

Board Member Agreement

Use: This document will ensure both candidates and the nominating committee understand the duties and expectations of the Grand Lodge during the interview, vetting, and nominating process. To be signed by Grand Lodge members after they have been installed so they too are aware of the duties and expectations.

I, _____ of the _____ Charge, am entering this agreement as the _____ of the Grand Lodge, I maintain this position until it is up for election at the _____ convention in _____.

Grand Lodge Member Duties:

1. I will interpret the Central Fraternity Office's (CFO) work and values to the community, represent the International Fraternity, and act as a steward
2. I will interpret the needs of our Brothers to the Grand Lodge, speak out for their interests, and on their behalf, and hold the CFO accountable
3. I will work in good faith with staff and other board members as partners toward achievement of our goals
4. I will exercise Reasonable Care when making a decision, including maintenance of an impartial position on decisions affecting a specific charge
5. I will attend all teleconference calls scheduled by the Grand Lodge unless formally excused by the PGL
6. I will attend two live meetings per year of service, to be scheduled by the board unless formally excused by the PGL
7. I will attend Convention
8. I will be knowledgeable in organizational structure and the Ritual
9. I will Read and Respond to Grand Lodge and CFO communications as necessary
10. I will be responsible for the Financial and Legal oversight, and responsibly monitor risk management mitigations
11. I will carry out my duties to the Grand Lodge with the Mission, Vision and Strategic Statements of the Grand Lodge in mind. These items are clearly defined as the following:

Mission: The Mission of the Grand Lodge is to guide the development of a lasting and meaningful, lifelong member experience through perpetuating the values of Theta Delta Chi.

Vision: We are values driven members of our community who are strong, socially responsible leaders, focused on improving ourselves and those around us.

Strategic Statements:

1. The Grand Lodge and Central Fraternity Office drive the development of a life-long and meaningful Brotherhood through increased participation and engagement.

2. Theta Delta Chi is visible and distinctly recognizable as a value-added organization.
3. The Grand Lodge and Central Fraternity Office are consistently supporting existing charges and expanding our Brotherhood.
4. Theta Delta Chi influences and improves the local, national and Greek communities through meaningful service.

Grand Lodge Duties as a Board Member

1. Conduct Revocation Hearings as necessary
2. Complete Membership Reviews as necessary
3. Approve expansion opportunities and participate in the charting of groups
4. Suggest legislative changes and inquiries to the Standing Committee on Legislation (SCL)
5. Approve, monitor and take responsibility for the fiscal year budget and monthly finance reports
6. Prioritize and direct CFO staff in the completion of projects
7. Maintain the Vision and Mission of the Grand Lodge
8. Support ReCharge Workshops, ChargeUp Workshops, and the Preamble Institute
9. Abide by and support programming and organizational policies
10. Maintain regular CFO and Grand Lodge correspondence
11. Conduct as approved in Article IX of the Constitution, copied below:

Constitution Article IX Grand Lodge

Section 1. (a) The governing power of this Fraternity shall be vested in the Grand Lodge of Theta Delta Chi, Inc., which shall consist of seven members: five graduates and two undergraduates, hereafter referred to as members. All duly initiated members of Theta Delta Chi shall be non-voting members of the Grand Lodge of Theta Delta Chi, Inc. (Amended November 15, 1987, further amended October 15, 2010)

(b) The five (5) graduate members of the Grand Lodge, the President, the Graduate Treasurer, the Graduate Secretary, and two Executive Members shall be elected for a term of two (2) years. The President, the Graduate Secretary, and one of the Executive Members shall be elected in the same year, commencing in 2011, so that their terms are identical. The Graduate Treasurer and the other Executive Member shall be elected in the following year from the other graduate members so that their terms are identical. The two (2) undergraduate members of the Grand Lodge, the Treasurer and the Secretary, shall be elected every year at the Annual Convention. (Amended October 15, 2010)

(c) (Deleted November 3, 2005)

Section 2. (a) The graduate members of the Grand Lodge shall be designated as President, Graduate Secretary, Graduate Treasurer, and Executive Members. The undergraduate members shall be designated as Secretary and Treasurer. (Amended October 15, 2010)

(b) In the event that a member of the Grand Lodge (i) through incapacity, disability, or neglect of duty fails to execute in any material respect the duties and responsibilities of his office or (ii) commits an act of malfeasance in office, or other offense against the laws, dignity, or interest of the Fraternity or any country, state or locality, he may, on presentation of evidence, and with the opportunity to answer all charges, be removed from office by a unanimous vote of the other members. On further written petition of the removed member of the Grand Lodge, such action shall be subject to review by the next Convention, which may restore said member to the unexpired portion of his elected term. (Added October 15, 2010)

(c) In case of a vacancy or vacancies in the Grand Lodge, the Grand Lodge shall fill the same, subject to ratification by a majority vote of the majority of the Charges.

Section 3. The duties of the Grand Lodge shall be:

First: To act upon all applications for charters for new Charges, and for the restoration of charters to discontinued Charges, which it may entertain at its discretion.

Second: To investigate complaints preferred against any Charge on account of which its charter might be revoked; and to revoke such charter, if after notice and hearing the Grand Lodge finds sufficient cause for such revocation. The Grand Lodge must report, in due form, its action to the next Convention, when the Charge whose charter has been revoked may appeal to the Convention from the action of the Grand Lodge. All hearings and proceedings under this section shall be conducted in accordance with such provisions of the By-Laws of the Fraternity as may relate thereto.

Third: To correspond with the Charges in such manner and at such times as the By-Laws of the Fraternity may prescribe.

