

# **ZETA BETA TAU FRATERNITY**

## **Getting Started with ZBT**

**Interest Group ► Colony ► Chapter**

**A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau**

# T ABLE OF CONTENTS...

Zeta Beta Tau Fraternity Overview	2
A Letter to You	3
An Introduction to Zeta Beta Tau Fraternity	
About ZBT	5
Ritual & Traditions Make Us Unique	6
Brotherhood Program	7
Leadership Development	9
Our Credo	10
The Expansion Process	
From Interest Group to Colony	12
Colony Requirements & Regulations	13
Letter of Intent	15
Recruitment/Rush Basics	16
Chartering Requirements	17
From Colony to Chapter	18
Chapter Requirements & Regulations	26
Zeta Beta Tau Fraternity National Resources	
Chapter & Expansion Consultant Visits	28
Alumni/Faculty Advisors	28
Publications	29
Other Resources	30
Appendix	
Policy Statements	32
National Fees	35

# **Z**<sub>eta</sub> **B**<sub>eta</sub> **T**<sub>au</sub> Fraternity Overview

<b>Number of Initiated Members Since Founding:</b>	<b>130,000</b>
<b>Founded:</b>	<b>December 29, 1898</b>
<b>Colors:</b>	<b>Medium blue and white with gold as a trim</b>
<b>Undergraduate Newsletter:</b>	<i>Good &amp; Welfare</i>
<b>Alumni Magazine:</b>	<i>The Deltan</i>

# Letter to You...

Dear Future ZBT:

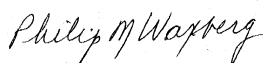
Congratulations and welcome! You have taken the first step toward establishing a new Chapter of Zeta Beta Tau Fraternity at your university or college.

You will become one of the few, special individuals who have the unique opportunity to shape their own fraternity experience. You have chosen not to accept what is offered but to get your hands dirty in the creation of your own fraternity. Less than half of one percent of all Greek men and women can make that claim.

Not only are you accepting an exciting challenge, you are choosing a tough one. We hope that this manual will help with your growth from Interest Group to Colony and eventually a chartered Chapter of ZBT. This is only one of the many resources that we offer. We are committed to your success.

Good luck creating the first social fraternity without pledging on your campus. We look forward to seeing great things from you!

Cordially,



Philip M. Waxberg  
National President



Stephen P. Ehrlich, Esq.  
Expansion Chairman



An Introduction to  
Zeta Beta Tau Fraternity

# **A**bout ZBT...

Zeta Beta Tau Fraternity, the first American collegiate fraternal organization founded for Jewish students, was established in New York City in 1898. Originally formed as a Zionist youth society, Z.B.T., as it was then known, evolved into a Greek letter society in 1903. Thereafter, we were known as Zeta Beta Tau. At that time, Jewish men were excluded from enjoying the benefits of fraternity life on American college campuses, because of then prevalent sectarian practices. ZBT gave these men the opportunity to experience the brotherhood, shared experiences, and good times that fraternity offered.

In 1954, ZBT adopted a policy of non-sectarianism, opening membership to all college men without regard to race, religion, creed or national origin.

In 1989, ZBT took the revolutionary step of abolishing the outdated practice of pledging. Two tier, subservient relationships have no place in ZBT. Upon the receipt of an invitation to join ZBT, men are imbued with the same rights, privileges and responsibilities as all other members. Our Chapters are safer because of our non-pledging initiative.

Today, ZBT continues to flourish. We have Chapters at colleges and universities throughout North America. We pride ourselves on being a non-sectarian fraternity with a proud Jewish tradition. We begin our second century secure in a glorious past and confident of a bright future.

# Ritual & Traditions Make Us Unique. . .

The ZBT Ritual is a ceremony which you will experience at the time of your initiation. It is a rite of passage that is special to ZBT's everywhere. Our Ritual binds ZBTs together from across the United States and Canada. This common experience is something Brothers share from the University of Alabama to UCLA to the University of Illinois.

Our Ritual allows us to speak to one another in powerful words and thoughts that we could not otherwise easily share. The lessons of Brotherhood form the core of our Ritual.

Ritual starts with words, but when we act toward each other as our ritual suggests, we become a Brotherhood of true and faithful friends. When we don't, we become just another social club. Living the Ritual makes ZBT a fraternity.

So, like most things, actions mean more than words. We repeat the words to remind and inspire us, but we become true Brothers when we practice daily what the Ritual words teach us.

So, it comes down to this:

Our Ritual is a "Workout" for Brotherhood building. To succeed, Ritual teachings must be a part of our daily routine.

