



BETA THETA PI

— MEN OF PRINCIPLE —

THE CONVENTION GUIDE
OF BETA THETA PI
APPENDIX TO THE CODE
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OVERVIEW OF THE CONVENTION GUIDE

Authority of the Convention Guide

The authority of the Convention Guide is derived from The Code of Beta Theta Pi, Article IV.

Using the Convention Guide

The Convention Guide is a comprehensive document and text is often taken directly from The Code of Beta Theta Pi. Sections taken directly from The Code of Beta Theta Pi identify what section is being referenced and are presented in italics.

SUPREME AUTHORITY OF CONVENTION

Supreme Authority

The supreme legislative authority of the fraternity shall be vested in a General Convention (Article IV, Section 1A).

Jurisdiction of the Convention

The General Convention shall have exclusive jurisdiction in all matters not specifically reserved to the chapters by the provisions of this Constitution, subject to disapproval as provided in Article IV, Section 5 (Article IV, Section 1C).

It shall also have jurisdiction over the conduct of all members of the fraternity, while they are in attendance at a General Convention, with power to exercise any discipline short of expulsion from the fraternity. It may pass laws for the governing of the fraternity, its chapters and alumni associations, and may establish offices not herein provided.

STRUCTURE OF CONVENTION

Sessions of Convention

The General Convention shall hold its sessions annually, except:

- In periods of emergency, when by two-thirds vote of the Board of Trustees, the convention may be omitted. The powers of the convention, with the exception of granting charters and amending the Constitution, may be exercised by the Board of Trustees.
- Upon written request of a majority of chapters, jointly or separately signed by the chapter presidents, filed with the General Secretary, shall call a convention to convene within eight months after the last request necessary for a majority shall be filed; provided, however, that such majority is obtained within three months after the first request is filed.

Time and Place of Convention

The General Convention of the fraternity shall be constituted as provided in Article IV, Section 1 of the Constitution at such time and place determined by the Board of Trustees (Chapter 1, Section 1A).

Upon selection of time and place, the General Secretary or his designee shall send official notification of such selection to each chapter, colony and alumni association not later than September 15 following confirmation of the time and place. In the unlikely event the date or place of Convention must be changed, the Board of Trustees will send notification immediately, and follow up when the alternative is finalized.

Omission of Convention

In the event of the omission of the annual convention under this section, the Board of Trustees shall provide an annual report of its proceedings to each chapter and provide a report to the General Treasurer for the preceding fiscal year.

DELEGATES

Quorum

Delegates in attendance from a majority of the “Chapters Entitled to Representation” as defined by Chapter I, Section 3 shall be required to form a quorum.

Voting Members

One delegate selected by each chapter entitled to representation and by each alumni association entitled to representation shall constitute the General Convention (Article IV, Section 1C).

Delegate Eligibility

Delegates shall at the time of their selections be collegiate members of the chapters or members of the alumni associations they represent (Chapter I, Section 2).

Selection of Delegates

On or before April 15 of each year, each chapter shall select and register its delegate to the Convention with the Administrative Office. Failure to register for two consecutive Conventions will be grounds for a status change at the direction of the General Secretary. Alumni associations shall follow the requirements for delegates prescribed in Chapter XI, Section 2 of the Laws.

Proxies & Alternates for Delegates

Any regularly selected delegate may, in case of inability to attend the Convention or any session thereof, give his proxy to another member of the same chapter or alumni association; provided such proxy representation shall be subject to approval of the Committee on Credentials and Registration.

Duties of Chapter Delegates

Chapter delegates shall attend each session of the Convention. The Board of Trustees may take one or more of the following actions against a chapter whose delegate has failed to attend any or all of the sessions of the convention:

1. To secure the return of the travel allowance paid to the chapter delegate and the subsidized portion of the registration fee;
2. To suspend the voting privileges of said chapter at the convention until reinstated by vote of the General Convention;
3. Failure to attend two consecutive Conventions will be grounds for a status change at the direction of the General Secretary

Credentials for Delegates

The Executive Director shall prepare a form of credentials for the use of the chapters in accrediting delegates to the Convention who have registered and paid the fees stated in the Laws, Chapter XII.

Expenses of Convention Delegates

During the General Convention the Executive Director shall distribute to each registered chapter delegate whose fees and assessments have been paid, a check for nine (9) cents per mile, or other amount designated by the Board of Trustees by May 1 each year, for transportation from his home in the United States or Canada (as shown on the records of the General Fraternity) to the place of the Convention and return. Any outstanding convention fees owed by the delegate shall be deducted from his travel expense reimbursement.

If the Kettering chapter sends two delegates to Convention, each delegate shall receive a check for reimbursement of mileage expenses determined as provided above.

CONVENTION COMMITTEES

Appointing Committees

Before the opening of the Convention, the General Secretary shall appoint:

1. Committee on Permanent Organization: to consist of a committee chair and no less than seven members;
2. Committee on Credentials and Registration: to consist of a committee chair and no less than three members
3. Committee of Nomination of General Fraternity Officers
4. Committee on Charters
5. Committee on Risk Management
6. Committee on Chapters
7. Committee on General Fraternity Finance
8. Committee on Constitution and Jurisprudence
9. Committee on Miscellaneous Affairs

These committees may be combined or divided in such manner as the General Secretary may see fit for the efficient consideration of business, provided each committee consists of a minimum of five members.

