

Gamma Epsilon Tau
Epsilon Chapter

Constitution
Winter 2006

Preamble

The name Gamma Epsilon Tau is based on the initial letters of the Greek words, which represent the purposes, and ideals of this fraternity. Gamma stands for letter, literature, or alphabet. Epsilon stands for science or knowledge. Tau stands for art or craft. The full meaning of Gamma Epsilon Tau is: "The science or knowledge of the art and craft of letters."

The chapter located at Ferris State University in Big Rapids, Michigan shall be the Epsilon chapter. Our nature is that of a National Graphic Arts Fraternity. Our purpose and ideals are:

- A. The establishment of brotherhood and sisterhood among those who are willing to work toward the betterment and extension of the Graphic Arts.
- B. Encouragement of the individual to pursue and to propagate craftsmanship and knowledge within the Graphic Arts and society.
- C. Personal and professional achievement within the Graphic Arts.

Gamma Epsilon Tau, Epsilon Chapter, recognizes that it receives its right to function as a Registered Student Organization for Ferris State University.

Article I. Name

Section A. Use of the Name

Part I. Documents

All official documents shall bear the full name of the fraternity.

Part II. Association of Name

Any Fraternity member, neophyte, or perspective member may not associate the Fraternity name with a personal opinion unless consent of the Fraternity as a whole is granted by an affirmative vote of two-thirds majority of the active membership present.

Article II. Membership

Section A. Active

Part I. Definition

An Active Member is any recognized member of Gamma Epsilon Tau who meets all the requirements of Active Membership set forth in this Constitution and its By-laws.

Part II. Responsibilities

All of these responsibilities must be met by each Active Member to maintain their status. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

1. Active Members of the chapter will consist of full-time students of Ferris State University, taking a minimum of twelve (12) credits.
2. Active Members must maintain a cumulative 2.50 grade point average unless that student has shown vast improvement since the semester the student has failed to reach the grade point standard set forth by this constitution.
3. Active Members must pay the Membership fee set forth by the chapter. This payment must be made by the third week of each semester that the chapter meets.
4. Active Members must attend all business meetings and mandatory fraternal events. If a member is unable to make an event they are expected to report in advance to explain the absence to the Librarian/Historian.
5. Active Members must be active on a committee.
6. Active Members of Gamma Epsilon Tau must follow all rules laid out in this Constitution, Amendments, and its By-laws and any other rules laid out by the Epsilon Chapter. Active Members are also expected to abide by the local, state, or federal laws as well as the laws laid out by Ferris State University.

Part III. Privileges

1. Only Active Members have the right to vote on voting issues
2. Active Members have the right to wear the letters of Gamma Epsilon Tau
3. Active Members have the right to hold any Executive office of Gamma Epsilon Tau if they meet the qualifications set forth in this Constitution.
4. Active Members have the right to represent and use the name of the chapter of Gamma Epsilon Tau with the consent of the Epsilon Chapter

Part IV. Loss of Privileges

Violations of any of the responsibilities of Active Membership will be dealt with as stated under the respective topic here. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

1. Full-Time Status-Any Active Member who is not a full-time student of Ferris State University, will immediately be placed on Probation. Exceptions to this rule are senior students in their last semester who do not need to carry a full credit load.
2. Grade Point Average-Any Active Member whose cumulative grade point average falls below 2.50 shall immediately be put on Type 1 probation.
3. Dues
 - a. Any Active Member who fails to pay their dues by the second week of the new semester shall receive a reminder from the Treasurer.
 - b. Failure to pay dues by the third week will result in a fine being added to the amount owed.
 - c. An additional fine will be added if the dues are not paid by the fourth week. These additional fines will be set by the Executive Board.
 - d. Failure to pay the dues and fines by the fifth week will result in the Member being placed on Type 2 Probation.
4. Participation-An unexcused absence occurs when a member fails to report to the Librarian/Historian prior to the meeting, or if the Executive Board does not feel that a valid excuse for the absence was given. Individual exceptions or special cases may be considered at the discretion of the Executive Board.
 - a. Business Meetings-Any Active Member who has more than two unexcused absences in a semester is immediately placed on Type 3 Probation.
 - b. Perspective Member Voting-Any Active Member who has an unexcused absence from perspective member voting is immediately placed on Type 3 Probation.

c. Perspective Member Induction-Any Active Member who has an unexcused absence from Perspective Member Induction will immediately be placed on Type 3 Probation for the remainder of that semester.

d. Fraternal Events-The Executive Board reserves the right to expect attendance at annual, semester-ally, or special events/meetings. An unexcused absence from one of these events will be treated as an unexcused absence from a business meeting.

5. Failure to serve on a Committee-An Active Member who is not on a committee will be placed on Type 4 Probation.

6. Violation of Laws-Any violator of the Laws of the chapter, Gamma Epsilon Tau, Ferris State University, local, state, or federal governments shall be subject to immediate expulsion from Gamma Epsilon Tau dependant upon violation.

Section B. Inactive

Part I. Definition

An Inactive Member who complies with the Constitution and its By-laws and chooses to temporarily give up their Active status.

Part II. Responsibilities

All of these responsibilities must be met by each Inactive Member to maintain their status. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

1. An Inactive Member must submit a letter to the Librarian/Historian stating their choice to go inactive for that semester.
2. Inactive Members must maintain a cumulative 2.50 grade point average unless that student has shown vast improvement since the semester the student has failed to reach the grade point standard set forth by this constitution.
3. Inactive Members must pay the Membership Fee set forth by the Epsilon Chapter.
4. No member may be Inactive more than once per academic year
5. Inactive Members of Gamma Epsilon Tau must follow all rules laid out in this Constitution, Amendments, and By-laws and any others rules laid out by the chapter. Inactive Members are also expected to abide by the local, state, or federal laws as well as the law laid out by Ferris State University.

Part III. Privileges

1. Inactive Members have the right to wear the letters of Gamma Epsilon Tau.
2. Inactive members have the right to represent and use the name of the chapter of Gamma Epsilon Tau with the consent of the Chapter.
3. Inactive Members have the right not to attend business meetings and fraternal events and activities.