# **B**rotherhood Program . . .

## Policies:

- ALL ZBTs ARE EQUAL. Pledging is prohibited. Separate membership statuses and terminologies are prohibited. No “second class” status is permitted.
- The rights and privileges of a ZBT are granted immediately upon his acceptance of a bid. The maximum period permitted between bid acceptance and the initiation ceremony is 72 hours. Initiation forms and fees must be collected and remitted to the ZBT Office prior to initiation.
- Standards, practices and activities that apply to one Brother apply to all Brothers, regardless of class year.
- All Chapters must comply with and implement the Brotherhood Program. Any variance from these policies must be sent in writing to the ZBT Headquarters. Only upon receipt of approval from the ZBT Headquarters, may variances be put into operation.

## WHY?

- People get hurt and sometimes die from pledging activities – over 45 deaths in ten years.
- PLEDGING ALWAYS RESULTS IN HAZING. Hazing is illegal in most states and provinces. Hazing results from the dominant/subservient structure of pledging and the “absolute power” Brothers have over pledges. We also know that the last group of pledges wants to “do it” to the next group.
- Pledging advocates often argue that a person needs to “earn his membership.” We agree. Their mistake is in assuming that “earning one’s membership” ends on the day of initiation. ZBT believes that it just begins at that point.

Just like a good sports team, or any other successful enterprise, a person needs to earn his right to play and participate – every day. Can you imagine a successful team where only the rookies trained and worked hard to maintain their places? Pledging puts the burden of earning one’s membership completely on the neophyte.

# **B**rotherhood Program (cont.) . . .

The Brotherhood Program eliminates “absolute power” by eliminating the “second class citizen” status created by pledging, and replacing it with quality standards, memorable events, education and a good time for all Brothers.

A TRUE BROTHERHOOD IS BASED ON EQUALITY. It is the right thing to do.



The “Brotherhood Circle” encompasses a successful Chapter’s programming. The Brotherhood Program Manual contains many good programming ideas, which have been used successfully by Chapters throughout the country.

# Leadership Development

ZBT offers a man many opportunities for growth and education. Perhaps the most significant of these is the opportunity to develop and hone leadership skills.

Leadership development opportunities are numerous in ZBT.

- **National Convention and Leadership School** – Annually in July  
Brings together Chapter leaders from throughout the country. The Leadership School is a comprehensive three day session covering such topics as recruitment, risk management, Brotherhood programming and alumni relations. The faculty consists of alumni volunteers and guest speakers.
- **Regional Conclaves** – Annually in late January and early February.  
Similar to the Convention, but on a smaller scale. The Conclaves are good opportunities for emerging leaders to learn the basics of fraternity management. Smaller groups allow for more personalized attention for problem solving.
- **Presidents' Academy** – Annually in January  
A forum exclusively for Chapter Presidents, the Presidents' Academy focuses on philosophical as well as practical leadership skills. It is a great opportunity for sharing skills and ideas with fellow presidents.

Perhaps the most valuable leadership development opportunity is with the day to day management of a Chapter. Fraternity is a microcosm of the real world. Chapter presidents are essentially the leaders of small communities. Presidents are ultimately responsible for budgets; assuring compliance of ZBT as well as school policies; motivating others to participate; and dealing effectively with different constituencies and cliques within the Chapter.

In housed Chapters, responsibilities may include supervising employees, assuring that the physical plant is safe and well taken care of as well as the many other tasks that go with the management of real estate. There are few other places where a college student can gain these types of real life experiences.

# The Credo of Zeta Beta Tau

**W**E, the members of Zeta Beta Tau Fraternity, believe that the development of the individual as a responsible, mature member of society is the primary goal of the university today.

**W**E believe that fraternity offers to the university community a unique, desirable and successful means of achieving this goal.

**I**N fulfilling the purposes of fraternity, we dedicate ourselves to the principles of:

**I**NTELLECTUAL AWARENESS. Fraternity creates an atmosphere conducive to the expansion of the individual's intellectual horizons, the interchange of ideas within the academic community and the pursuit of scholastic excellence.

**S**OCIAL RESPONSIBILITY. Fraternity requires the individual to commit himself and accept his responsibility to participate.

**I**NTEGRITY. Fraternity generates a standard of personal integrity—a framework for the individual to maintain honesty, exhibit loyalty and retain a sense of self-discipline.

**B**RROTHERLY LOVE. Fraternity inspires and expresses the interrelation of the individual with his fellows, his pride in the institution and respect for the wisdom of its tradition.



