

The  
CONSTITUTION

of the

ESOTERIC FRATERNITY

of

TRIGINTA OPTIMI

Founded  
Cincinnati, Ohio  
April 27, 1895

This is the lawful and legally revised Constitution of Triginta Optimi Fraternity. It supersedes and replaces the original Constitution of 1895 and any subsequent revisions of the same. Upon order of the Fraternity, it was drafted and framed by the properly authorized Constitution Committee, whose members were appointed and elected by the Fraternity from the Active Chapters and Alumni Association bodies, and who met in lawful convention to fulfill their duties and complete their work.

This lawfully adopted Constitution or any part thereof shall not be voided by any person or group, and is subject to amendment only by the lawful process and proper form as provided for by the Constitution.

Submitted by the Constitution Committee to the Fraternity on January 1, 1943.  
Ratified and adopted unanimously by the Fraternity on April 27, 1943.

CONSTITUTION COMMITTEE

J. William Henley (Founder)	
Edward G. Roberts	'97
Isaac Isaacs	'98
Edwin K. Cleveland	'15
John J. Schiff, Jr.	'34
Royal W. Ryan	'18
Carl W. Kaufmann	'24
Fred W. Windmoeller	'24
Charles A. Kopp, Jr.	'31
C. Harvey Witte	'01
Jack Lautsbaugh	'45
Sasuel R. Hays	'44
Edwin H. Vandergriff	'43
Richard R. Hasemeier	'43
Milo F. Hanke	'43
Donald C. Heepke	'43
Paul W. Krone	'43
Warren J. Ficker	'43
Glenn Melzer	'43
John G. Weigel, III	'44
Clyde L. Schrickel	'44
Jack E. Benham	'44
William P. Robinson	'27 Chairman

Article 2 Section 1 (add.)  
(c) To establish a socially useful project to advancement of which the Fraternity will engage its efforts.

Article 2 Section 1 (add.)

(c) Parents organizations may be formed a separate independent body,, the limits of authority of said body will be set by the council with the approval of the executive council of said Chapt.

CHAPTER I

THE FRATERNITY

Article 1 Name

Sec. 1 This Fraternity shall be known as Triginta Optimi.

Article 2 Objects

Sec. 1 The Objects of this Fraternity shall be as follows:

- (a) To cultivate the morals and improve the social faculties of its members.
- (b) To surround each member with friends whose care and duty it shall be to make him happy, and to whom he may turn for advice and assistance when needed.

Article 3, Organizations

Sec. 1 The two constituted bodies of this Fraternity shall consist of:

- (a) The Active Chapters (including the Chapters, the Council, and the Tribunal).
- (b) The Alumni Association.

Article 4 The Constitution

Sec. 1 The Constitution of this Fraternity is created of, by and for Triginta Optimi. It shall forever be secret except to lawful members of this Fraternity, and it shall never be made known in whole or part thereof, to any person not a lawful member of this Fraternity.

The Constitution shall govern each Chapter, the Council, the Tribunal, and any other created bodies, and it shall govern each member of the Active Chapter body. It shall also govern each member of the Alumni Association when and where it is so indicated.

The Constitution shall be the sole authority in any matters pertaining to this Fraternity or to any of its members.

Sec. 2 The only members of this Fraternity authorized to have in their possession any copy of this Constitution are the Bibliothecae Praefectus, Censor, Councilor, Scribe, and Lux Secretum. No other officer or member shall be authorized to have a copy of the Constitution in his possession or under his control, except for a temporary purpose, in which case it shall be returned as soon as possible to the authorized officer.



Sec. 3 No copies of this constitution may be reprinted or reproduced in whole or part in any manner or by any Chapter without the lawful, written permission of the Council.

### Article 5 Eligibility to Membership

Sec. 1 Male members of any high school where there is a lawful and legally chartered Chapter of this Fraternity shall be eligible to membership in *Triginta Optimi*, except as provided for in Section 2 of this article.

Sec. 2 No one who is known to be, or to have been a member of any high school fraternity at a school where there is a lawful Chapter of *Triginta Optimi* shall be eligible to become a member of this Fraternity or any of its Chapters.

Sec. 3 To be eligible for membership in the fraternity or its Chapters the candidate must be passing in 15 hours of school work and the same for the preceding semester and must be able to pass a good citizenship exam.

Sec. 3 a. No one who is a first semester freshman shall be eligible for membership in the fraternity or any of its Chapters. Res.

That council has passed a resolution that all social functions of each Chapter shall be registered with the school sponsors. Reports of all social events, meetings and monthly financial reports will (continued on back)

### CHAPTER II

### THE ACTIVE CHAPTERS

Article 1 Fielding of Candidates  
Initiations (Informal and Formal)  
Application to Membership  
Privilege of voting and secrecy  
of the Ballot.