Part IV. Loss of Privileges

Violation of any of the responsibilities of Inactive Membership will be dealt with as stated under the respective topic here. Individual exceptions or special cases may be considered at the discretion the Executive Board.

1. Full-Time Status-Any Inactive Member who is not a full-time student of Ferris State University will immediately be placed on Probation. Exceptions to this rule are senior students in their last semester who do not need to carry a full credit load.

2. Grade Point Average-Any Inactive Member whose cumulative grade point average falls below 2.50 shall immediately be placed on Type 1 probation.
3. Dues-Any Inactive member who fails to pay their dues by the end of the semester shall receive a reminder from the Treasurer.
4. Violation of Laws-Any violator of the Laws of the Epsilon Chapter, Gamma Epsilon Tau, Ferris State University, local, state, or federal governments shall be subject to immediate expulsion from Gamma Epsilon Tau dependant upon violation.
5. Any member who is Inactive more than once per academic year will be subject to immediate expulsion pending review by the Executive Board.

Part V. Regaining Active Member Status

- A. Inactive Members wishing to regain their active status must first meet all the requirements of being an Active Member (Article II, Section A, Part II)
- B. Inactive Members wishing to regain their active status must submit a letter to the Librarian/Historian stating their desire to regain Active Membership.

Section C. Neophyte

Part I. Definition

A Neophyte is one who has satisfactorily completed the pledging process but has not met all the membership requirements.

Part II. Responsibilities

Neophytes must meet all of the responsibilities of an Active Member as outlined in Article II. Section A, Part II of this Constitution. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

Part III. Privileges

1. Neophytes may wear the letters of Gamma Epsilon Tau at the discretion of the Membership.
2. Neophytes have the right to represent and use the name of the chapter of Gamma Epsilon Tau with the consent of the Epsilon Chapter.

Part IV. Loss of Privileges

Violation of any of the responsibilities of Neophyte status will be dealt with as stated under the respective topic here. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

1. Full-Time Status-Any Neophyte who is not a full-time student of Ferris State University will immediately be subject to expulsion.
2. Grade Point Average-If a Neophyte's cumulative grade point average falls below a 2.50 they must immediately inform the Executive Board. At that time the Executive Board will appoint an Academic Big Brother/

Sister from the fraternity to work with the Neophyte to help gain the appropriate grade point average. The Neophyte has one Academic Year from that moment to gain the necessary grade point average. If the Neophyte fails to achieve a cumulative 2.50 grade point average in that time they will be subject to immediate expulsion. At the end of each semester the Executive Board must review the Neophyte's case.

3. Dues

a. Any Neophyte who fails to pay their dues by the second week of the new semester shall receive a warning from the Treasurer.

b. Failure to pay dues by the third week will result in a fine being added to the amount owed.

c. An additional fine will be added if the dues are not paid by the fourth week. These fines will be set by the Executive Board.

d. Failure to pay the dues and fines by the end of the semester will result in the Neophyte being subject to expulsion.

4. Participation-An unexcused absence occurs when a letter is not submitted to the Librarian/Historian prior to the meeting, or if the Executive Board does not feel that a valid excuse for the absence was given. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

a. Business Meeting-Any Neophyte who has more than two unexcused absences in a semester is immediately subject to expulsion.

b. Fraternal Activities-The Executive Board reserves the right to expect attendance at annual, semester-ally, or special event/meetings. An unexcused absence from one of these events will be treated as an unexcused absence from a business meeting.

5. Failure to serve on a committee-Any Neophyte who is not on a committee will be subject to expulsion.

6. Violation of Laws-Any violator of the Laws of the chapter, Gamma Epsilon Tau, Ferris State University, local, state, or federal governments shall be subject to immediate expulsion from Gamma Epsilon Tau dependant upon violation.

Part V. Gaining Active Member Status

A Neophyte will immediately gain Active Member status when they successfully meet all the requirements to become an Active Member.

Section D. Perspective Member

Part I. Definition

A person who has been chosen by the Executive Board and membership chair(s) shall be considered for membership in Gamma Epsilon Tau and who is currently involved in the perspective member process.

Part II. Responsibilities

Perspective Members must meet all of the responsibilities of an Active Member as outlined in Article II Section A Part II. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

Part III. Privileges

Perspective Members have the right to present and use the name of the Epsilon Chapter of Gamma Epsilon Tau with the consent of the Chapter.

Part IV. Loss of Privileges

Violation of any of the responsibilities of Perspective Members will be dealt with as stated under the respected

topic here. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

1. Full-Time Status-Any perspective members that are not a full time student of Ferris State University will be subject to immediate expulsion.
2. Grade Point Average-Any perspective member who has cumulative grade point average below 2.50 upon successful completion of the perspective member process shall become a Neophyte and does not attend the perspective member induction.
3. Dues-Any perspective member that fails to pay their perspective member fees by the second week of the new semester shall receive a warning from the treasurer. Failure to pay the perspective member fee by the end of the perspective member process results in immediate expulsion.
4. Participation-An unexcused absence occurs when a report hasn't been submitted to the Librarian/Historian prior to the meeting or if the Executive Board does not feel that a valid excuse for the absence was given. Individual exceptions or special cases may be considered at the discretion of the Executive Board.
 - a. Business Meetings-Any perspective member that has more than two unexcused absences in a semester is subject to immediate expulsion.
 - b. Perspective Member Induction-Any perspective member that has an unexcused absence from perspective member induction is subject to immediate expulsion. An exception is made for those perspective members that upon completion of the perspective member process become Neophytes. Expulsion is subject to review by the Executive Board.
 - c. Fraternal Events-The Executive Board reserves the right to accept attendance at annually, semester-ally, or special events/meetings. An unexcused absence from one of these events will be treated as an unexcused absence from a business meeting.
5. Failure to serve on a Committee-a perspective member that is not on a committee after committees have been chosen is subject to review by the Executive Board and shall receive a warning.
6. Perspective members who fail to follow all the rules set forth in the Perspective Member Handbook are subject to review by the Executive Board.
7. Violation of Laws-Any violator of the Laws of the Epsilon Chapter, Gamma Epsilon Tau, Ferris State University, local, state, federal governments shall be subject to immediate expulsion from Gamma Epsilon Tau dependent upon violation.