## The Expansion Process

# **F**rom Interest Group to Colony . . .

An Interest Group consists of at least five (5) men interested in forming a colony of ZBT. A Letter of Intent must be sent to the National Office stating the group's interest, and must be signed by all members (Sample, Page 15). ZBT asks that you take no more than one semester to develop a viable Interest Group and no more than one additional semester to gain Colony status using the many resources available to you.

Interest Group Status:

- Five (5) or more men
- Letter of intent sent to the National office
- No more than one semester to develop a viable interest group

When an Interest Group reaches at least fifteen (15) men interested in forming a colony of ZBT, a Chapter & Expansion Consultant will arrange an initiation for the group. After initiation and receipt of all the necessary forms and fees, your group will have attained Colony status.

Colony Status:

- At least fifteen (15) men, initiated and fully paid
- An active Colony Advisor (we will help locate and train)
- No more than one additional semester to gain Colony status

Finding fifteen (15) or more men can be done through several methods (See page 17):

1. Request from the Greek Advisor a list of men going through recruitment or those who have depledged another fraternity.
2. Place advertisements (contact National office for samples).
3. Contact clubs and other campus organizations. Speak with the presidents of these organizations and recruit them! By recruiting their leader, he may be able to recruit other non-Greeks in his organization. Typically, these men are also leaders or they would not be in charge of their respective organizations.
4. Recruitment is all about making friends. If you can make friends, you can recruit.

# C **olony Requirements & Regulations . . .**

## **Eligibility to Join ZBT**

“Any male student in good standing and of good moral character enrolled at any college, university, or comparable institution of learning at which a Chapter of this Fraternity is or shall exist, shall be eligible for membership.”

## **Initiation Forms and Fees**

Initiation forms and fees must be collected **prior** to initiation, and mailed to the ZBT office within 72 hours of initiation.

## **Active/Alumni Status**

Brothers must be “active” for four years, or until they receive a degree or leave school. After four years, if still a student, Brothers must either choose to remain active (and must continue to abide by Brotherhood Quality Standards) or take alumni status (on a permanent basis).

For those Brothers on campus who have declared alumni status, a Chapter may withhold or charge for any privileges that are normally extended to alumni, should those on-campus Brothers abuse such privileges, (i.e. parking; free dinners).

## **Risk Management Policy**

ZBT is a member of the Fraternal Information and Programming Group (FIGP) and the Fraternity Risk Management Trust (FRMT). The risk management policies of ZBT, FIGP and FRMT are the same and apply to all Chapters, colonies, and Brothers of ZBT.

## **Non-Pledging Policy**

Zeta Beta Tau believes that Brotherhood is an association of equals in every sense of the word. There is no Brotherhood where some Chapter affiliates are placed in a subservient role. Moreover, the dominant/subservient relationship inherent in all pledge programs always eventually results in hazing.

Hazing is the most unfraternal act one person can do to another. Bonding, Chapter unity, and “earning your membership” are best achieved in the company of equals. There can be no fraternal bonding in a dominant/subservient relationship, no Chapter unity among unequals, or “earning” one’s membership in a Brotherhood by being coerced to perform unfraternal acts.

# **C**olony Requirements & Regulations (cont.) . . .

## **Non-Pledging Policy (cont.)**

There is only one type of undergraduate membership in Zeta Beta Tau, that of Brother. While that status can be suspended or terminated for cause, and in accordance with disciplinary processes available to all Brothers, there is no lower or higher membership status in the Fraternity.

Upon being offered, and accepting an offer of, membership (bid) from a ZBT Chapter or Colony, payment of the initiation fee, and the reading and signing of both the Undergraduate Loyalty Oath and the Non-Pledging Policy, an individual is endowed with all of the rights, privileges and responsibilities of a Brother in Zeta Beta Tau Fraternity. These rights, privileges and responsibilities cannot be denied by delay of the Fraternity's initiation ceremony or by any other means.

There is only one initiation ceremony in Zeta Beta Tau by which membership rights are ceremonially conveyed. This ceremony must be conducted within 72 hours of the offer and acceptance of a bid.

The rights of a Brother include, but are not limited to: full attendance, participation, and voting rights at Chapter meetings, participation in all Chapter events, and eligibility to hold Chapter office.

## **Convention Attendance**

Each Colony must send one delegate. The colony is responsible for travel expenses. The Expansion committee will pay all on-site costs (hotel, food, and registration) for a newly formed colony's delegate (first convention only).

## **Conclave Attendance**

Each Colony must send five delegates to one Regional Conclave per year.