#### Fielding of Candidates

- Sec. 1 (A) The School-Year shall be divided into two (2) terms. The "First Term" shall be from the beginning of school until January 31st. The "Second Term" shall be from February 1st until the close of school in June. **REVISED ON BACK**
- (B) Candidates pledged during the first term shall be informally initiated before December 1st. Candidates pledged during the second term shall be informally initiated before April 27th.
- (C) No Candidate shall be pledged for a period of more than six (6) weeks.
- (D) During the period of his pledge, a pledged member may not attend any meeting of the Chapter or of any other body of this Fraternity.
- (E) The Custos shall supervise the pledging activities of the Chapter, as provided for by Chapter II Article 4 Section 13-F.

#### Initiations (Informal and Formal)

- Sec. 2 (A) Initiation Rites of this Fraternity shall consist of these two  
(2) separate functions:  
(a) The Informal Initiation (Barbarian Degree)  
(b) The Formal Initiation (Noble Roman Degree)
- (B) Two (2) Informal Initiations shall be held during the School Year. The first shall be held during the first term before December 1st. The second shall be held during the second term before April 27th.
- (C) Informal Initiations may be conducted by the various Chapters either individually or collectively.

(D) A Chapter may conduct a "special" informal initiation if approved by a two-thirds (2/3) majority vote of those members present, at any regular-stated meeting.

(E) Two (2) Formal Initiations shall be held during the School Year. The first shall be held on the first Monday in December. The second Formal Initiation shall be held at the "Founders Day Banquet" on April 27th.

(F) The Formal Initiations shall be conducted and attended collectively by all the Chapters and their respective members.

(G) On the day of Formal Initiation, each member-elect will attest to the obligation he has taken by signing his name in the proper place in:

- (a) The Chapter Constitution Book
  - (b) The Fraternity Constitution book
- as provided for by "Forms & Procedure", Chapter VIII Article 2 Sections 1-C and 2-C.

The member-elect shall also fill out a record blank for:

- (a) The Fraternity Roster
- as provided for by "Forms & Procedure", Chapter VIII Article 2 Section 2-B. This will be supplied him by the Scribe, who will enter the new member's record in its proper place in the Fraternity Roster.

(H) On the day of Formal Initiation, a member-elect shall be loaned a copy of this Constitution, which he shall study diligently so as to become thoroughly familiar with the Constitution and all that it embodies. He shall do this to prepare himself for the oral examination on this Constitution which he shall be required to take, as provided for by Section 3-B of this Article.

Following the examination, the new member shall immediately return to his Chapter the copy of this Constitution which was loaned to him.

#### Addition to Membership

Sec. 3 (A) Names brought before the Chapter at any regular-stated meeting cannot be voted upon until the following meeting ~~is~~ not less than one (1) week later.

(B) During the period between the meeting when a name is proposed and the meeting when that name is voted upon, the Custos shall personally acquaint the Chapter members with that person.



X  
X  
X  
X  
X  
X  
X

(C) The election of new members shall be held only by means of a secret ballot, with white and black balls.

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(D) A name receiving one (1) black ball at the first balloting may be proposed again at any ensuing regular-stated meeting.  
A name receiving more than one black ball at the first balloting cannot be proposed again until the following term.  
A name receiving one or more black balls at the second balloting shall be dropped for the remainder of that school term.

(E) A Candidate, upon his election, shall be immediately notified thereof by the Custos.

(F) On accepting a pledge in this Fraternity, the Candidate shall immediately fill out:  
(a) The Preparatory Pledge as provided for by "Forms", Chapter VIII Article 2 Section 2-B. This shall be securely filed in its proper place by the Scribe.

(G) If a Candidate fails to present himself at the time of Informal Initiation, his election may be declared void by a three-fourths (3/4) vote of the Chapter present.

(H) A member-elect shall be required to take an oral examination on the Constitution of this Fraternity. He shall be coached by the Custos and his Assistants. The examination shall be conducted by the Dux Sacrorum within two (2) weeks following the date of the Formal Initiation, and shall be collectively attended by all members-elect of each Chapter, and by the Custos of each Chapter.

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A member-elect shall not be allowed to take an active part in the meetings until this examination has been satisfactorily passed, which shall be determined by the Dux Sacrorum.

Privilege of voting and secrecy of the Ballot

Sec. 4 (A) The privilege of voting upon proposed names shall at all times be considered a sacred right of each member of the Chapter in good standing.

(B) Voting shall always be conducted in such a way that no Frater's vote shall be known to any other Frater. The ballot box consists of white and black balls which shall be arranged in such a way that no member except the Frater voting shall know what ball is being placed in the box. Every precaution shall be taken to secure this utmost secrecy, providing for the complete privacy of each member voting. Any violation of this procedure shall be considered a serious offense against the Fraternity.