Section E. Honorary

Part I. Definition

Honorary Membership shall be limited to faculty, staff, or people from civic, labor, educational or industrial organizations, which have made outstanding contributions to the Graphic Arts. A Member who is Neophyte at the time of their graduation may also receive Honorary Membership.

Part II. Responsibilities

An Honorary Member of Gamma Epsilon Tau must follow all rules laid out in the Constitution, Amendments, and By-laws and any other rules laid out by the Epsilon Chapter to maintain their status. An Honorary Member is also expected to abide by the local, state or federal laws. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

Part III. Privileges

1. Honorary Members can wear the letters of Gamma Epsilon Tau.
2. Honorary Members have the right to represent and use the name of the Epsilon Chapter of Gamma Epsilon Tau with the consent of the Chapter.

Part IV. Loss of Privileges

An Honorary member who violates the Laws of the Epsilon Chapter, Gamma Epsilon Tau, state, or federal governments shall be subject to immediate expulsion from Gamma Epsilon Tau at the discretion of the Executive Board.

Part V. Removal of Title

The status of Honorary Membership can be revoked by the two-thirds majority consent of the Fraternity.

Section F. Life Membership

Part I. Definition

Graduating Members in good standing having been a member for one academic year including the perspective member period shall be granted a Life Membership in the Epsilon Chapter of Gamma Epsilon Tau.

Part II. Responsibilities

A Life member of Gamma Epsilon Tau must follow all rules laid out in this constitution, Amendments, and By-laws and any other rules laid out by the Epsilon Chapter. A Life Member is also expected to abide by the local, state and federal laws. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

Part III. Privileges

1. Life Members can wear the letter of Gamma Epsilon Tau.
2. Life Members have the right to represent and use the name of the Epsilon Chapter of Gamma Epsilon Tau with the consent of the Chapter.
3. If a Life Member should return to an appropriate academic program they will be immediately reinstated in Gamma Epsilon Tau as an Active Member.

Part IV. Loss of Privileges

A Life Member who violates the Laws of the Epsilon Chapter, Gamma Epsilon Tau, state, federal governments shall be subject to immediate expulsion from Gamma Epsilon Tau at the discretion of the executive Board.

Part V. Removal of Title

The status of Life Membership can be revoked by a two-thirds majority consent of the Fraternity.

Section VIII. Probation

Part I. Definition

Probation is a type of membership that Active Members are placed in if they have failed to meet the requirements of membership as set fourth in this Constitution.

There are 4 different types of Probation.

1. Academic-A member is placed on Type 1 probation when their cumulative grade point average falls below a

2.5 (see Article II, Section A, Parts II 2 & IV 2).

2. Financial- A member is placed on Type 2 probation when they fail to pay their membership fee and do not work out a payment plan with the Executive Board (see Article II, Section A, Parts II 3 & IV 3).
3. Attendance- A member is placed on Type 3 probation when they fail to participate in fraternity functions and provide no reason for their absence (see Article II, Section A, Parts II 4 & IV 4).
4. Committee- A member is placed on Type 4 probation if they fail to be a member of a committee (see article II, Section A, Parts II 5 & IV %).

Part II. Responsibilities

A Member must meet all of these responsibilities on Probation to remain a member of Gamma Epsilon Tau. Individual exceptions or special cases may be considered at the discretion of the Executive Board.

1. All Members on probation must meet all the responsibilities of an Active Member as outlines in Article II, Section A, Part II of this constitution.
2. No Member may be on more than one type of Probation at any given time. Violators shall be subject to immediate expulsion from Gamma Epsilon Tau at the discretion of the Executive Board.
3. No Member may be on Probation more than once a year. Violators shall be subject to immediate expulsion from Gamma Epsilon Tau at the discretion of the Executive Board.

Part III. Privileges

1. A Member on Probation can wear the letters of Gamma Epsilon Tau.
2. Members on Probation have the right to represent and use the name of the Epsilon Chapter of Gamma Epsilon Tau with the consent of the Chapter.

Part IV. Loss of Privileges

1. Any violation of the responsibilities of a Member on Probation will cause that member to be subject to immediate expulsion from Gamma Epsilon Tau. Exceptions to this will be outlines in Part V of this section. Any other exceptions or special cases may be considered at the discretion of the Executive Board.
2. A Member of Probation does not have the right to vote.

Part V. Probation Procedures & Additional Regulations

1. The following are special procedures that must be undertaken for each respective type of probation.
2. Academic- When a Member is placed on Type 1 Probation the Executive Board will appoint a willing Academic Big Brother/Sister from the Fraternity to work with that member to help gain the appropriate grade point average. The Member then has one academic year from that moment to gain the necessary grade point average. As soon as that Members' grade point average rises above a 2.5 cumulative grade point average they will be taken off of Probation. If the Member fails to achieve a cumulative 2.5 grade point average in that time they will be subject to immediate expulsion.
2. Financial- Once a member is placed on Type 2 Probation they have until the end of the semester to pay all outstanding fees or to reach an agreement with the Executive Board. Upon payment or agreement they will be taken off of Probation. If the member fails to play by the end of the semester they will subject to immediate expulsion.
3. Attendance- Once a Member is placed on Type 3 Probation they are still expected, though are no longer required, to attend all fraternity functions. They will be taken off of Type 3 Probation at the beginning of the next semester. That Member must remain active for the semester, excluding internship. If that Member is unable to participate they will be subject to immediate expulsion.
4. Committee- If a member is placed on Type 4 Probation for failing to serve on a committee, that member will

remain on Probation as long as they are not a member of a committee. Members on Type 4 Probation have one week to join a committee or face immediate expulsion at the discretion of the Executive Board. They will be immediately taken off of Probation as soon as they inform the Vice President that they have joined a committee.