# Letter of Intent . . .

We, the undersigned, men of good character and faith at \_\_\_\_\_, do hereby submit to Zeta Beta Tau Fraternity, an expression of our intent to establish a Chapter of Zeta Beta Tau Fraternity at the above mentioned institution, and respectfully request that ZBT's Supreme Council designate our group a Colony of Zeta Beta Tau Fraternity.

We have carefully reviewed the requirements of becoming and remaining a Chapter of Zeta Beta Tau Fraternity and fully intend to meet and/or exceed those requirements.

OFFICERS:  
IF APPLICABLE

---

---

---

---

---

(Attach to this Letter of Intent a roster including the home and school addresses, phone numbers, email and the signatures of each member of your interest group on a separate sheet of paper.)

# R

## ecruitment/Rush Basics . . .

In order to obtain the required fifteen (15) men for colonization or twenty-five (25) for chartering, successful recruitment is essential. There are three steps to recruitment success:

- List – Build a large list of potential recruits.
- Contact – Speak to each person individually. Go to them and sell yourself, sell fraternities, then sell ZBT.
- Close – Ask them to be your Brother and join ZBT, the first non-pledging social fraternity on your campus.



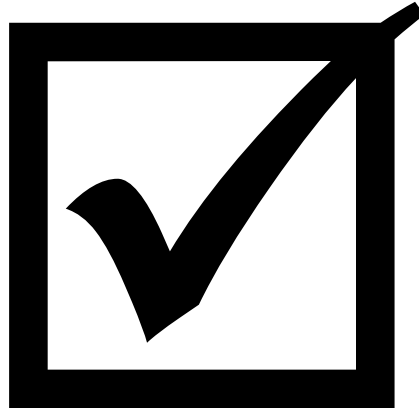
### TIPS

1. Recruitment is all about making friends. If you can make friends, you can recruit.
2. Extensive listing is the essential key to ending up with a quality list of contacts.
3. Ask a guy to join as soon as you are ready. Do not wait.
4. Contact the National Office (317-334-1898) and ask for the Recruitment Manual for a very detailed recruitment strategy.

# **C**hartering Requirements . . .

After receiving Colony status, your next step is obtaining your Charter, which establishes your group as a Chapter of Zeta Beta Tau Fraternity. To obtain a ZBT Charter, the following criteria must be met:

- Two years since colonization has not passed.
- Colony membership must equal the average Chapter size on the respective campus or twenty-five (25) members, whichever is greater.
- Have an active Chapter Advisor appointed by the National President.
- All accounts receivable to the National Fraternity are paid in full.
- Convention and Regional Conclave deposits have been paid to the National Office for the current year.
- The Colony's grade point average, cumulative for all members, is at least 2.5 on a 4.0 scale.
- The Colony is in full compliance with ZBT policies.
- The Colony has submitted a Chartering application for Supreme Council review.



# F rom Colony to Chapter . . .

This section will provide you with a basic plan of attack for the first three months of your Colony's existence as well as for your long-term plans. Use this section to measure your progress. Consult the *Enchiridion* and other basic operating manuals of the Fraternity to learn **HOW** to implement these objectives.

## OBJECTIVES

### GROWTH RANGE: 15 TO 25 MEMBERS

### ESTABLISH ORGANIZATIONAL FRAMEWORK & BEGIN A SOCIAL PROGRAM

#### Month I Plan:

##### A. First Week:

- 1) Continue dorm storming. Request from the Greek Advisor a list of men going through recruitment or those who have depledged another fraternity.
- 2) Have a "ZBT Night on Campus"
- 3) Have a social event for the original group and invite other prospects.
- 4) Meet with the Greek Advisor and the IFC President to discuss plans, solicit advice, and establish rapport.
- 5) **Begin one-on-one recruitment program. Each member brings in one new member before the week is out.**
- 6) Send Colony Progress Report to the National Office.

##### B. Second Week:

- 1) Continue recruitment. **Set the goal to double your size by using the one-on-one approach.** If you do not reach your goal, evaluate why.
- 2) Have a business meeting – (Use Robert’s Rules of Order at all meetings) (President presiding):
  - A. Set the regular meeting schedule.
  - B. When you have the manpower, appoint the following committee chairmen, in this order of importance: Recruitment, Social, Campus Participation, Intramural, Philanthropy, and Alumni Affairs.
- 3) Contact Sororities and request assistance and support
- 4) Open bank accounts – checking and savings (contact the National Office for assistance, 317-334-1898)
- 5) Review progress with Colony Advisor/Chapter & Expansion Consultant.