Prior to the convening of any General Convention, the General Secretary may select or designate the composition of standing committees and such other committees as he shall have determined to be necessary. Such designation or selection may be made in whole or in part by chapter delegate designation. The selection so made shall be forwarded promptly to all chapters. The President of the Convention shall appoint all standing committees and such other committees as are necessary, the membership of which has not been designated by the General Secretary; he shall also fill any vacancies which there may be in the composition of any of them at the time of or after the convening of the Convention.

Special Committees

The Convention President may appoint special committees as necessary.

CONVENTION OFFICERS

Appointment and Confirmation of Convention Officers

By April 1, The Board of Trustees shall appoint the following officers of the Convention:

1. President;
2. Vice President(s), one or more;
3. Parliamentarian, and one or more assistants;
4. Secretary, and one or more assistants;
5. Marshal, and one or more assistants;
6. Floor Manager, and one or more assistants;
7. Chorister
8. Such other Convention officers as said Board may deem appropriate, and report the same to the Convention. After its report, a majority vote, by Convention Delegates, is required to confirm their appointment.

Duties of the Marshal

The Marshal shall have charge of the approaches to the Convention while in session; shall preserve order under the direction of the presiding officer; shall have a care that none not duly qualified enter or without permission retire; and generally have supervision over the conduct of all members in attendance and shall report to the Convention any misconduct of members.

Only members shall be duly qualified to enter sessions of the Convention, except that pledges of chapters and colonies may be admitted at the discretion and direction of the Convention President for such period as deemed appropriate.

Duties of the Chorister

The Chorister shall lead the singing of the Convention.

REPORTS AND RESOLUTIONS

Submission of Reports and Resolutions

Unless otherwise ordered by the President of the Convention, all committee reports, resolutions or proposals intended for consideration by the Convention must be in writing, duly signed, and filed with the Convention Secretary before action can be had thereon. All such reports, resolutions or proposals shall be incorporated in the minutes of the Convention.

Reference of Resolutions, Reports or Proposals

All resolutions, reports other than committee reports or proposals shall be referred to the appropriate committee for consideration and report unless the Convention shall by a two-thirds vote waive said requirement, in which case the same may be acted upon directly and without reference.

PROPOSALS FOR LEGISLATIVE ENACTMENTS

Proposals to Change the Constitution or Laws

Any proposal to change the Constitution or the Laws of Beta Theta Pi must be presented in writing to the Executive Director on or before February 1 prior to that year's convention with the signature, chapter and roll number of the proposer, in order to be considered for a vote at that year's convention. Any proposals submitted after February 1 may be discussed but not acted upon until the following year's convention. The Board of Trustees or their designate shall coordinate review of all timely proposals and notify chapters as outlined in the Convention Guide of Beta Theta Pi (Chapter 1, Section 6).

Review of Proposals

The Board of Trustees or their designee shall coordinate review of all timely proposals to ensure they are complete, timely, and relevant. It shall be left to the approval of the Board of Trustees to ensure final legislative proposals are complete and relevant prior to submission to the convention delegates for consideration. The Board of Trustees or their designee will correspond with all proposal authors as to any recommended changes or proposal deficiencies by March 18 and allow for appropriate corrections to be made up until April 1. If the proposal is not returned to the proposal authors by March 18 the Convention President may direct the proposal to an appropriate committee for consideration at that Convention.

Notification of Proposal Timeline and Process

All chapter presidents and chapter advisors shall be notified of the deadline to submit changes to the Constitution or Laws of Beta Theta Pi via e-mail by December 1. The notification shall detail the deadline, proper means of submitting amendments and legislation and any information necessary for submission.

Notification of Proposals to be Considered at Convention

The Board of Trustees or their designee shall, by April 1: (1) send all approved proposals to the chapters; (2) send such proposals to the appropriate convention committee(s) for consideration; and (3) post all such proposals to the Beta Theta Pi website so that Beta's members and volunteers may have a chance to review the proposals.

VOTING

Voting Authority

Each chapter and Alumni Association entitled to representation under Chapter I, Section 3 and with a delegate registered under Chapter I, Section 4, shall be entitled to one vote.

Voting Percentages

Robert's Rules of Order Newly Revised are followed for voting percentage requirements. The suspension of charters, or the lifting thereof, shall require a two-thirds majority of delegates voting and the granting and revocation of charters shall be governed by the provisions of Article III. All voting requirements can be found in the Appendix.

Voting Considerations for Colonies

Contrary provisions of the Code of Beta Theta Pi notwithstanding, a colony whose charter is granted by a General Convention and which otherwise meets all of the requirements of a chapter entitled to representation shall be considered a chapter of Beta Theta Pi entitled to representation for the remainder of that Convention and its delegate shall be a full voting delegate on all matters.