Article III. Executive Board

Section A. Definition

Part I. Members of the Executive Board

The Executive Board of the Gamma Epsilon Tau Chapter shall consist of a President, Vice President, Secretary, Treasurer, Librarian/Historian, Parliamentarian, Community Service Representative, and Faculty Advisor.

Section B. Responsibilities

Part I. General Responsibilities

- A. Members of the Executive Board must follow all responsibilities stated here and in their respective section.
- B. The Executive Board will preside over all fraternal business and events.
- C. The Executive Board is responsible for all business conducted by the committees and Members of Gamma Epsilon Tau.
- D. The Executive Board shall act as the Chapter's liaison with Ferris State University.
- E. The Executive Board must create a tentative schedule for all major fraternal events a semester prior to the event's occurrence. This includes the perspective member process, known educationals, and social events.
- F. Fraternal Membership
 - 1. The Executive Board, in consultation with the Membership Committee shall determine if a perspective member class will be held for a given semester.
 - 2. The Executive Board, in consultation with the Membership Committee, shall create the schedule of events for the perspective member process.
 - 3. The Executive Board, in consultation with the Membership Committee, shall determine candidates for membership according to the Constitution.
- G. The Executive Board must follow all rules laid out in this Constitution, Amendments, and By-laws and any other rules of the Chapter. The Executive Board is also expected to uphold local, state, and federal laws as well as the laws laid out by Ferris State University.

Section C. Authority

Part I. Fraternal Business

- A. The Executive Board shall have the authority to transact chapter business until voting by two-thirds of the Active Membership is possible.
- B. The Executive Board may act with all authority necessary and proper to carry out the functions of the Frater-

nity.

C. The Executive Board has the authority to review the status of any Member at any time.

D. The Executive Board has the authority to delegate the business and power of the Fraternity to the Committees or individual Members.

E. The Executive Board has the authority to select a Committee Chair(s) at their discretion.

F. The Executive Board has the authority to remove a Committee Chair at their discretion.

Part II. Executive Business

Each of the Executive Members shall have one vote with the exception of the Faculty Advisor who will act as a member ex-officio in an advisory capacity.

Section D. Election of Executive Board

Part I. Electoral Procedures

The Electoral Procedures for the Executive Board and Faculty Advisor are outlined in Article VII Section C Part III.

Section E. Term of Office

Part I. Requirements

A. The term of office for all Executive Board positions shall be for one business year.

B. No Member of the Executive Board may serve in the same position for two consecutive years.

C. An officer shall not miss more than two regular business meetings during their term in office.

D. The President, Vice President, Treasurer, and Parliamentarian must remain Active Members during their term in office.

Section F. Loss of Powers and Removal From Office

Part I. Violations

A. Any Member of the Executive Board who relinquishes their Active Membership, or has it removed, during their term shall immediately be removed from the Executive Board. The empty position will be filled as specified by this Constitution.

B. Failure to fulfill all of the responsibilities expected of an Executive Position or abuse of those powers shall lead to the initiation of Removal Procedures against that officer.

C. Any violation of the laws of the Epsilon Chapter, Gamma Epsilon Tau, Ferris State University, local, state, and federal governments shall lead to the initiation of Removal Procedures against that officer.

Part II. Procedures for Removal

The Removal procedures for the Executive Board are outlined in Article VII, Section E.

Section G. Positions

Part I. President

1. The president shall be the Chief Executive Officer of Gamma Epsilon Tau.
2. Responsibilities
 - a. The President must fulfill the responsibilities of an Executive Board member.
 - b. The President shall act as the presiding officer at all meetings of the Chapter and Executive Board.
 - c. The president shall be a standing member of all committees.
 - d. The President shall act as the primary liaison between Gamma Epsilon Tau and the faculty, staff, and administration of Ferris State University.
3. Powers
 - a. The President shall have the power to appoint any Executive Board member should the position not be able to be filled as specified by this Constitution. This appointment shall occur in cases of unplanned vacancy. The appointment will stand until an election can be held.
 - b. The President has the power to call special meetings whenever the occasion demands, or when petitioned by two-thirds of the active Members of the chapter.
 - c. The President shall be empowered to appoint such special committees that he/she deems necessary at the time, and to dissolve such special committees when they have fulfilled their function.

Part II. Vice President

1. The Vice President shall be the second highest-ranking officer of Gamma Epsilon Tau.
2. Responsibilities
 - A. The Vice President must fulfill the responsibilities of an Executive Board member.
 - B. The Vice President shall assume the position of President in the event of resignation or removal from office.
 - C. The Vice President shall reside and assume the full responsibilities (but not powers) of the President at all meetings of the chapter and Executive Board in their absence.
 - D. Committees
 - a. The Vice President shall be a standing member of all committees
 - b. The Vice President shall be responsible for maintaining communications between the Committees, the Executive Board and Membership.
 - c. The Vice President shall appoint all committee chairpersons
 - d. The Vice President shall preside over committee reports during a business meeting.
 - E. Membership
 - a. The Vice President shall serve, ex-officio, as Chairperson of the Membership Committee.
 - b. The Vice President shall appoint and supervise all Perspective Members and all Perspective Member projects.
 - F. The Vice President shall be in charge of locating, scheduling/reserving, and opening all rooms that any meetings are held in, unless otherwise directed by the Executive Board.
 - G. The Vice President shall be responsible for checking the grades of all the members at the beginning of each semester to see if they have the required cumulative 2.50 grade point average or if the student has shown vast improvement since the semester the student has failed to reach the grade point standard set forth by this consti-

tution.