(C) Following the balloting upon a proposed name, under no circumstances, or at no time shall there be any discussion whatsoever regarding the results of the ballot.

(D) At no time shall any Frater question, inquire into or ask information about the vote of any other Frater or Fratres who have the privilege of voting.

(E) At no time shall a Frater know how any other Frater has voted.

**Article 2** Numerical Designation of the Chapters  
Meetings - Regular-stated and Special  
Meetings - Unofficial meetings between  
Chapters  
Total membership regulations of a  
Chapter

Numerical designation of the Chapters

Sec. 1 (A) The first formed Hughes Chapter shall be designated "Primus" (the Latin word for First), the second formed Western Hills Chapter shall be designated "Secundus", (the Latin word for Second), the third, fourth and such proceeding Chapters as may in the future be formed and lawfully chartered shall accordingly be designated "Tertius", "Quartus" and so forth, according to the Latin ordinal numerals.

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Meetings - Regular-stated and Special.

Sec. 2 (A) There shall be two kinds of Chapter meetings, namely:

- (a) Regular-stated meetings
- (b) Special meetings

(B) The regular-stated meetings of a Chapter shall be held on a regular day during the first and third, or during the second and fourth weeks of each month throughout the school year, and shall convene on a regular basis.

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(C) The (a) Day, (b) alternate weeks, and (c) Time of Convening of the regular-stated meetings shall be provided for by each Chapter in the form of a "Resolution", as provided for by Chapter VI Article 3 Sections 1-5, and by "Form", Chapter VIII Article 2 Section 1-5. A two-thirds (2/3) vote of the members present shall be required to pass such a resolution.

This "Resolution" shall be subject to change as provided for by Chapter VI Article 3 Sections 6-7

(D) A special meeting may be called by the Rex Regum upon the written request of three (3) members in good standing.



A special meeting may be called by the Rex Regum without the written request of any Fratres in case of an emergency, or in case of the serious illness or death of one of the Fratres of the Fraternity.

Meetings - Unofficial meetings between Chapters

- Sec. 3 (A) Two or more Chapters may conduct an unofficial meeting of their collective members for the following reasons:
- (a) To plan and discuss a social event in which the Chapters are mutually interested;
  - (b) To plan for an internal initiation.
- (B) Such an unofficial meeting may only be held when previously agreed upon by a majority vote of the members of each Chapter that may be attending the meeting.
- (C) Such an unofficial meeting attended by two or more Chapters shall not be considered an "assembly" meeting.
- (D) The Presiding Officer of the meeting shall be a Rex Regum agreed upon by the Rex Regums of the Chapters attending.
- (E) The minutes of such an unofficial meeting shall be recorded by the bibliotecae Praefectus of each Chapter attending, and entered by him in the minutes of his Chapter record book.
- (F) The Order of Business, Formality of Meeting, and Rules of Order shall be the same as those of a Chapter meeting, as provided for by Article 3, Sections 1-6 of this Chapter, except as provided for by Part (G) of this section.
- (G) Candidates for membership may not be proposed nor voted upon at \_\_\_\_\_ meeting.

Total Membership regulations of a Chapter

- Sec. 4 (A) The total membership of a Chapter shall at no time consist of more than thirty-five (35) nor less than ten (10) members.
- (B) Should a Chapter have a total membership of more than thirty-five (35) members at any time, the first initiated members exceeding the number of 35 shall not have the privilege of taking an active part in the Chapter, of voting, proposing candidates for membership, or of holding office until the numerical size of the Chapter has been reduced to 35 or less.
- The regulations provided for by this rule shall not become effective until one (1) year following the date of ratification of this Constitution.
- (C) Should a Chapter have a total membership of less than ten (10) members at any time, the temporary control and supervision of that Chapter shall automatically pass to Council, as provided for by Chapter III Article 7 Section 1.

Article 3

Quorum  
Order of Business  
Formality of meetings  
Rules of Order  
Subjects not to be discussed  
Vote to accept or to reject

Quorum

Sec. 1 (A) A Meeting shall not be convened nor shall it be a legal meeting of the Fraternity until two-thirds (2/3) of the Chapter is present. This shall represent a quorum.

Order of business

Sec. 2 (A) The Order of Business of each Chapter meeting shall be as follows:  
(a) Formal Opening  
(b) Roll Call  
(c) Minutes  
(d) Names proposed for membership  
(e) Balloting for new members  
(f) Committee Reports  
(g) Old business  
(h) New Business  
(i) Treasury Report  
(j) Formal Closing  
(k) "Triumph of Truth" song

Formality of Meetings

Sec. 3 (A) The following regulations of formality shall be followed by a Chapter at each meeting:

(1) Officers Table

At each meeting of a Chapter, these three principal officers shall sit at the Officers Table:  
Rex Regum (or Presiding Officer)  
Bibliothecae Praefectus  
Questor

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be the Bibliothecae Praefectus, and to his left shall be the Quaeator.

