a fraternity education session

Duties and Responsibilities

To aid in the transition process and in the overall knowledge of all member of your chapter, each officer needs to present his duties to the chapter membership during Fraternity Education. The Executive Committee should do the same. Explaining the committee must be more comprehensive than saying "We are the judicial or standards body of the chapter" in your chapter's first meeting. Utilize this operations guide as a model to communicate the duties of the Executive Committee to all members. Read each numbered duty and expound on why/how that task is pertinent to the success of your chapter or colony. The job of all elected positions is to leave the chapter/colony in a better place when they found it. By sharing details of your role it creates a greater degree of accountability for you but allows others to understand each piece of the chapter or colony.

Fraternity Education, Executive Committee Presentation Outline

1. Introduction (Your name, major, why you joined Lambda Chi Alpha, etc.)
2. Overview of the Executive Committee (who sits on it, what is the purpose, etc.)
3. How does it affect the members? (Financial Suspension, Academic accountability, disciplinary, and recognition)
4. Goals (What do you hope to accomplish during your term)
5. Questions

Review and approve individual member payment plans

If the Executive Committee agrees to allow brothers to pay a balance of over several months, you should have a written understanding as to how the obligations will be paid and what the consequences will be if he fails to pay the balance as agreed. This document is referred to as a promissory note. An example of the note is included in this publication for your information. Consult with your High Pi, or financial advisor before using this or a similar form. The note must conform to the appropriate form for your state domicile. You can purchase a promissory note that is appropriate for your state online at www.uslegalforms.com for a nominal fee.

See the appendix for an example of a [promissory note](#).



Ensure chapter roster is updated regularly with the General Fraternity and host institution

Your chapter roster determines how much you pay to the General Fraternity and Interfraternity Council for dues, insurance, and other fees. It is important that the High Gamma is updating this regularly. Rosters are updated on Officer Portal for the General Fraternity. This includes updating individual member's status. Some of these different statuses include:

Good Standing

For a member to be in good standing he must fulfill all of the following requirements:

- He has paid all financial obligations and meets academic requirements.
- He is not currently suspended and has not been expelled from the Fraternity.
- He has maintained and fulfills all other obligations of membership.

Inactive Status

In Lambda Chi Alpha there are only a few ways members are granted Inactive Status, which are listed below. Note, a Collegiate Brother with Inactive Status shall not be entitled to:

- Vote in Chapter meetings
- Hold office
- Represent his chapter or exercise other rights and privileges reserved for Collegiate Brothers.
- He still retains the right to attend Chapter meetings and initiations.

For a member to be considered Inactive, he must fall within one of these situations.

- Financial Hardship- a Collegiate Brother can be granted Inactive Status based on financial hardship upon written petition approved by his chapter and the Grand High Zeta.
- Marriage- A Collegiate Brother who is married has the option to either (1) remain active in the chapter and continue to pay both local and General Fraternity dues or (2) assume Inactive Standing.
- Study Abroad- If a Collegiate Brother participates in a study abroad program that brother has the option to be on Inactive Status and will not have to pay dues to the local or General Fraternity during his time outside the country.
- 8 Semester- A Collegiate Brother who has paid dues and other charges for each of eight full semesters, 12 quarters, or other equivalents has the option to assume Inactive Standing.
- Transferring Brother- If a Collegiate Brother transfers to an institution different from the one he was initiated at he has the option to either (1) be active in the chapter at that institution, if there is one or (2) assume Inactive Standing.

Ensure chapter's Crisis Management Plan is up to date every year

Every chapter of Lambda Chi Alpha should operate under a Crisis Management Plan. The Crisis Management Plan is the plan the chapter has developed to guide chapter operations in the event of an unforeseen crisis. A primary focus of this plan is to provide all chapter members, and possibly guests, with a list of numbers to contact in the event of an emergency. This list should always start with 911 (if medical attention is needed) and can span to General Fraternity, Staff Members, and Alumni. The Crisis Management Plan can also be used to address common crisis situations that the chapter may face. Examples may include what to do in the case of a fire at the chapter facility or if severe weather occurs. Due to the fact that contact information and the potential for crisis situations are always changing, the High Iota should work with the Harm Reduction Task Force to revise the Crisis Management Plan within the first month of each academic term. Additional information about the Crisis Management Plan can be found in the High Iota's Operations Guide.