Part III. Treasurer

1. The Treasurer shall be responsible for all the finances of Gamma Epsilon Tau. The Treasurer shall be the third ranking officer.
2. Responsibilities
 - A. The Treasurer must fulfill the responsibilities of an Executive Board member.
 - B. The Treasurer shall act as presiding officer at any meetings of the Chapter's Executive Board or Fraternal Meetings in the absence of the President and Vice President.
 - C. The Treasurer shall disburse the monies of the Epsilon Chapter as authorized by the Constitution and By-laws.
 - D. The Treasurer shall keep a double-entry ledger of all receipts and disbursements.
 - E. The Treasurer shall announce the Treasurer's Reports to the membership at each regular meeting; this report shall be incorporated into the minutes.
 - F. The Treasurer shall insure that Gamma Epsilon Tau conforms to Financial Rules and Regulations of Ferris State University, community, state, and country.
 - G. The Treasurer shall present a verbal statement at the last official business meeting of each semester. This statement shall include:
 - a. Total funds received by the Fraternity.
 - b. Total funds spent by the Fraternity.
 - c. A specific list stating the manner in which the funds were received or spent.
 - d. Total funds remaining at the end of the semester
 - H. At the end of this meeting the Treasurer shall make it known that the ledger shall be left open for any Member that may wish to see it.
 - I. The Treasurer shall suggest a potential amount for dues.
 - J. Fundraising
 - a. The Treasurer shall serve, ex-officio, as Chairperson of the Fundraising Committee.
 - b. The Treasurer shall be responsible for overseeing the efforts of the Fundraising Committee.
 - K. The Treasurer shall collect all Special Assessments enacted by the Fraternity.
 - L. The Treasurer shall be responsible for developing a budget for each business year.
 - M. The Treasurer shall have the power to approve all expenditures within the fraternity.

Part IV. Secretary

1. The Secretary shall be responsible for all internal and external correspondence within Gamma Epsilon Tau.
2. Responsibilities
 - A. The Secretary must fulfill the responsibilities of an Executive Board member.
 - B. The Secretary shall prepare and distribute the Minutes of all Fraternal Business meetings
 - C. The Secretary shall control office and printing supplies inventory.
 - D. The Secretary shall maintain, for the current year, all written records.
 - E. The Secretary shall maintain correspondence with faculty, staff, and administration of Ferris State University and also the Graphic Communications Industry.
 - F. The Secretary shall serve, ex-officio, as a Chairperson of the Nationals Committee.
 - G. If a Special Assessment is enacted by the Epsilon Chapter, the Secretary must issue a letter formally informing all the membership.

Part V. Librarian/Historian

1. The Librarian/Historian shall be responsible for the upkeep of the records and history of the Epsilon Chapter.
2. Responsibilities
 - A. The Librarian/Historian must fulfill the responsibilities of an Executive Board member.
 - B. The Librarian/Historian shall keep a record of, facilitate the distribution of, and endeavor to expand the Library Publications.
 - C. The Librarian/Historian shall work with the Secretary in the maintenance of all chapter records and forms for the previous four years.
 - D. The Librarian/Historian shall keep a record in the form of a scrap book of all the fraternity's functions in the form of publications, articles, pictorial records, and the chapter's printed material.
 - E. The Librarian/Historian shall call roll at chapter meetings to determine if two-thirds of the Active Membership is present. He/She shall also state any changes in member status, and when membership in Gamma Epsilon Tau has been revoked.
 - F. The Librarian/Historian shall receive excuses for absenteeism.
 - G. The Librarian/Historian shall inform members of inactive status, and when membership in Gamma Epsilon Tau has been revoked.
 - H. Alumni
 - a. The Librarian/Historian shall serve, ex-officio, as Chairperson of the Alumni Committee.
 - b. The Librarian/Historian shall oversee the upkeep of Alumni records.

Part VI. Parliamentarian

1. The Parliamentarian shall be responsible for the facilitation of all group discussion, the keeping of the Constitution and other laws of Gamma Epsilon Tau and the Epsilon Chapter and shall be prepared to replace any Executive Board member; with the exception of the Presidency.
2. Responsibilities
 - A. The Parliamentarian must fulfill the responsibilities of an Executive Board member.
 - B. The Parliamentarian shall assume all the duties residing in any Executive Board Position, excluding the Presidency, in the event of a vacancy in that position. The President will then nominate a new Temporary Parliamentarian and then follow the procedures for officer replacement outlined in Article VII, Section C. In the event of multiple vacancies, the Parliamentarian shall assume the highest position available.
 - C. The Parliamentarian shall assume full responsibilities (but not powers) of any Executive Board position, excluding the Presidency, at all Business and Executive Board meetings during their absence.
 - D. The Parliamentarian shall serve as the mediator and/or facilitator of all group discussions that occur at business meetings.
 - E. The Parliamentarian shall serve as the keeper of the Constitution and laws of Gamma Epsilon Tau. The Parliamentarian shall be responsible for the upkeep of the Constitution and its laws as well as the investigation of all legal and constitutional issues.

Part VII. Community Service Representative

1. The Community Service Representative shall be responsible for the reporting and observation of the community service that is performed by the Epsilon Chapter of Gamma Epsilon Tau.
2. Responsibilities
 - A. The Community Service Representative must fulfill the responsibilities of an Executive Board member.
 - B. The Community Service Representative shall maintain a record of the community service hours earned by members of the Epsilon Chapter, for the current year.
 - C. The Community Service Representative shall report all community service hours to the Student Volunteer Center of Ferris State University

Part VIII. Faculty Advisor

There shall be two faculty advisors who shall be a Member, ex-officio, without voting power. It is the Faculty Advisor's responsibility to stay informed of all chapter policies and business.

Article IV. Committees

Section A. General

Part I. Purpose

The purpose of the Committees of Gamma Epsilon Tau is to help conduct the business of the fraternity.

Part II. Responsibilities

1. Each committee must follow all responsibilities stated here and in their respective section.
2. Committees must present a report of their activities at each business meeting of the Fraternity. These reports may be suspended for a given meeting by a simple majority vote of the fraternity. The Vice President shall reside over Committee Reports during a business meeting, as stated in Article III, Section G, Part B, D d.
3. Every Committee will have at least one Chairperson, and no more than three (including any Executive Board members serving ex-officio).