(2) Officers Notes

At each meeting of a Chapter, these officers shall wear the official robes of their offices:

- Rex Regius (or Presiding Officer)
- Bibliothecae Praefectus
- Quaeator
- Praeco

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(3) Privacy of Meeting

Each meeting of a Chapter shall be held in absolute privacy. It shall be the duty of the Praeco to see that all necessary provisions for privacy are taken care of before a meeting is called to order.

(4) Tardy Members

At each meeting of a Chapter, the Praeco shall be stationed at or near the door of entrance. When a tardy member arrives, the member shall be challenged by the Praeco with the "Official Challenge" of the Fraternity, and the member shall give the correct answer. This exchange between the Praeco and the member shall be done as quietly as possible, and in a way not to interfere with the proceedings of the meeting.

Praeco: "Who seeks admission?"

Member: "Frater (gives his name) a lawful brother of Triginta Optima".

Praeco: "Enter, Frater (name)".

The Praeco shall then direct the tardy member to a seat among the assembly.

(5) Cost-of-Arms Standards

At the right and left end of the Officers Table shall be placed the official Cost-of-Arms Standards, which shall remain there during the entire meeting.

(6) Formal Opening of Meetings

Each meeting of the Chapter shall open in this formal manner:

Rex Regius: (SOUNDS GAVEL 3 TIMES AT WHICH ALL MEMBERS STAND)  
"Proceed this meeting of Chapter \_\_\_\_\_ of the  
\_\_\_\_\_ Fraternity will now come to order.  
Frater Praeco, are all those present lawful  
brothers of this Fraternity?"

Praeco: "Yes, Frater Rex."

Rex Regius: "Then let the meeting proceed."

(SOUNDS GAVEL 3 TIMES, AT WHICH MEMBERS SIT DOWN)  
(MEETING PROCEEDS UNTIL GAVEL SOUNDS, ETC.)

(7) Formal Closing of Meetings

Each meeting of the Chapter shall close in this formal manner:

Rex Regius: (SOUNDS GAVEL 3 TIMES AT WHICH ALL MEMBERS STAND)  
"Are any Frater anything to say for the good of  
the Fraternity?"

Rex Regus: "Fratres Praeco, are all the present lawful brothers of the Fraternity?"

Praeco: "They are, Frater Rex."

Rex Regus: "Fratres, this meeting of Chapter \_\_\_\_\_ of Tringinta Optima Fraternity is adjourned." (SECOND GAVEL 3 TIMES)

(Members then sing "Tringinta Optima" song)

### Rules of Order

Sec. 4 (A) For the Rules of Order and any and all other parliamentary rules not herein mentioned, those laid down by "Roberts manual" shall be the authority. The Fraternity shall be governed in debate by "Roberts Rules of Order" where there is no special rule adopted by the Fraternity applying to the case in question.

(B) The Rules of Order of a Chapter shall be as follows:

Rule 1. When the Rex Regus takes the Chair, the Officers and members shall take their respective places, and at the sound of the gavel all shall be silent.

Rule 2. A Frater shall not speak to another, or otherwise interrupt the proceedings of a meeting while the minutes or any other papers are being read, or when any Frater is speaking on any subject. A Frater shall not disturb another in his speech except to call him to order.

Rule 3. When a Frater wishes to speak, he shall stand and address the Presiding Officer by his proper title.

Rule 4. The word "Brother" shall be used at all times when speaking to any member, and shall precede his actual title or name. Every Officer or member shall be designated in debate or otherwise by his proper title and according to his standing in the Chapter of the Fraternity.

Rule 5. If a member, while speaking, be called to order by the Rex Regus or the presiding officer, he shall cease speaking and remain silent until the question of order is determined.

Rule 6. Any member, misbehaving himself in a meeting, either by abusive, disorderly, or profane language or conduct, or by refusing obedience to the Presiding Officer, shall be dealt with accordingly:

(a) as the Chapter may designate

(b) Presiding Officer may levy fine against him, or rule him out of the meeting, or both.



- Rule 7. The Rex Regum shall name the member to whom he gives the floor, and before ~~the~~ a member may proceed to speak, he must first address the Rex Regum or Presiding Officer by his proper title.
- Rule 8. The Rex Regum shall decide all questions of order, which shall be final unless appealed to the Chapter, when the question shall be, "Shall the decision of the Chair be sustained". The Rex Regum shall have the privilege of giving his reason for the decision, but shall have no further part in the debate.
- Rule 9. Every active member present shall vote on any question before the Chapter unless he is personally interested in the results, or has been excused by the Chapter, or is otherwise disqualified.
- Rule 10. The names of members voting "Yes" and "No" on any question shall be recorded and entered in the minutes when called for by five (5) members.
- Rule 11. A Motion shall not be subject to debate until it is seconded and restated verbatim by the Presiding Officer.
- Rule 12. When a question is before the Chapter, a motion shall not be received except:
- (a) To adjourn
  - (b) To table the question
  - (c) To postpone indefinitely
  - (d) To postpone for a certain time
  - (e) To divide
- Rule 13. A motion to adjourn is not in order until the necessary business is transacted, such as approving vouchers, requisitions, etc.

