Chapter Group Exemption Application to the Theta Tau Central Office

1) Chapter _____

2) Regent Phone Number _____ Treasurer Phone Number _____

3) Regent Email _____ Treasurer Email _____

4) Current EIN/FIN/TIN _____ (Check bank records and accounts. If you do not have an EIN, the Central Office will obtain one for you)

5) Confirm that your fiscal year is January 1 – December 31 ? ___ Yes ____ No (If not, adjust your fiscal year to match the calendar year noted above)

6) Summarize your chapter's financial information for the most recent two year period using the form on the next page.

7) By completing and submitted this form, we request on behalf of my chapter that we be added to the national Fraternity's IRS 501c7 Group Exemption .

8) We confirm that our chapter follows the central organization's Constitution template for subordinate chapters/groups (see last two pages.)

9) We confirm that we are not a school, nor a private foundation.

10) We further understand that the financial information on the next page must be submitted annually to continue under that group exemption.

11) On behalf of my chapter, we wish to be included in the group exemption number.

12) _____ _____ _____
Regent's Signature Print Regent's Name Date

13) _____ _____ _____
Treasurer's Signature Print Treasurer's Name Date

Return both sides of completed form by whatever means you wish to the
Theta Tau Central Office, 2131 W Republic Road #528, Springfield MO 65807
email: central.office@thetatau.org

Financial Report

Profit & Loss Statement

	Most recent Year Ending 12/31/20__	Previous Year Ending 12/31/20__
Revenue		
Member Fees/Dues	$ _____	$ _____
Alumni Gifts/Donations	$ _____	$ _____
Sponsorships/Fundraising	$ _____	$ _____
Interest Income	$ _____	$ _____
Total Income	**$_____**	**$_____**
Expense		
Insurance	$ _____	$ _____
Nat'l Fees/Dues	$ _____	$ _____
Exempt Purpose Activity Expenses		
Social	$ _____	$ _____
Service	$ _____	$ _____
Prof. Development	$ _____	$ _____
Recruitment	$ _____	$ _____
Other	$ _____	$ _____
Total Expense	**$_____**	**$_____**
Net Revenue Income	**$_____**	**$_____**

(Total Income less Total Expense)

Balance Sheet (current & previous year comparison)

Assets	Value on Dec. 31,20__	Value On Dec. 31,20__
Indicate Year	_____	_____
Equipment/Furniture	_____	_____
Other	_____	_____
Investments	_____	_____
Savings Accounts	_____	_____
Checking Accounts	_____	_____
Accounts Receivable	_____	_____

(sums owed to the chapter by anyone)

Total Assets _____ _____

Liabilities

Loans	_____	_____
Accounts Payable	_____	_____
(bills owed by the chapter to anyone)		
Other	_____	_____

Total Liabilities	**_____**	**_____**

Total Assets & Liabilities	**_____**	**_____**
(add Total Assets and Total Liabilities)		

THETA TAU CHAPTER CONSTITUTION

Article I - Name, Object, and Purpose

Section 1. The name of this fraternity shall be _____ Chapter of Theta Tau.

Section 2. This fraternity shall operate as a professional engineering fraternity.

Section 3. The purpose of this fraternity shall be to develop and to maintain a high standard of professional interest among its members, and to unite them in a strong bond of fraternal fellowship.

Article II - Membership

Section 1. Membership in this fraternity shall be limited to engineers at least eighteen years of age who possess the qualities of brotherhood determined by its student members, and who demonstrate a professional attitude beneficial to the organization. A younger student may be pledged.

Section 2. Student membership in this fraternity shall be limited to students regularly enrolled and pursuing a bachelor's or higher degree in engineering at _____ (university name). To be eligible for membership, a student must have the overall grade point average required for graduation. Upon graduation, a student member will be classed as an alumnus unless he continues in graduate school, in which case he may elect to remain a student member.

Section 3. Alumnus membership in this fraternity may be conferred upon a graduate engineer who is actively practicing his profession or teaching in a technical field at _____ (university name), has a sincere interest in this fraternity, and is judged by its student members to be of service to it.

Section 4. Election to student or alumnus membership is only by secret vote of all student members. The name of a candidate rejected for membership may be presented again by a student member at any meeting.

Section 5. A candidate for student membership must receive the required favorable vote on at least two occasions: by at least three-fourths favorable vote before he is asked to pledge, and by at least two-thirds favorable vote before he is admitted to full membership in this fraternity.

Section 6. A candidate for student membership must be a pledge of this fraternity for about six school weeks before being initiated into full membership. This pledgeship period shall be a probationary period during which a pledge must discharge such duties as prescribed by the fraternity. No pledge shall be required to do anything which shall embarrass him publicly or which might prove contrary to his obligations to God, his country, or himself.

Section 7. The number of student members may not exceed seventy (70) at any time.

Section 8. A student may not become a member within six school months of the completion of his academic program.

Section 9. No member of this fraternity (student or alumnus) shall become a member of any fraternity which is competitive with this fraternity, or any national fraternity which is considered by Theta Tau to be competitive with it. Members of these competitive organizations (local or national) shall be ineligible to membership in this fraternity.

Article III - Organization, Government, and Meetings

Section 1. The officers of this fraternity shall be: Regent, Vice-Regent, Scribe, Treasurer, and Corresponding Secretary. Each officer shall be elected by majority secret vote of all the student members.

Section 2. Election of officers shall be held at the last meeting in the months of November and March.

Section 3. The Regent shall preside at all meetings, initiate all new members, appoint all committees and non-elective officers, and fulfill such other obligations as may be imposed upon him by the fraternity.

Section 4. The Vice-Regent shall take the place of the Regent when he is unable to officiate.

Section 5. The Scribe shall keep the fraternity records, keep minutes of the meetings, and perform such other duties as prescribed by the President or by the fraternity.

Section 6. The Treasurer shall keep the fraternity funds and financial records, collect fees and dues, make a monthly written report to the fraternity listing any delinquent members, and make disbursements from the fraternity treasury.

Section 7. The Corresponding Secretary shall carry on such correspondence as required by the President or by the fraternity, and shall keep a current file on all student and alumnus members of the fraternity.

Section 8. Regular meetings shall be held at least biweekly, beginning the first full week of each term. By majority vote, the fraternity shall establish days, times and places for these meetings. Special meetings may be called by the President or by a majority vote of the members. Robert's Rules of Order shall govern the parliamentary procedure at meetings.

Article IV - Fees and Dues

Section 1. Each member must pay promptly all fees, dues, and special assessments established by the members of the fraternity.

Section 2. Special assessments shall apply to student members only, and shall require two-thirds vote of the student members.

Article V - Miscellaneous

Section 1. Amendments to these laws may be adopted by three-fourths majority vote of all the student members at a meeting following the one in which they are first proposed in writing.

Section 2. Each member, upon joining this fraternity, agrees to obey all parts of these laws.