Fourth: The President shall make an official visit to each Charge annually or designate the Charge Consultant(s) who shall perform the duty in his stead. (Amended November 7, 2003)

Fifth: To attend to all general business of the Fraternity which may require attention between Annual Conventions.

Sixth: To perform such other duties as may, from time to time, be required of the Grand Lodge or any of its officers by the By-Laws of the Fraternity or by vote of Convention.

Section 4. (a) The Grand Lodge may, in its discretion, establish a new Charge or reestablish a discontinued Charge if seventy-five percent (75%) of all of the existing Charges shall have finally consented thereto, and the time within which a Charge may change its vote shall have expired. (Amended November 31, 1971, further amended November 3, 2005)

(b) The Grand Lodge of Theta Delta Chi may establish a colony whose purpose is to petition to become a Charge in due time. Members of the colony are held to standards of Charges as outlined in the By-Laws of the fraternity.

Section 5. Whenever the Grand Lodge shall have determined to establish a new Charge or re-establish a discontinued Charge in any college or university, an Embassy composed of one member of the Grand Lodge and two other members of the Fraternity appointed by the President of the Grand Lodge shall proceed to such college or university and formally elect and initiate any or all of the petitioners who are suitable for and eligible to membership, and establish the Charge in due form.

The suitability of the petitioners shall be determined by the Embassy.

The eligibility of the petitioners shall be determined by the existing eligibility requirements for membership in the active Charges as fixed by this Constitution and the By-Laws of the Fraternity, provided that graduates and seniors who are otherwise eligible may be elected and initiated by the Embassy.

After an organization has been perfected, they shall deliver to the new Charge a duly executed charter and a copy of the Constitution and By-Laws of the Fraternity, and shall instruct the officers of the new Charge in all necessary matters pertaining to the Fraternity.

Section 6. When the condition of any Charge becomes such that, in the opinion of three-fourths of the existing Charges, each Charge expressing its opinion by a majority vote, the best interests of the Fraternity would be subserved by its disorganization, the President of the Grand Lodge, after notice and hearing, shall have power to suspend the functions of such Charge and forthwith take possession of its charter and all records, the same to be presented at the next Convention with a full report of the President of the Grand Lodge, concerning his action in the matter. Said next Convention shall, by a majority vote of all delegates present, ratify the action of the President of the Grand Lodge and order said charter and records delivered to the Archives of the Fraternity for preservation, or shall rescind the action of the President of the Grand Lodge and restore the charter and records to the Charge. All hearings and proceedings under this section shall be conducted in accordance with such provisions of the By-Laws of the Fraternity as may relate thereto. Should such Charge be re-established at a future time, a Convention, acting by a majority vote, may restore the records to the re-established Charge.

Section 7. The Grand Lodge shall have power to make rulings and decisions construing or interpreting the Constitution and By-Laws of the Fraternity in specific cases as they may arise from time to time, and such rulings and decisions shall be final and effective and without appeal until the next Convention, which Convention shall consider such rulings and decisions as have been made and either approve or reverse the same.

Section 8. The Grand Lodge shall render to the Annual Convention a detailed report of all transactions since the last Convention.

Section 9. The Grand Lodge shall have power to assess each active Charge annually for such sums as may be provided by the By-Laws.

All voting members of the Grand Lodge are subject to the duties and definitions above. In addition to these points of agreement, the following positions agree to the specific duties or roles outlined below.

President's Specific Duties:

1. I will lead the Convention floor for all Business Meetings

2. I will Chair the monthly and in-person meetings, or I will assign in a timely manner another Board Member or CFO staff to Chair meetings as needed
3. I will write a letter prior to Convention addressing the state of Theta Delta Chi
4. I will maintain regular correspondence with the Executive Director of Theta Delta Chi
5. I will guide the direction of any Standing or Temporary Committees
6. I will be responsible, with assistance from the CFO, for guiding Board Learning
7. I will be responsible for working with the CFO to create and monitor internal controls
8. I will be responsible for guiding strategic conversations for the benefit of the organization
9. I will be responsible for the oversight of the Executive Director, as it pertains to, or limited by, any standing Lease and Service Agreement and Grand Lodge activities
10. I will be responsible for leading the Grand Lodge in the development of and adherence to the Mission and Safeguarding the Values and Culture of Theta Delta Chi

Graduate Treasurer's Specific Duties:

1. I will oversee the budget and audit process of the CFO, timely disseminate information to the board and report on findings, issues or successes
2. I will assist the CFO in the identification of financial trends, risks and opportunities
3. I will help the CFO assure the safety and health of financial systems and internal financial controls
4. I will work closely with the Executive Director of Theta Delta Chi on budget line items and will provide any necessary interpretation or background information to the Grand Lodge

Graduate Secretary's Specific Duties:

1. Ensure that discussions and information is properly transmitted and recorded
2. Act as the Governance Officer, ensuring the integrity of the Governance Framework, and compliance with statutory and regulatory requirements
3. Oversee adherence to organizational policies
4. Oversee board nomination processes and new-member on-boarding

Undergraduate Specific Roles:

1. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
2. I will excuse myself from discussions and votes where I have a conflict of interest.
3. I understand that my primary function is to serve as a voice of the undergraduate constituents of Theta Delta Chi

In accordance with Section 2(b) of Article IX of the Constitution (above), if I deem myself incapable of the duties of the Grand Lodge or am inhibiting the board function I will remove

myself so the Grand Lodge may appoint a Brother to fill the vacancy. A strong Grand Lodge is integral to the success and growth of the organization.

I have read the above text in full and understand my duties as an individual member and of the board as a whole. Upon signing, I am committing myself to these duties and to the service of the 'Old Lady'.

Signature

Delegation

Date