If a motion to adjourn is made in "New Business", and is carried, the meeting is not adjourned until the regular order of business as prescribed herein has been taken care of and disposed of.

If any "New Business" is brought up by a Frater just after the Rex Regum has repeated the form of citation: "Has any Frater anything to offer for the good of the Fraternity?", the Librarian or Frater shall record the name and bring it up under the name of "New Business" at the next regular meeting.

- Rule 14. Formal closing shall always open in the form under the rule, "Has any Frater anything to offer for the good of the Fraternity".
- Rule 15. The Chapter shall remain in session as long as there is any business to be transacted, unless otherwise ordered by a majority, when it shall be governed in accordance with rule 14.
- Rule 16. Immediately following the Formal Closing, the Chapter shall form a circle and sing the "Triginta Optima" song.

Subjects not to be discussed

Sec. 5. (A) Subjects of a sectarian or partisan character should not be introduced into or discussed during any meeting of this Fraternity.

Vote to accept or pass

Sec. 6. (A) Unless otherwise provided for, a two-thirds (2/3) majority vote of all members present at a meeting shall be necessary to accept or to pass the measure or matter in question.

**Article 4**

**Officers - Qualifications**

- Nomination of officers
- Election of Officers
- Proper method of election
- Installation of Officers
- Removal of Officers from office
- Reasons for declaring an office vacant, and how to fill the vacancy
- Officers' preparation for assuming office
- Constitutional responsibilities of officers
- Duties of Officers
- Vigilance Committee and duties

Officers and Qualifications

Sec. 1 (A) Each Chapter of the Fraternity shall have these said offices, and shall elect a member thereto each School Year:

- |                             |                             |
|-----------------------------|-----------------------------|
| (a) Rex Regum               | President ✓                 |
| (b) Praesus Vicarius        | Vice-President ✓            |
| (c) Bibliothecae Praefectus | Secretary ✓                 |
| (d) Quaestor                | Treasurer ✓                 |
| (e) Scribae Rerum           | Historian & Parliamentarian |
| (f) Custos                  | Flagbearer                  |
| (g) Praeco                  | Sergeant-at-arms            |

(B) All members of the Chapter who are in good standing shall be eligible to hold any office except the office of Rex Regum, which shall be filled by an "A" grade Frater.



Chapter unless he is present at the time of being nominated, or has sent to the Rex Regua a written consent to accept any office if nominated and elected thereto. **REVISED ON BACK**

- (D) Except as provided for by Part B of this section, a Chapter may create a special office, supplementing, but not changing, the ones provided for in Part A of this section, and may elect a member thereto. This office shall apply only to that individual Chapter and shall be provided for in the form of a "Resolution", and so entered in proper place and form in its Constitution book as provided for by Chapter VI article 3 Sections 1-3 and by "FORMS", Chapter VIII article 2 Section 1-C.
- (E) No office or any of its respective duties as listed in Part (A) of this section may be abolished or changed unless passed as an amendment by the Fraternity, in which case said amendment shall apply to each Chapter of this Fraternity.

#### Nomination of Officers

- Sec. 2 (A) All officers shall be elected annually by secret ballot.
- (B) The regular nominations of officers shall be made at the first regular-stated meeting in March.
- (C) Nominations may be made by any Chapter member in good standing.

#### Election of Officers

- Sec. 3 (A) All officers shall be elected at the first regular-stated meeting in April.
- (B) They shall enter upon their duties at the first meeting thereafter.

#### Proper Method of Election

- Sec. 4 (A) The following procedure shall be the official method in electing officers:
1. The retiring Rex Regua shall appoint the following:  
One (1) Judge  
Two (2) Tellers  
One (1) Clerk **REVISED ON BACK**
  2. The Rex Regua shall then surrender the Chair to the Judge, who will preside over the election proceedings.
  3. A separate vote shall be held for each office.

shall under vote, the tellers shall collect them from the members, and proceed accordingly:

- (a) The Tellers shall count all the votes cast.
  - (b) The Tellers shall then count off the names on each ballot to the Clerk.
  - (c) The Clerk shall then make a true statement to the Judge of all the votes recorded.
  - (d) The Judge shall then declare aloud the results, and name the member elected to that office.
5. A majority of all votes cast shall be necessary for a choice. If there is no majority on the first ballot, the name of the Frater receiving the lowest number of votes shall be dropped, and so on in successive ballots until one of the candidates is elected. In case of a deadlock tie-vote, the Chapter may, by a majority vote, decide in what manner to proceed.
6. A member who is under suspension shall not be entitled to vote.
7. A Chapter may fill a vacancy in an office at a regular-stated meeting only, provided that notice of such contemplated action has been given the members at the previous meeting.