As the Executive Committee you should ensure the chapter is currently operating under a Crisis Management Plan and that it is up to date. You are not responsible for creating the plan, leave that to the High Iota. The Executive Committee should just possess a copy and review it.

Meet with ELC during his visit

Lambda Chi Alpha is one of the only fraternities to provide a staff member visit twice per academic year. Your ELC meeting is an opportunity to share your best practices, get advice, and learn from a brother that has seen success and failures in recruitment on multiple campuses. Where the major priorities of the ELC is to meet with each High Zeta officers, the associate members, and graduating seniors; the Executive Committee should attempt to take the time to meet with him. This is a great opportunity for the ELC to see what you do well and help you enhance your committee's performance, efficiency, and overall operations. This can simply be accomplished by holding your meeting while he is visiting the chapter.



Recognize members and officers for contributions to the chapter or colony

It is often thought that the Executive Committee only handles problems and meets with members when they are in trouble; this shouldn't be the case. It is important that the Executive Committee is recognizing those members and officers who are excelling. This small gesture makes a big difference and encourages members to continuing making large contribution to the chapter or colony.

Some examples of achievements that the Executive Committee can recognize members for include:

- Making the Dean's list
- Hosting a successful event or program
- A member positively displays our values through his actions
- A brother helps another brother in need

By recognizing those who do the "right" thing. It encourages all members to strive for the highest ideals and achievements.

Plan and host a mock informal hearing as part of fraternity education

Hosting a mock informal hearing as part of fraternity education allows all members to better understand what this process looks like. It can also generate a great conversation about the Seven Core Values and accountability. Accountability is one of the areas that chapters struggle with the most; it is hard to address concerns and issues of our peers, but it is vital for the continued existence of each chapter or colony of Lambda Chi Alpha. Each member should be prepared to do what is right, not what is easy which is what often happens during an informal hearing. By hosting this mock hearing, great discussions can be generated and degree of accountability can be instilled in each member.

To view the agenda of an [Informal Hearing](#) go to the Appendix.

Work with the High Beta to create a strategic planning committee

As the Executive Committee you should look beyond the present and plan for what the chapter will be in the coming years. One way to determine this course is by working with the High Beta to establish a Strategic Planning Committee. This committee should be tasked with developing a plan to roadmap the next three to five years. The committee should identify strategic issues and establish goals and direction. It is important that the committee is composed of a variety of members from different academic levels, officers, non-officers, university representatives, and alumni brothers but the committee should be no larger than 15 members.

A well-designed plan includes the following:

- A process that is chapter-based and ongoing
- Identified goals, strategies, and specific action steps for implementation
- Contain a mix of evidence-based programs, policies and practices to affect change within the chapter
- A focus on improving and strengthening the infrastructure already in place, and building on the resources and capacities that already exist.

Here are the appropriate steps for strategic planning:

1. Create a chapter/colony survey to assist in identifying chapter weaknesses and strengths
2. View results from survey and utilize them in determining strategic issues
3. Work with the committee to identify and select the top 20 to 25 issues or areas the chapter wants to address with this plan
4. Group the issues into categories (Membership, Education, Housing, Health and Safety, Brotherhood, etc.)
5. Compose a list of the chapter's plan.
6. Work with the High Zeta and chapter to select which areas the chapter or colony will look to address first. Assign each issue to an officer to oversee.
7. Establish a standing committee to review the progress of the plan and to work with each High Zeta to select which areas they will work on each academic year.

Also view the page on **SMART Goals** in the Appendix to assist with this process.

Officer Transition Checklist

This checklist will provide the incoming and outgoing officer with many talking points that should be covered during the transition.

Duties and Responsibilities

- What are my officer duties and responsibilities?
- Approximately how much time do I spend with each?

Officer Manual

- Do you have a copy of the officer manual?
- Were there any sections that you found more beneficial?

Officer Notebook

- Do you have an officer notebook?
- What should be included in it?

Officer Reports

- Are there any reports that I am responsible for?
- If so, when, by whom, and how do they need to be completed?

Event Planning Form

- What is the Event Planning Form?
- When do I need to complete them?