# F rom Colony to Chapter (cont.) . . .

## C. Third Week:

- 1) **Continue recruitment, using one-on-one approach.** Contact campus clubs and invite members to an event.
- 2) Business Meeting (President presiding):
  - A. Establish bookkeeping procedures.
  - B. Collect social dues.
  - C. Set a social calendar for weeks four through eight.
  - D. Ask Brothers for recommendations for Faculty Advisor(s).
- 3) Interview and recruit Faculty Advisor(s).
- 4) Hold your first social event.
- 5) Send Colony progress Report to the National Office.
- 6) Review progress with Colony Advisor/Chapter & Expansion Consultant.

## D. Fourth Week:

- 1) **Continue recruitment. By now you should be well organized with a formal recruitment plan, specific objectives, and management procedures.**
- 2) Business Meeting (President presiding):
  - A. Introduce Faculty Advisor(s).
  - B. Hear Committee Reports.
  - C. Send a roster to the National Office.
- 3) Executive Board Meeting (officers):
  - A. Short-range topics – confirm all fifth week activities.
  - B. Long-range topics – set tentative Charter dates and confirm plans for Month II.
  - C. Review Recruitment Program and make changes as needed.
- 4) Introduce your Faculty Advisor(s) to your Colony Advisor(s).

# **F**rom Colony to Chapter (cont.) . . .

**OBJECTIVES**  
**GROWTH RANGE: 25 TO 40 MEMBERS**  
**CAMPUS VISIBILITY, BEGIN ALUMNI RELATIONS, AND FINE-TUNE**  
**ORGANIZATION**

**Month II Plan:**

**A. Fifth Week:**

- 1) **Continue recruitment. If it is not working, ask for help.**
- 2) Business Meeting (President presiding):
  - A. Begin regular agenda procedures.
  - B. New business items: start campus participation planning, start intramural activities planning, and start alumni relations programming.
- 3) Executive Board Meeting:
  - A. Short-term topics – confirm all sixth week activities.
  - B. Long-term topics – plan draft of calendar of all activities for Month III.
- 4) Conduct scheduled activities:
  - A. Recruitment events.
  - B. A social event.
  - C. Intramural event.
  - D. Other.
- 5) Review progress with Colony Advisor(s).
- 6) Begin individual member Campus Resources and Academic meetings with Faculty Advisor(s).

# **F**rom Colony to Chapter (cont.) . . .

## **B. Sixth Week:**

- 1) **Continue recruitment: By now you should have fine-tuned your efforts. Each week should be bringing more success.**
- 2) Business Meeting (President presiding):
  - A. Regular Agenda.
- 3) Executive Board Meeting:
  - A. Short-term topics – confirm calendar of activities for Month III  
Evaluate effectiveness of all Committee Chairmen. Make changes as necessary with assistance from Chapter & Expansion Consultant.
- 4) Conduct Scheduled Activities:
  - A. Recruitment events.
  - B. Long-term topics – begin planning for formal recruitment, collect all final ZBT fees; initiation forms, etc.
  - C. Campus activities.
- 5) Review progress with Colony Advisor(s).
- 6) Continue individual member Campus Resources and Academic meetings with Faculty Advisor(s).

## **C. Seventh Week:**

- 1) Continue recruitment.
- 2) Business Meeting (President presiding):
  - A. Regular Agenda.
- 3) Conduct Scheduled Activities:
  - A. Recruitment events.
- 4) Conduct Scheduled Activities:
  - A. Campus Activities.
- 5) Review progress with Colony Advisor(s).

# **F**rom Colony to Chapter (cont.) . . .

## **D. Eighth Week:**

- 1) **Continue recruitment. Contact campus clubs and invite members to an event.**
- 2) Business Meeting (President presiding):
  - A. Regular Agenda.
- 3) Executive Board Meeting:
  - A. Short-term topics – confirm all ninth week activities.
  - B. Long-term topics – confirm calendar of activities of Month IV.
- 4) Conduct Scheduled Activities:
  - A. Recruitment events.
- 5) Conduct Scheduled Activities:
  - A. Campus Activities.
- 6) Review progress with Colony Advisor(s).
- 7) Continue individual member Campus Resources and Academic Meetings with Faculty Advisor(s).