#### Installation of Officers

- Sec. 5 (A) The Installation of Officers shall be held at the "Founders Day Banquet" on April 27th. The ceremony shall be conducted by the Tax Secretary.
- (B) Immediately following the ceremony, each Officer will attest to the date he has taken by signing his name in the proper place in the "Chapter Constitution Book" of his Chapter, and as provided for by "Frat", Chapter VIII Article 2 Section 1-C.
- (C) In the event of an election to fill a vacancy or unexpired term, the installation shall take place the same date of election. The ceremony shall be presided over by the Tax Master, or by a Frater appointed by him.

#### Removal of Officers from Office

- Sec. 6 (A) A Chapter may, by a two-thirds (2/3) vote of those present, declare vacant the position of any Officer who has elected himself for three (3) consecutive regular-stated meetings, provided that notice of such possible action has been duly given to both the delinquent officer in question, and to the members of the Chapter, as provided for by "Frat", Chapter VIII Article 1 Sections 1-C and 1-D.

#### Reasons for Declaring an office vacant and how to fill the vacancy



within two (2) weeks after the date of the regular installation, his office shall automatically be declared vacant unless his absence was due to illness or death. The Chapter shall proceed to elect a member to the office, unless the Chapter has been given a satisfactory excuse for such neglect by the incumbent officer. A majority of the Chapter present shall be the sole judge as to whether the excuse given is satisfactory or not.

- (D) If, during his term of office, an Officer should leave high school, or should remove to another high school where there may or may not be a lawful Chapter of this Fraternity, his office shall automatically be declared vacant, and shall be filled as provided for in Section 4 of this Article 1-6.

#### Officers' Preparation for academic office

Sec. 8 (A) To properly prepare himself for office, each officer of the Chapter, upon his election, shall carefully read the contents of the Constitution of this Fraternity so that he is familiar with it.

He shall also read the duties of his office so that he understands clearly his responsibilities.

He shall also read the "Form" (Formal Procedure) of this Fraternity, as provided for by Chapter VIII, where is shown the

correct and official form to be used, and/or the proper procedure to be followed in discharging the same. It is highly important that the proper form and procedure be followed in all proceedings of the Chapter, and it is the duty of each officer responsible to see that this is done in every case.

#### Constitutional responsibilities of Chapter Officers

Sec. 9 (A) The constitutional responsibilities of the officers shall be, to the best of their ability, to fulfill the duties, obligations, and responsibilities of their respective office, keeping in mind at all times the Oath which they took at their installation into office.

Furthermore, as officers of the Chapter, to fulfill any responsibility for the best interests, the welfare, and the progress of their Chapter during their tenure of office.

- (B) On leaving office an officer of a Chapter shall, to the best of his ability, acquaint his successor with the duties and responsibilities of that office.

#### Duties of Officers

- (A) The Duties of the Rex Regum shall be:
- (a) Preside at all meetings of the Chapter.
  - (b) Enforce a strict observance of the Constitution and By-Laws by all the officers and members of the Chapter.
  - (c) Appoint the "Vigilance Committee", as provided for by Section 11 of this article.
  - (d) Appoint all committees.
  - (e) Countersign all orders drawn upon the Quæstor for the appropriation of money, made and passed at a meeting of the Chapter.
  - (f) Countersign all reports of the Chapter.
  - (g) Countersign all minutes after same have been approved by the Chapter.
  - (h) Perform such duties as are required of him by the Ritual.
  - (i) Perform such duties as are required of him by the Council.
  - (j) Perform such duties as are required of him by the Initiation.
  - (k) Automatically suspend a member for non-payment or delinquency in Initiation Fees, Dues, assessments, or fines, as provided for by Article 3 Sections 1-a and 1-b of this Chapter.
  - (l) Expel a member from a meeting, levy a fine against him, or both, for said member's disorderly conduct at a meeting.
  - (m) Perform such other duties as his office may require.
  - (n) Transfer to his successor, without fail or delay, all property of the Chapter he may have in his possession or under his control.

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- (B) The Duties of the Præses Vicarius shall be:
- (a) Preside at all meetings of the Chapter, and discharge the duties of the Rex Regum in the absence of the latter.
  - (b) Arraign for trial all officers who have been derelict in their duty; arraign for trial such members as have violated the Constitution or By-Laws.
  - (c) Perform such duties as are required of him by the Ritual.
  - (d) Perform such duties as are required of him by the Council.
  - (e) Transfer to his successor, without fail or delay, all property of the Chapter he may have in his possession or under his control.