Advisers

- Do I have an adviser? If so, what is the role between the two of us?
- What is my role with the Greek adviser?
- Who is the educational leadership consultant in this area?

Ceremonies/Rituals

- Do I have a role in the Associate Member Ceremony?
- Do I have a role in the Ritual for Conducting Business Meetings?

Constitution and Statutory Code, By-Laws

- Are there any policies that directly relate to this office?
- Are there any policies that I am responsible for enforcing?

Committees

- What committees am I on?
- What do I need to know?

Continued

Officer Transition Checklist

Officer Goals

- What were your goals?
- What goals were met and which ones were not? Why?
- Brainstorm and develop new goals

Meetings

- What is my role at the chapter meeting? High Zeta meeting?
- Am I a member of the Executive Committee

Budget

- Can I see a copy of your budget from last term?
- What areas do I need more or less money?
- Brainstorm and develop a budget proposal.

Programs and Events

- What programs, projects, and/or events were effective during the year? Why?
- What programs, projects, and/or events were not effective during the year? Why?

Yearly Calendar

- When did you schedule your events? When should I?
- Are there any deadlines I should know about?

Advice

- If you had an additional year, what would you do different?
- What advice do you have for me?

Additional Questions/Concern

Executive Committee Agenda

- I. Review/approval of previous week's minutes
- II. Treasure report (weekly)
 - a. Account balances (Savings and Checking)
 - b. Accounts receivable
 - c. Accounts payable
 - d. Budget updates
 - e. Financial suspension
- III. Scholastic Report (once a month)
- IV. Review of High Zeta officer (one officer per week)
- V. Review and Recognition of Membership
- VI. Old Business
- VII. New Business
- VIII. Adjournment (Set a time and place for the next meeting)

Notice of Financial Suspension

NOTICE OF FINANCIAL SUSPENSION

Date: _____

Dear Brother: _____

Each member of Lambda Chi Alpha has the obligation of meeting financial requirements. It has now been 30 days since your bill of \$_____ was due. You have failed to pay or sign a payment plan for money you owe to the chapter. As per Code X-15 of Lambda Chi Alpha's Constitution and Statutory Code you have automatically been placed on financial suspension. The terms of financial suspension are the following:

1. Appearance in front of the Executive Committee at the next Executive Committee meeting.
2. Loss of right to vote.
3. Loss of right to hold office.
4. Loss of right to represent the chapter in any kind of activity.
5. Loss of right to attend chapter functions including chapter meetings.

Compliance with these terms is your responsibility.

You will be returned to good financial standing upon payment of your outstanding bill or signing of a payment plan which has been approved by the Executive Committee. Failure to stay current with a payment plan will automatically result in your return to financial suspension. If you have questions, please direct them at the High Tau or another member of the Executive Committee.

Sincerely,

The Executive Committee

Informal Hearing

An Informal Hearing is held before the Executive Committee per the guidelines outlined in the Lambda Chi Alpha Constitution and Statutory Code.

Here is a procedures of an Informal Hearing:

Step 1. A complaint is written by a brother detailing the offense – the accusation, when, where, how it supposedly happened. Note: A brother of the Executive Committee can file a complaint, but he thereby disqualifies himself from voting on the case. Also the Executive Committee, itself can prefer charges against a member as well.

Step 2. This complaint must be delivered to the High Alpha within 45 days of the offense. A late charge is not a valid one.

Step 3. The High Alpha schedules an Executive Committee meeting on the charges (informal hearing) within ten calendar days of this receipt of the written charges.

Step 4. The High Alpha gives “timely” written notice of the hearing and a copy of the written charges to the accused.

Step 5. The informal hearing must be held within twenty calendar days. (The following is a suggested procedure for the Executive Committee informal hearing.)

Step 6. The Executive Committee, by majority vote of the quorum present, finds the accused innocent or guilty and if guilty, sets the penalty. A 2/3 vote is required for the penalty of expulsion.

The Executive Committee then announces its decision to the accused and the complainant, etc. If there is no further business, the hearing is adjourned.