Part III. Committee Chairs

1. The Chairperson(s) shall be the head of the Committee.
2. Responsibilities
 - A. The Chairperson(s) shall be responsible for their respective Committee's activities.
 - B. The Chairperson(s) must report on their committee's activities at every business meeting or appoint a member of their committee to do so.
 - C. The Chairperson(s) shall report to the Vice President of Gamma Epsilon Tau.
 - D. Should the Chairperson(s) choose to step down from their position they must write a letter to the Vice President expressing their intent to vacate the position.
 - E. The Chairperson(s) shall be responsible for attending at least one Executive Board meeting per month.
3. Selection
 - A. Any member interested in chairing a committee must submit a letter of intent to the Vice President.
 - B. Should multiple people submit letters, the selection of the committee Chair(s) shall be left to the discretion of the Executive Board.
4. Removal-The Executive Board shall have the power to remove a Committee Chair at their discretion.

Section B. Standing Committees

Part I. Alumni

1. The Alumni Committee shall develop and continue correspondence with current Alumni to keep them informed of Gamma Epsilon Tau's progress and upcoming events.

2. Responsibilities

A. The Alumni Committee shall develop an up-to-date list of all Alumni of the Epsilon Chapter.

B. The Alumni Committee shall maintain contact with all Alumni of the Chapter.

C. The Alumni Committee must produce at least two mailings a year updating the Alumni on the progress of the Chapter.

Part II. Fundraising

1. The Fundraising Committee shall be responsible for helping the chapter raise money for its activities.

2. Responsibilities

A. The Fundraising Committee shall hold as many fundraisers as the chapter deems necessary.

B. The Fundraising Committee shall advise the perspective member class on organizing its pledge fundraiser.

Part III. Membership

1. The Membership Committee shall seek out possible candidates for Gamma Epsilon Tau and assist these candidates through the perspective member process.

2. Responsibilities

A. The Membership Committee shall coordinate the program outlined within this Constitution to recruit perspective member candidates.

B. The Membership Committee shall organize and maintain the "Perspective Member Book."

C. The Membership Committee shall facilitate the organization of perspective member activities.

D. The Membership Committee shall be responsible for assigning academic bigs to neophytes.

3. The Perspective Member Process

A. A perspective member class must be held at least once a year.

B. At the beginning of the semester that a perspective member class is held, there shall be a two-week period known as "recruitment" that will consist of four mandatory events. All interested students of Ferris State University are welcome to attend and learn about Gamma Epsilon Tau.

C. All those interested in becoming a perspective member must submit a letter of intent to the Membership Chair(s). This must be done before the first perspective member interviews of the semester.

D. The Membership Committee and Executive Board shall review all letters and conduct candidate interviews within a week of the end of "rush". These interviews will determine whether an opportunity to be a perspective member will be extended to each candidate. Should an insufficient number of perspective members be available, the Executive Board and Membership Committee will decide if a perspective member class will be held that semester.

E. The Membership Committee shall formally notify, by letter, all of the candidates as to whether or not they have been accepted into the perspective member process of Gamma Epsilon Tau. This will be done within 24 hours of their interview time.

F. The Perspective Members must meet once a week with the Membership Committee.

G. The Perspective Members must follow all rules laid out in the "Perspective Member Handbook" which shall be provided by the National Chapter as well as all rules laid out in this Constitution and by the Epsilon Chapter.

H. The Membership Committee shall formally notify, by letter, all of the candidates as to whether or not they have been accepted into the perspective member process of Gamma Epsilon Tau. This will be done within 24 hours of their interview time.

I. The Membership Committee shall notify perspective members, in written form, of their acceptance or non-acceptance into Gamma Epsilon Tau within 24 hours of perspective member voting.

Part V. Nationals

1. The Nationals Committee shall maintain correspondence with the other chapters of Gamma Epsilon Tau.

2. Responsibilities

A. The Nationals Committee shall maintain printed and digital records of all communications between chapters.

Part VI. Media

1. The Media Committee's goal shall be to produce all material necessary to carry out the Epsilon Chapter's business.

2. Responsibilities

A. The Media Committee shall have its members certified on Ferris State University's equipment through the proper channels and processes.

B. The Media Committee shall create whatever is needed for any such occasion as far as advertisement, information, etc. when a two-thirds majority vote of Gamma Epsilon Tau agrees that it is necessary.

C. The Media Committee shall create a publication at least once every two years. This Publication shall contain news of the Chapter and/or Ferris State University and/or related industries. This publication shall be mailed to all Alumni of the Chapter. This publication should also be delivered to the related programs and administrative members within Ferris State University that pertain to the Fraternity.

Part VII. Social

1. The Social Committee shall plan social and community service events for the Epsilon Chapter.

2. Responsibilities

A. The Social Committee shall organize and run several events during each semester.

B. The Social Committee shall work in coordination with the Fundraising Committee to raise funds for social events.

C. The Social Committee shall plan and carry out at least one community service event a year.

D. The Social Committee shall plan a formal event to be held in the spring of each year, as a review of the past year and to honor the seniors who are graduating.

Section C. Committee Creation

Part I. Additional Standing Committees

Additional Standing Committees can be created with a two-thirds majority vote of the active members of the chapter. These Additional Standing Committees are not added to the Constitution.

Part II. Special and Temporary Committees

As stated in Article III Section G Part I 3 C the President shall have the power to appoint such special committees that he/she deems necessary at the time and to dissolve such special committees when they have fulfilled their function.

Article V. Business

Part I. Definition

The chapter shall hold a weekly meeting to discuss and conduct the business of the Fraternity.

Part II. Agenda

1. The Meeting Agenda must contain the following:

A. A Treasurer's Report, as stated in Article III Section G Part III 2 E.

B. Committee Reports, as stated in Article IV Section A Part II 2. The Vice President shall preside over Committee Reports during a business meeting, as stated in Article III Section G Part II 2 D d.