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- (C) The Duties of the Bibliothecæ Præfectus shall be:
- (a) Keep properly prepared two (2) books containing the following records of the Chapter, as provided for by "Form", Chapter VII Article 2.

"The Chapter Record Book"

- a. Minutes of the Chapter
- b. Roll Call of Chapter members
- c. Property records of the Chapter
- d. Chapter roster
- e. Automatically suspended members
- f. Expelled members
- g. Audit Record of this book

"The Chapter Constitution Book"

- a. The Constitution
- b. Assentments (passed by the Fraternity)
- c. Resolutions (passed by the Chapter)
- d. The Ritual
- e. Installation of Officers ceremony
- f. Signatures of Chapter officers for each school year
- g. Signatures of members-at-large of the Chapter
- h. Audit Record of this book

- (b) Write and keep in proper place the minutes and Roll Call of all meetings of the Chapter
- (c) Keep the record cards in "The Chapter Record book" and the "Chapter Constitution book" accurately, and see that the various sections of each book are properly kept, and that all entries are made promptly.
- (d) Take charge of all property of the Chapter not otherwise provided for
- (e) Attest by his signature all actions of the Chapter.
- (f) Prepare and draw all orders on the Treasurer, to be countersigned by the Rex Regum and approved by the Chapter.
- (g) Arraign for trial the Praeae Vicarius, if, at any time, the Praeae Vicarius should fail to properly perform his duties. The Bibliothecae Praefectus shall take charge of the Trial for the Chapter.
- (h) Draft all notices, bulletins and other written communications that are sent by the Chapter, as provided for by "F. R. G.", Chapter VIII.
- good* (i) Securely preserve all letters or notices which he may receive, and read them before the Chapter at the first meeting thereafter.
- (j) Perform such duties as are required of him by the Council
- (k) Enter into the minutes the "Annual History Report" for that School Year, as prepared in writing by the Scriptor Rerum, and read before the Chapter at the last meeting of the school year.
- (l) Appoint one or more assistants, if necessary, to help him in his work.
- (m) When the "Chapter Record Book", or the "Chapter Constitution Book" has been completely filled, the Bibliothecae Praefectus in office at that time shall turn the entire book intact, book-binding included, over to the Scribe, who shall place the said book in the "Official Archives" of the Fraternity for future history and posterity.
- (n) Transfer to his successor, without fail or delay, all property of the Chapter he may have in his possession or under his control.

(D) The Duties of the Treasurer shall be:

- (a) Keep properly prepared, one (1) book containing the following records of the Chapter, as provided for by "F. R. G.", Chapter VIII Article 4:

"The Chapter Treasury Book"

a. ACCOUNTS RECEIVABLE

Initials and Dates  
 Dues  
 Assessments  
 Fines  
 Miscellaneous

b. Accounts Payable

Bills  
 Other monies

c. Monthly Treasury Report

Assets  
 Disbursements  
 Cash Balance  
 Accounts Receivable  
 Accounts Payable



- (b) Keep all Treasury records according to the proper form, as provided for by "Forms", Chapter VIII Article 2 Section 1-3.
- (c) Hold the funds, securities, vouchers, and other financial property of the Chapter.
- (d) Render a detailed "MONTHLY FINANCIAL REPORT" to be given at the end of each calendar month.
- (e) Give a receipt for all money collected by the Chapter.
- (f) Obtain a receipt for all money paid out by the Chapter.
- (g) Notify a member who is in arrears of Initiation Fee, Dues, Assessments or a Fine.
- (h) Fill out requisitions drawn by the Bibliothecae Praefectus, countersigned by the Rex Regum, and approved by the Chapter.
- (i) Perform such duties as are required of him by the Council.
- (j) Collect Initiation Fees from members-elect, and arrange the plan of payment as provided for by Chapter II Article 7 Sections 1-5.
- (k) Collect Dues from members each month in advance.
- (l) Collect fines and other assessments from members.
- (m) Maintain "The Reserve Fund" of the Chapter as provided for by Chapter II Article 7 Section 6.
- (n) When the "Chapter Treasury Book" has been completely filled, the Quaesitor in office at that time shall turn the entire book intact, book-binding included, over to the scribe, who shall place the said book in the "Official Archives" of the Fraternity for future history and posterity.
- (o) Transfer to his successor, without fail or delay, all property of the Chapter he may have in his possession or under his control.
- (2) The duties of the Scriptor Regum shall be:
- (a) Prepare and issue an "Annual History Report", which shall contain the history of that Chapter for the current school Year. This report shall be read at the last meeting of the school Year to the assembled members. The "Annual History Report" shall be immediately entered in the minutes in complete form by the Bibliothecae Praefectus.
- (b) Perform all functions for the Chapter concerned with illness or death, and cooperate with the Ministry of Council in such matters whenever necessary. Whenever he learns of the illness or death of any Frater, or of a Frater who is grieved by the death of an immediate relative, he shall send flowers to the said Frater and perform whatever other actions are

Sufficient to properly express the sentiments of the Chapter. The Rex Regum shall at all times be notified of this action taken, and a report sent to him at the following meeting showing the correct placement of the amount of persons, which must be given to the Quaesitor, who shall pay for the same.