**OBJECTIVES**  
**GROWTH RANGE: 50 OR MORE MEMBERS**  
***CALCULATE COLONY GRADE POINT AVERAGE***  
***PLAN FOR THE SUCCESSFUL COMPLETION OF CHARTERING***  
***REQUIREMENTS***

## **Month III:**

### **A. Ninth Week:**

- 1) **Continue recruitment. Request from the Greek Advisor a list of men going through recruitment or those who have depledged another fraternity.**
- 2) Business Meeting (President presiding):
  - A. Regular agenda
- 3) Executive Board Meeting:
  - A. Short-term topics – confirm all tenth week activities.
  - B. Long-term topics – prepare draft of Month IV programs and activities.
- 4) Conduct scheduled activities:

# F rom Colony to Chapter (cont.) . . .

- 5) Continue regular contact with Colony Advisor(s).

## B. Tenth Week:

- 1) Continue recruitment.
- 2) Business Meeting (President presiding):
  - A. Regular Agenda.
- 3) Executive Board Meeting:
  - A. Short-term topics – confirm all eleventh week activities.
  - B. Long-term topics – set, if appropriate, winter/summer vacation activities and plan for the beginning of next term. Advise ZBT office on how officers can be reached.
- 4) Continue regular contact with Colony Advisor(s) and Faculty Advisor(s).
- 5) Conduct Scheduled Activities.
- 6) Collect transcripts from each member; calculate cumulative grade point average for Colony.

## C. Eleventh Week:

- 1) Continue recruitment. **Use the one-on-one recruitment program. Each member brings one new recruit to an event.**
- 2) Business Meeting (President presiding):
  - A. Regular Agenda.
  - B. New Business – confirm Month IV programs and activities.
- 3) Executive Board Meeting:
  - A. Short-term topics – confirm all twelfth week activities.
  - B. Long-term topics – prepare draft of Month V programs and activities.
  - C. Set Chartering date, begin plans for Chartering.

# **F**rom Colony to Chapter (cont.) . . .

## **SUCCEEDING MONTH**

### **OBJECTIVES**

- Growth* Never stop recruiting *good* men. There are plenty on campus who meet any standard you have set. Remember, size is no deterrent to Brotherhood, lack of quality is!
- Social* There is a difference between a social fraternity and a party fraternity. The former will be more fun and is achieved through variety.
- Campus* Let others say of ZBT that campus life is better because of the contributions of our Brothers.
- Advisors* You are building for years to come. Create a Board of Advisors that will pass to others what you have worked so hard to achieve. Send out a newsletter to all alumni, if any, and other ZBT Chapters.
- Public Relations* Do good things for lots of people, school, community, sororities, etc., etc.

# **C**hapter Requirements & Regulations . . .

Please see pages 13 and 14. All requirements and regulations are the same with the exception of the following:

## **Convention Attendance**

Each Chapter must send two delegates, the President and Rush Chairman. The Treasurer may be an alternate if one of the other two are not available.

## **Conclave Attendance**

Each Chapter must send five delegates to one Regional Conclave per year.



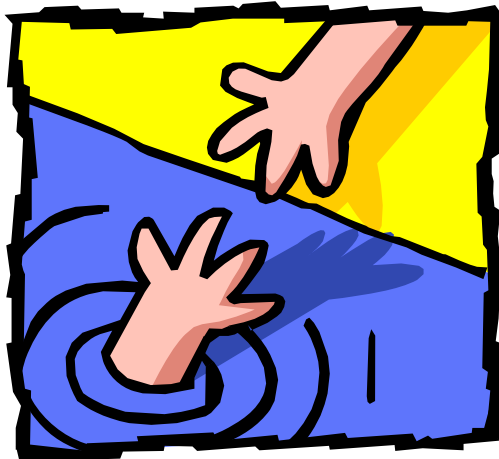
Zeta Beta Tau  
National Resources

# Chapter & Expansion Consultant Visits . . .

A staff of two Chapter & Expansion Consultants and an Executive Director are employed by the National Fraternity to assist Chapters by request with the various issues, which present themselves from time to time. The staff is trained in many areas including risk management, *The Brotherhood Program*, and recruitment.

# Alumni/Faculty Advisors . . .

We have found that our most successful chapters are those which have active, involved advisors. ZBT will assist Chapters in locating Alumni/Faculty Advisors. Upon being appointed, advisors are invited to participate in ZBT's Volunteer Institute Program (VIP). The VIP is a weekend of comprehensive training on such topics as risk management, financial management, and specific techniques needed to be a good advisor.