C. Discussion of all Old and New Business of the Fraternity.

2. The Meeting Agenda can be temporarily suspended for a meeting by a two-thirds vote of the present Active Members or by the Executive Board.

Part III. Rules

1. Attendance to Business Meetings is considered mandatory for Active Members, Neophytes, Perspective Members, and Members on Probation. Procedures for being excused from Business Meetings and effects of missing Business Meetings are all outlined in their specific sections in Article II Section A Part IV 4.

2. Business Meetings are to be conducted by the Executive Board and presided over by the President as stated in Article III, Section G, Part I 2, B.

3. All meetings shall be organized and carried out according to Robert's Revised Rules of Order.

4. Two-thirds of the Active Membership must be present for the transaction of business at any regular Business Meeting.

A. It is the Librarian/Historian's function to check if two-thirds of the Active Membership is present at the meeting, as stated in Article III, Section G, Part V 2, E.

B. Any business needing immediate action which cannot be acted upon due to a lack of two-thirds of the Active Membership shall be turned over to the Executive Board for action as stated in Article II, Section C, Part I A.

5. In the event of a group discussion of an issue, the Parliamentarian will take control of the discussion and moderate it, as stated in Article III, Section G, Part VI 2, B.

6. A Business Meeting can only be canceled or rescheduled by a majority vote of two-thirds of the Active Membership of the fraternity or at the discretion of the Executive Board.

Section B. Executive Board

Part I. Definition

The Executive Board shall hold meetings to plan the Chapter activities, schedule meetings, and events, and deal with any other business related to the Executive Board.

Part II. Rules

1. The Executive Board Meetings shall be held at the discretion of the President.
2. The time and place of the Executive Board meetings shall be determined by the President.
3. The Executive Board must meet at least twice a month during the business year. Exceptions to this will be when Ferris State University is on break.
4. All members of the Executive Board are expected to attend these meetings.
5. The Executive Meetings shall be open to all of the members.

Section C. Committee Meetings

Part I. Definition

Committee Meetings shall be held to conduct the business of the individual committees.

Part II. Rules

1. Each Committee Chair shall schedule their own meetings.
2. The Committee Chair shall preside over the meeting.
3. Each committee shall meet at least twice a month during the business year. Exceptions to this will be when Ferris State University is on break.
4. The Committee Meetings shall be open to all members of the fraternity.

Section D. Special Meetings

Part I. Definition

Special Meetings may be called by the President, vote of the Executive Board, or if petitioned by two-thirds of the fraternity, as stated in Article III, Section G, Part I 3, B.

Part II. Rules

1. Special meetings may not be called less than 24 hours prior to the time of the meeting.
2. The President shall preside over all special meetings.
3. Two-thirds of the Active Membership of the fraternity must be present at any special meeting.
4. Attendance to special meetings should be treated as if it were a standard Business Meeting, see Article V, Section A, Part III.

Article VI. Finances

Section A. Chapter Dues

Part I. Definition

Chapter dues shall be dues collected by the Treasurer.

Part II. Setting Dues

1. Epsilon Chapter dues may only be collected if allowed by Ferris State University.
2. The Treasurer shall suggest an amount for the dues as stated in Article III, Section G, Part III, I. This amount shall then be discussed and voted on by the membership.

Part III. Payment

All members are expected to pay dues, unless otherwise stated in their respective section in Article II. The method for this payment and other information regarding payments is found under each section of membership in Article II. The Executive Board will review special cases.

Section B. Special Assessments

Part I. Setting Assessments

1. Special Assessments can be suggested by any member of the Fraternity. They can only be enacted by a vote of two-thirds of the Active Membership.
2. Once an Assessment is enacted all membership must be formally informed of it by receiving a letter from the Secretary, as stated in Article III, Section G, Part IV, 2, G.

Part II. Payment

1. All members who pay dues must also pay the Special Assessment. The details of this payment shall be decided at the time it is enacted. The only exception shall be that Inactive Members shall have until the end of the semester to pay the Assessment.
2. The Treasurer shall collect all Special Assessments as stated in Article III, Section G, Part III 2, K.

Section C. Budget

Part I. Chapter

1. The Treasurer shall be responsible for the development of the Annual Budget for the Chapter, as stated in Article III, Section G, Part III 2, L.
2. The Budget will be for the upcoming business year.
3. The Budget must be voted on at any Business Meeting with two-thirds of the Active Membership present. A vote of two-thirds is needed to ratify it.
4. The Budget must be ratified by the final meeting of the old business year until the Budget is ratified.

Part II. Other

The Chapter is expected to follow the financial rules set forth by Ferris State University.

Section D. Expenditures

1. All chapter expenditures must be approved by the Treasurer.
2. All personal expenditures for the Chapter by the members must be approved by the Treasurer and substantiated with a receipt in order to receive a reimbursement.

Article VII. Voting

Section A. General Business

Part I. Requirements

1. Voting on General Business can be done at any Business Meeting where two-thirds of the Active Membership are present, as stated in Article V, Section A, Part III 4.
2. A simple majority vote is needed on all issues unless otherwise stated.
3. All voting will be conducted by show of hands, at the discretions of the Parliamentarian.

Section B. Perspective Member Voting

Part I. Requirements

1. Perspective Member Voting shall be held within the week following the perspective member process.
2. Attendance at Perspective Member Voting is mandatory for both Active Members and Pledges.
3. Two-thirds of the Active Membership must be present to conduct Perspective Member voting. Should two-thirds of the Membership not be present, the voting must be rescheduled to the next available date.

Part II. Procedure

1. Prior to voting, the Executive Board and the Membership Committee shall schedule times for each perspective member to be interviewed individually by the Chapter. Interviews shall only be given to those perspective members that have successfully completed the perspective member requirements.
2. The perspective member will be informed no less than 24 hours before voting of their interview time.
3. During voting, each perspective member will be interviewed by the Epsilon Chapter. After the perspective member has been excused, the Epsilon Chapter will discuss that individual. After the discussion has ended the Membership will vote on whether to induct the perspective member. A simple majority is needed to induct a perspective member.
4. Within 24 hours the Membership Committee shall formally notify, by letter, all of the perspective members as to whether or not they have been accepted into Gamma Epsilon Tau.