Step 7. If the accused does not appeal in 14 calendar days: The High Alpha reads the charges and decision at the next chapter. The chapter does not vote on the decision

If a member decides to appeal the decision made by the Executive Committee there will be a formal hearing. The appeal must be made within fourteen calendar days of the decision occurring and can ONLY be requested by the accused member. A formal hearing will held in front of the entire membership.

Informal Hearing Agenda

1. At this informal hearing the High Alpha must make sure there is a quorum of Executive Committee members (three of five of the voting members).
2. The High Alpha should take a few minutes to review the powers and duties of the Executive Committee with the members of the Executive Committee.
3. The accused brother may be present. Since proper notice has been given to the accused, the informal hearing can be held whether he is there or not.
4. The complaining brother must be present. If he is not, the charges may be dropped, or the hearing may be postponed.
5. No other members are allowed at this hearing unless allowed by the Executive Committee, such as witnesses.
6. The complaining brother states his complaint to the Executive Committee. If he so chooses, he may request that the accused not be present when stating his complaint.
7. The accused may respond to the complaint and may request testimony from other brothers.
8. The Executive Committee may question the accused, the complainant, and other brothers.
9. The Executive Committee goes into closed session to discuss the case.
10. The Executive Committee may impose, for cause, any penalty in a private, informal disciplinary hearing. The Executive Committee may determine its own hearing procedures, provided that the accused Member shall be entitled to be present and to be heard. Any penalty imposed shall be by majority vote, except expulsion, which shall require a two-thirds vote.

Note: The Executive Committee may determine its own hearing procedures for an Informal Hearing.

Formal Hearing

If the decision of the Executive Committee during the Informal Hearing it will then going to a Formal Hearing before the chapter. Here are the appropriate procedures which should be followed.

Step 1. Within 14 calendars days of the receipt of the written appeal, the High Alpha (or presiding officer) shall:

- Contact the High Pi (or another alumni brother, preferably a lawyer) to preside over the hearing.
- Set the date and time of the formal disciplinary hearing. It must be not less than seven days or more than 30 days after the receipt of the appeal.
- Notify the accused brother and the complaining brother of the date and time of the formal disciplinary hearing.
- Notify all members of the hearing time and place as well as the charges.

Step 2. The formal disciplinary hearing is held. (Proceeding can be found on the next page)

- A quorum must be present. A quorum is a majority of the collegiate brothers and associate members of the chapter in good standing.
- The Presiding Officer (High Pi or other alumni brother) votes only in the event of a tie vote.
- A majority vote is needed to decide guilt or innocence and, if guilty, a majority vote is needed to decide punishment.
- The accused can have counsel, and the complaining brother can have counsel. Counsel must be a Lambda Chi Alpha brother.
- The complaining brother or his counsel must be present, unless their absence is due to extraordinary cause, or else charges will be dismissed

Step 3. A member can then appeal to the Grand High Pi the decision of the formal hearing. Only the convicted member can do so. The convicted member must:

- Give written notice of appeal to the High Gamma and the General Fraternity, within 10 days of the hearing.
- The High Gamma, within 10 days of the notice, prepares the records.
- The Presiding Officer must approve the records.
- A copy is given to the convicted member and the original is sent to the General Fraternity within 10 days of the receipt of the appeal by the High Gamma
- The convicted member files his "appeal" with the Grand High Pi within 10 days after he receives his copy of the record.
- The Grand High Pi approves or disapproves the decision of the hearing within 20 days of his receipt of the records.

Formal Hearing Proceedings

1. Call to order.
2. The Presiding Officer will read the charges and a representative of the Executive Committee will make a brief opening statement.
3. The accused will make a brief opening statement in response to the charges.
4. A representative of the Executive Committee will presents witnesses, evidence, etc.
5. The accused will be allowed to present his evidence, including witnesses.
6. Cross examination of witnesses brought by the Executive Committee and the accused Member will be allowed. All witnesses shall be put under oath to tell the truth.
7. Non-members may be present at the hearing only while testifying.
8. The Presiding Officer may allow rebuttal and surrebuttal testimony at his discretion.
9. The Presiding Officer will allocate equal time for closing arguments to the Executive Committee and the accused member. A representative of the Executive Committee will open arguments and the accused Member will close arguments. The Presiding Officer may summarize the evidence, but his summary will not be binding on the Chapter.
10. Recess during the hearing may be had as determined by the Presiding Officer, but no undue or unnecessary delay should be permitted.
11. Once all the evidence is presented closing statements should be given. The Executive Committee representative should go first followed by the accused member. Both should be given equal time and rebuttals will not be allowed.
12. The Presiding Officer should call for a vote on the offense charged. The accused member shall be excluded from the hearing room.
13. Note: At the request of any member entitled to vote, the vote shall be held by secret ballot.
14. Majority vote shall decide all questions of guilt.
15. Presiding Officer shall only vote in the event of a tie.
16. If the accused is found not guilty the hearing is adjourned.
17. If the accused is found guilty, a representative of the Executive Committee shall propose one or more penalties. The accused may respond to the proposed penalty, after which is excluded from the hearing room. A vote should then be taken until the majority agrees upon a penalty.
18. Once a penalty is reached, hearing ends