# P ublications . . .

- 1) ***Enchiridion***  
The basic leadership and management “how to” manual for all ZBT Chapter and Colony leaders and Brothers.
- 2) ***Risk Management Manual***  
ZBT’s overall Risk Management program, including the Risk Management Policy, and detailed “how to” instructions on having an effective risk management program.
- 3) ***Introduction to Our Brotherhood***  
This serves as a great reference source. It is used in teaching Brothers about ZBT.
- 4) ***Brotherhood Program 2000***  
This contains our non-pledging Brotherhood program. It helps guide Brothers through the program.
- 5) ***Ritual Book***  
This contains ZBT’s ceremonies and esoteric rituals. (Available only to Brothers).
- 6) ***Recruitment Manual***  
This contains basic recruitment techniques and procedures.
- 7) ***President’s Manual***  
This serves as a great reference source for Chapter/Colony Presidents as well as other leaders.

## **Scholarship Applications**

Application materials for the ZBT Foundation scholarship program are available in January for a mid-March application deadline. Scholarships are available to all Brothers based on grades, need, campus and Chapter participation. If you will be an initiated Brother at the time that the scholarships are awarded, you may apply.

## ***What Every Brother Should Know***

A description of a variety of traditions, policies, and procedures concerning ZBT.

## ***Where Does My Money Go?***

A description of the financial operations of the General Fraternity, and the benefits that accrue to individual Brothers.

# **O**ther Resources . . .

- ZBT National President
- ZBT Chapter & Expansion Consultant: programming/policy/recruitment questions
- ZBT Executive Director: programming/policy/recruitment questions
- Chapter Advisor, if appointed
- Greek Advisor (Dean of Students office and staff)
- Admissions office: recruitment marketing information
- University Alumni Affairs Director: alumni programming ideas/help
- Health Center: Brothers with medical/health problems
- Counseling Center: Brothers with emotional or substance abuse problems
- Learning Center: Brothers with academic problems
- Security: safety issues, current level of special police activity
- Faculty: experts in a wide variety of matters (e.g. motivation, marketing)
- Legal Aid: legal advice and aid
- Development (Fund-raising) Office: alumni fund raising
- Housing: Maintenance suggestions, employee referrals, resident advisors
- Public Affairs: publicizing Chapter activities/achievements
- Audio Visual: equipment rentals
- Purchasing: suggestions on buying for Chapter needs
- Campus political clubs: networking with local officials for contacts
- Student Center: activities, meeting rooms
- Financial Aid: Brothers with financial problems
- Judicial Affairs: ideas on dealing with problem Brothers



## Appendix

# Policy Statements

## ZBT RELATIONSHIPS

The following describes the nature of the Fraternity's relationship between the general organization, the members, the Chapters, their alumni groups and the headquarters.

Membership in ZBT is granted to individuals who, by acceptance of an invitation to join the Fraternity, agree to be bound by the Fraternity's rules, regulations, and prohibitions concerning their conduct as individual undergraduate members of a Chapter of the Fraternity at a specific university or college.

The Fraternity has no power to enforce its rules, regulations, and prohibitions other than by suasion, or when it becomes aware of infractions, by suspension or revocation of membership.

From time to time, the Fraternity grants a charter that permits individual ZBT members to operate as a Chapter group entity. Chapter status permits the undergraduate ZBT members at a college or university to group together in their non-academic activities, and to extend bid invitations for membership to other students at their college or university.

The Fraternity reserves the right to revoke Chapter status when it becomes apparent to the Fraternity that for whatever reason, there are insufficient remaining numbers of eligible ZBT members in good standing to meet the requirements for Chapter status. Such revocation takes the form of a withdrawal of the Charter grant.

No individual or Chapter group within ZBT has any implied authority to act as an agent for ZBT.

## POLICY ON ALCOHOL AND DRUGS

The possession, use and/or consumption of **ALCOHOLIC BEVERAGES**, while on Chapter premises, during an official fraternity event, in any situation sponsored or endorsed by the Chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, country, city and institution of higher education and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased with Chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the Chapter. The purchase and/or use of a bulk quantity or common sources of such alcoholic beverages, e.g., kegs or cases, is prohibited.

No Chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age.")

The possession, sale and/or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on Chapter premises, during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.

No Chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No Chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

## **Policy Statements (cont.)**

All recruitment activities associated with any Chapter will be **DRY** rush functions.

**OPEN PARTIES.** Meaning those with unrestricted access by non-members of the fraternity, without specific invitation where alcohol is present, shall be prohibited.

No member shall permit, tolerate, encourage or participate in “drinking games”.

### **POLICY ON HAZING**

No Chapter shall conduct hazing activities. Hazing activities are defined as:

“Any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

### **POLICY ON SEXUAL ABUSE AND HARASSMENT**

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

### **POLICY ON FIRE, HEALTH AND SAFETY**

All Chapter houses should meet all local fire and health codes and standards.