5. Perspective Member Induction shall be held within the end of the semester, following perspective member voting.

Section C. Election of Executive Board

Part I. Requirements

1. Executive Board Elections shall be held during the final meeting of the second semester of the academic year or if the need presents itself.
2. Two-thirds of the Active Membership must be present to conduct Executive Board elections. Should two-thirds of the Membership not be present, the voting must be rescheduled for the next available date.
3. Balloting will be presided over by the Librarian/Historian
4. Voting will be conducted by secret ballot.
5. Voting by proxy and absentee ballot is not allowed.
6. A candidate does not have to be present at the Elections to run for a position.

Part II. Eligibility

Eligibility for running for an Executive Board position is outline under the different types of Membership in Article II.

Part III. Procedure

1. Nominations for Executive Board positions shall be taken at the two business meetings prior to Elections.
2. Voting shall be held in the following order: President, Vice President, Treasurer, Secretary, Librarian/Historian, Parliamentarian and Community Service. Each position shall be voted on individually.
3. Before the position is voted on, each candidate for the position shall be given the opportunity to address the fraternity.
4. In the event of two or more candidates running for a position, a run off election will be held. All candidates shall then leave the room and the Fraternity shall discuss their qualifications. Once the discussion has ended, the candidates shall return and a vote shall be held. The Fraternity will vote on all of the candidates. The two candidates who receive the most votes shall then be considered the final candidates.
5. The two candidates shall then leave the room and the Fraternity shall discuss their qualifications. Once the discussion has ended the candidates shall return and the final vote shall be held.
6. A simple majority vote is required to elect an officer.
7. All candidates who are not elected for a position are immediately given the opportunity to run for any of the other positions still available.
8. This procedure is then repeated for each of the positions.

Part IV. Installation of Officers

1. The new Executive Board will take office immediately following elections. The retiring President shall present the newly elected President with the gavel. The new officers shall then adjourn the meeting.
2. The outgoing officers will remain on the Executive Board as officers ex-officio, in advisory positions, for the next semester, or until such time as their services are no longer required.

Section D. Faculty/Staff Advisors

Part I. Requirements

1. Voting on the Faculty/Staff Advisor shall be held before the final meeting of the business year, or if the need presents itself.
2. Two-thirds of the Active Membership must be present to vote on a Faculty/Staff Advisor. Should two-thirds of the Membership not be present, the voting must be rescheduled for the next available date.
3. Balloting will be presided over by the Librarian/Historian.
4. Voting will be conducted by secret ballot.
5. Voting by proxy and absentee ballot is not allowed.

Part II. Eligibility

Any faculty member of Ferris State University is eligible to be the Faculty/Staff Advisor.

Part III. Procedure

1. Nominations for Faculty/Staff Advisor shall be taken at the business meeting prior to voting.
2. All nominees shall be informed of their nomination prior to voting.
3. In the event of more than two candidates for a position, a run off election will be held. The fraternity will vote on all of the candidates. The two candidates who receive the most votes shall then be considered the final candidates.
4. The fraternity shall discuss their qualification. Once the discussion has ended, the final vote shall be held.
5. A simple majority vote is required to elect a Faculty/Staff Advisor.
6. The Faculty/Staff Advisor elect is then informed of his/her selection. At that time they are given the opportunity to decline the position. Should the Faculty/Staff Advisor elect choose to decline then the process is started again.

Section E. Removal of an Executive Board Member

Part I. Requirements

1. Two-thirds of the Active Membership must be present to vote on the Removal of an Executive Board Member. Should two-thirds of the Membership not be present, the voting must be rescheduled for the next available date.
2. Balloting will be presided over by the Librarian/Historian.
3. Voting will be conducted by secret ballot.
4. Voting by proxy and absentee ballot is not allowed.

Part III. Procedure

1. Procedure for removal from office shall take place at the instigation of any voting member, at any regular business meeting. The member must show just cause to the chapter why the removal should take place. After the initial evidence has been presented, the Fraternity must vote on whether to hold a special meeting to deliberate the fate of the officer. This shall be decided by a simple majority vote.
2. Should the fraternity vote to hold this meeting, a date within the next two meeting must be set. This meeting is treated as if it were perspective member voting. All Active Members of the chapter must attend. The member who brought forth the charges shall present the case against the officer. The officer under question shall be given equal time to defend him/herself.
3. After both sides have presented their case, the officer in question and the member who brought forth the charges shall leave the room while the fraternity discusses the case. After that they shall return and the fraternity shall vote on whether the officer in question should be removed.
4. A simple majority vote is all that is necessary to remove an officer from the Executive Board.
5. Should the officer be removed, the empty position will be filled as specified by this Constitution.

Section F. Honorary Members

Part I. Requirements

1. Voting on the Honorary Members shall be held when the need present itself.
2. Two-thirds of the Active Membership must be present to vote on an Honorary Member. Should two-thirds of the Membership not be present, the voting must be rescheduled for the next available date.
3. Balloting will be presided over by the Librarian/Historian.
4. Voting will be conducted by secret ballot.
5. Voting by proxy and absentee ballot is not allowed.

Part II. Eligibility

Honorary Members shall be selected by the membership on the basis of their contributions to the Graphic Communications Industry.

Part III. Procedure

1. Nominations for Honorary members shall be taken at the business meeting prior to voting.
2. The fraternity shall discuss the candidates. Once the discussion has ended the vote shall be held.
3. A simple majority vote is required to award an Honorary Membership.
4. A person nominated for Honorary Membership may only be voted on once per semester.

Article VIII. Amendments

Section A. Process

Part I. Provisions for Amendments

1. All amendments must be presented in writing and read to the membership at a regular or special business meeting.
2. Voting on an amendment cannot take place prior to one week from its presentation.
3. An amendment will go into effect upon an affirmative vote of a two-thirds majority.