A Member found guilty in a Formal Disciplinary Hearing shall have the right to appeal the conviction and/or the penalty to the Grand High Pi. You can find this procedure and additional information about the Formal Hearing process in the Lambda Chi Alpha Constitution and Statutory Code.

Promissory Note

PROMISSORY NOTE/PAYMENT PLAN

<Zeta>

<University/College>

I, _____, promise to pay the following moneys on or before the stated payment date to the <Zeta> of Lambda Chi Alpha Fraternity at <University/College>. I acknowledge that this is a valid debt which I incurred while a member of the above mentioned Fraternity. <I agree to pay <\$fine> if payment is 10 days late and <\$fine> if payment is 30 days late.> I also understand that payment plans may not be signed without post-dated checks for the stated amounts and dates.

Starting Balance: \$ _____

Payment Date	Payment Amount	Balance Remaining	10 Days Late?	30 Days Late?
/ /	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
/ /	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
/ /	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
/ /	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
/ /	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>

If this payment schedule is not adhered to and this promissory note is placed in the hands of an attorney for collection or turned over to a professional collection agency, I agree to pay reasonable attorney's fees and/or collection costs, even though no suit or action is filed hereon; and if a suit or action is filed, I agree to pay the amount of such reasonable attorney's fees and court costs as shall be fixed by the court in which suit or action takes place.

Social Security Number _____

Have all post-dated checks have been received and reviewed (if required)? ☐

_____ print name
Member on Payment Plan

E-mail: _____

Date: _____

_____ print name
High Tau

E-mail: _____

Date: _____

_____ print name
High Alpha or High Pi

E-mail: _____

Date: _____

cc: High Alpha
High Tau
High Pi
Lambda Chi Alpha International Headquarters

SMART Goals

Name: _____

Date: _____

Create three SMART** short-term goals that are to be completed by the end of the current term.

Explanation of Goal – S.M.A.R.T.

Goal #1: Due Date:	
Goal #2: Due Date:	
Goal #3: Due Date:	

****Remember the SMART Goal System when creating your goals:**

Specific—goals must have a desired outcome, one that makes you feel as if you have accomplished something

Measurable—goals must have a finite end so that you can check them off

Attainable—one must work to succeed with a goal; don't set it too high, but challenge yourself to be different

Relevant—set goals based on priorities

Timely—set a reasonable completion date

Personal Notes

The area below is for you to write notes that will help you fulfill your role as an officer of your Zeta.

Basic

Advanced

Exceptional

Appendix

Personal

Officer Transition

The table below allows you to create your own Officer Tasks, the frequency with which you should complete the tasks, and a check box to use once you completed the task. When the next brother takes over your position you can review this section as part of your officer transition.

Officer Tasks	Frequency

Use the text box below for additional notes about your personal officer tasks

Questions/Concerns

If you have any questions about the specific content in this document, please contact:
programming@lambdachi.org.

If you are experiencing any technical difficulties with this document, please contact:
communications@lambdachi.org.

Visit Lambda Chi's Web Platforms

Website: lambdachi.org

Member Portal: mylca.lambdachi.org

Officer Portal: op.lambdachi.org

Officer Academy: oa.lambdachi.org

Stay Connected on Social Media

Like us on Facebook at: facebook.com/lambdachi

Follow us on Twitter: [@LambdaChiAlpha](https://twitter.com/LambdaChiAlpha)