All Chapters should have posted by common phones, emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

All Chapters shall comply with engineering recommendations as reported by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the Chapter house is expressly forbidden.

### **POLICY ON EDUCATION**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni/alumnae members shall annually receive a copy of said Risk Management Policy.

# Policy Statements (cont.)

## BROTHERHOOD QUALITY STANDARDS

### I

- A. Quality Brothers abide by the tenets of ZBT, including rituals and the ZBT Credo.
- B. Every Brother will attend each Ritual performed by the Chapter (Initiation, College of Honors, Graduation), unless excused at least 48 hours in advance by the Chapter.

### II

- A. Quality Brothers practice academic integrity.
- B. Quality Brothers must be in good standing with their college or university. Brothers under a 2.25 on a 4.0 scale are required to get on-campus academic assistance.

### III

Quality Brothers do not physically, mentally, psychologically, or sexually abuse or haze any human being.

### IV

Quality Brothers do not put other Brothers or other people in harm's way. Quality Brothers of housed Chapters provide at least two hours per month of work to maintain, clean, and repair the Chapter house. Quality Brothers attend an annual Risk Management seminar to learn how to keep ZBT a safe place. Every Brother is responsible for ensuring safe conditions at all related events and functions.

### V

Quality Brothers do not tolerate abuse of property.

### VI

Quality Brothers pay their semester dues prior to the start of the academic period, or according to a payment plan agreed to (in advance and in writing) by the Chapter Treasurer.

### VII

Quality Brothers neither use nor support the use of illegal drugs; I will never misuse nor support the misuse of alcohol.

### VIII

Quality Brothers contribute a minimum of one hour per week for general Chapter work, as assigned and announced by Chapter officers, unless temporarily excused by Chapter officers. Missed hours must be made up within the same semester.

### IX

Quality Brothers attend and/or participate in:  
All requirements as described above.  
All regular Chapter meetings.  
All events deemed as "mandatory" or "emergency" by the Chapter President or executive Committee.  
At least one Chapter committee.  
At least one non-ZBT campus activity (or part-time job).  
All "All Chapter" education sessions.

(Mandatory events must be announced at least two weeks in advance).

### X

Quality Brothers abide by these Minimum Standards and will confront those who violate them.

## National Fees for 2008-09 Academic Year

<u>Description of Fees</u>	<u>Due From</u>	<u>Amount</u>	<u>Billing Date</u>	<u>Due Date</u>
<b><u>Returning Brothers Fees:</u></b>				
National Dues	All Brothers (1)	\$84/Brother	August 15	September 15
Housing Fund Contribution	All Brothers (1)	\$10/Brother	August 15	September 15
Liability Insurance	All Brothers	\$160/Brother	August 15	September 15
Risk Management Fee	All Brothers	\$50/Brother	August 15	September 15
<b><u>Meeting Deposits (2):</u></b>				
Regional Conclave Fee	All Chapters/Colonies (3)	\$750/\$700	October 1	January 1
National Convention Fee	All Chapters (4) (5)	\$1,500/\$1,300	January 1	May 1
National Convention Fee	All Colonies (4) (5)	\$750/\$850	January 1	May 1
<b><u>Newly Initiated Brothers:</u></b>				
Initiation/Charter Fee	New Brothers	\$310/initiate	Initiation Date	72 hours
National Dues	New Brothers (1)	\$84/initiate	Upon Advice	30 days
Housing Fund Contribution	New Brothers (1)	\$10/initiate	Upon Advice	30 days
Risk Management Fee	New Brothers	\$50/initiate	Upon Advice	30 days
Scholarship Fund Contribution	New Brothers	\$10/initiate	Upon Advice	30 days
<b><u>Chapter Property Insurance:</u></b>				
	Participating Chapters	Value Insured	August 1	September 1

- (1) Colonies do not pay these fees. \*Colonies that remain at Colony status one day more than two years will be billed at the Chapter rate.
- (2) The 2008 Conclave and Convention Budgets have not been finalized. Fees are estimated.
- (3) Regional Conclave fees include all sessions, materials and meals. Lodging and travel are NOT included. Lodging is expected to be \$115/night for one night.
- (4) Convention Fee includes all sessions, materials, meals and lodging. Travel is NOT included.
- (5) Two delegates per chapter. ONE delegate per colony.

Payment Information – All fees are payable to Zeta Beta Tau Fraternity, 3905 Vincennes Road, Suite 300, Indianapolis, Indiana 46268.

Invoices that are 30 days past due are subject to a 12% per annum finance charge.

Updated June 19, 2008