Voting Considerations for Alumni Associations

Alumni associations may not vote on the granting and revoking of charters and the election of General Officers and Trustees but may vote on all other proper business.

Voting Considerations for One's Own Chapter

No chapter delegate may vote on any question involving the revocation, suspension, or discipline of the chapter he represents.

Suspension of Laws

Any of the sections of this chapter may be suspended for a particular Convention by a two-thirds vote of the delegates.

BUSINESS OF THE CONVENTION

Order of Business

The following shall be the order of proceedings at each session of the Convention:

1. Reading and approval of the minutes of the previous session.
2. Reports from the Board of Trustees and the General Officers.
3. Reports of standing committees.
4. Reports of special committees.
5. Petitions and Communications.
6. Motions and resolutions.
7. Miscellaneous business.
8. Taking of the roll.
9. Recess or adjournment.

Election of General Officers and Trustees by the Convention

The election of General Officers and Trustees of the Fraternity shall be held during a regular legislative session of each Convention. The term of office of any General Officer or Trustee so elected shall not commence until the Convention shall have adjourned sine die.

Committee of the Whole

While in committee of the whole upon the condition of the Fraternity, the presiding officer shall call a member of the Convention to the chair. Any member present shall have the privilege of speaking upon subjects pertinent to the Fraternity. The motion to rise and report will always be in order, provided the movant gives reasonable notice thereof to the chair; but the previous question, or any other privileged motion, shall not be entertained.

Roll

Roll shall be taken at least once during each session of the Convention at the order of the President. The absentees shall be noted and their names shall be published in the minutes of the Convention.

Rules of Order

Parliamentary rules, as contained in the latest edition of Robert's Rules of Order Newly Revised, shall govern the proceedings of the Convention, except in cases where such rules are in conflict with the Constitution or Laws of the fraternity. Any member of the Fraternity may speak on and may move with respect to any subject under consideration.

Preparation of Proceedings

The Secretary shall prepare the proceedings of the Minutes of the Convention. The Convention Secretary and the Board of Trustees shall have the power to edit the language of changes to the Code

enacted by the General Convention in order to assure that the enacted language properly expresses the intended change.

Convention Minutes

The Minutes of the Convention (including committee reports) shall be provided by the General Fraternity upon request. The Administrative Office shall distribute copies of the Convention minutes to all chapters by October 15.

Adjournment Sine Die

The Convention shall adjourn sine die, only in the manner set forth in the Ritual.

Disapproval of Convention Actions by Chapters

Actions of the General Convention shall be in full force and effect from the date of the adjournment of the Convention; however, if within three months after the publication of the proceedings of the Convention, more than one-half of the chapters have filed with the General Secretary notice of their disapproval of any actions, or any part thereof, the action so disapproved shall be inoperative and void.

The following actions of the General Convention cannot be disapproved:

1. Granting of charters;
2. Disbandment, revocation, reorganization or suspension of charters/chapters;
3. Election of General Officers and Trustees.

Disapproval of Convention Actions by Board of Trustees

The Board of Trustees, a majority of all the members thereof concurring, may, within one month after the publication of the proceedings of any General Convention, declare and notify each chapter of its disapproval of any Law, Order, or Resolution or any part thereof, passed by such Convention, except those granting or revoking charters or pertaining to actions taken pursuant to Chapter XIII of the Laws, and such law, order, or resolution, or part thereof so disapproved, shall be of no force and effect unless repassed by the next succeeding General Convention. After passage by such succeeding Convention, said Board of Trustees shall have no further power of disapproval as to such Law, order, or resolution or any part thereof.

APPENDIX A: SUMMARY OF CONVENTION VOTING REQUIREMENTS

The voting requirements are taken from policies herein the Beta Theta Pi Convention Guide. This is not an exhaustive list of voting requirements, and only provides information related to votes that occur during the General Convention. For a larger list of voting requirements, see the appendices of The Code of Beta Theta Pi, Summary of Voting Requirements.

Amend or Repeal Constitutions	Two-thirds, by Convention Delegates
Amend or Repeal Laws	Majority, by Convention Delegates
Amend or Repeal Convention Guide	Majority, by Convention Delegates
Confirm Convention Officers	Majority, by Convention Delegates
Disapprove of Convention Actions, by Board of Trustees	Majority, by Board of Trustees, must be mailed to each chapter
Disapprove of Convention Actions, by Chapters	Majority of Chapters, must be filed with General Secretary
Grant a Charter	Three-fourths, by Convention Delegates; Alumni associations may not vote
Holding a Convention Outside of Annual Schedule	Majority, by Chapter Presidents, must be in written form
Lifting or Modifying Designations, barring Suspension	Two-thirds, by Convention Delegates
Lift Chapter Suspension	Two-thirds, by Convention Delegates; Alumni associations may not vote; delegate of establishment/chapter in question may not vote
Omit Convention	Two-thirds, by Board of Trustees
Reinstate Former Members	Majority, by Convention Delegates or Board of Trustees
Suspend Laws	Two-thirds, by Convention Delegates
Suspend a Charter	Two-thirds, by Convention Delegates; Alumni associations may not vote; delegate of establishment/chapter in question may not vote