- (c) Serve as the representative of his Chapter for "The Optimist", and be responsible for seeing that such his Chapter to be published in the same. He shall also assist the Ministry or the Council in any details involved in publishing "The Optimist".
- (d) Serve as the Parliamentarian of the Chapter. In such a capacity he shall be well acquainted with the Constitution, Rules and By-Laws of the Fraternity. It shall be his duty to call to the attention of the Chapter any act on the part of the Chapter which is unconstitutional, or which is not proceeding according to the Constitution.

- (F) The Duties of the Custos shall be:
- (a) Inquire into the eligibility and character of one who has been proposed for membership, and report upon the said person at the next regular-stated meeting. The entire membership of the Chapter shall cooperate with the Custos, and shall see that any name proposed for membership is personally acquainted with the Custos.
  - (b) Supervise all pledging activities of the Chapter.
  - (c) Coach members-elect immediately following date of Formal Initiation on the Constitution in order to prepare them for the oral examination to be given by the Dux Sacrorum.
  - (d) See that each candidate, on accepting a pledge, properly signs a "Preparatory Pledge" as provided for by "Form", Chapter VIII, Article 2, Section 2-3. The Custos shall then immediately turn this over to the Scribe, who shall file the same properly.
  - (e) See that each member-elect, at the date of Formal Initiation, properly fills out a "Fraternity Roster". The Custos then immediately turns this over to the Scribe, who shall file the same properly in "The Fraternity Roster".
  - (f) Keep and preserve all robes and other such Chapter property used during the initiations and ceremonies of this Fraternity.
  - (g) Keep securely the copies of this Constitution, which the Chapter shall lend to a member-elect to study in preparing for the oral examination.
  - (h) Perform such duties as are required of him by the Ritual.
  - (i) Transfer to his successor, without fail or delay, all property of the Chapter he may have in his possession or under his control.
  - (j) Appoint one or more assistants, whenever necessary, to help him in his work.

- (F) The Duties of the Praeco shall be:
- (a) Serve as Sergeant-at-Arms at all Chapter meetings, and at all Assembly meetings, and execute all lawful orders of the Presiding Officer in either case.
  - (b) Make all necessary provisions for the complete privacy of all Chapter meetings and all Assembly meetings.
  - (c) Make all necessary provisions for the complete privacy and secrecy of all ceremonies of the Ritual for initiations, and the Installation of Officers.
  - (d) Make the proper preparations for all Chapter meetings and all Assembly meetings by arranging the meeting room and all official insignias and other articles to be used in their proper and respective places before the meeting convenes.

- (e) Challenge a tardy member arriving at a Chapter meeting or an Assembly meeting, with the "Official Challenge", and direct said member to a seat in the Assembly.
- (f) Assist the Councillor, Dux Sacrorum, and/or the Dux Regum in maintaining order during the ceremonies of Informal and Formal Initiation, and during the ceremonies of Installation of Officers.
- (g) Assist the Custos in preparing the candidates for the Informal and Formal Initiations.
- (h) Participate in the ceremony of the "Formal Opening" and the "Formal Closing" of all Chapter meetings and all Assembly meetings.



- (l) Protect and defend the interests of candidates during the Informal Initiation, and prevent any candidate from being unnecessarily hurt or injured.
- (j) Perform such duties as are required of him by the Ritual.
- (k) Transfer to his successor, without fail or delay, all property of the Chapter he may have in his possession or under his control.

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The Vigilance Committee and Duties

- Sec. 11. (A) The Vigilance Committee shall consist of three (3) Fratres appointed by the Rex Regum at the commencement of his term of office. Their names shall be known only to him, and in no event shall their identity be made known to any other officer or member of the Chapter.
- (B) The Vigilance Committee shall report to the Rex Regum, who in turn shall report to the Chapter, the misconduct of any Frater or Fratres; or any Frater or Fratres who have been guilty of conduct unbecoming a member of the Fraternity at any affair connected with the Fraternity. Through the Rex Regum, the Vigilance Committee shall then prefer charges against the Frater or Fratres in question, which shall be submitted by the Rex Regum to the Chapter for action.

**Article 5**

Transfer of membership to another Chapter

Automatic suspension of a member who leaves school or graduates, and owes an unpaid financial obligation to the Chapter

Status of member in good standing who leaves school or graduates

Member attending other Chapter meetings

Member's status while under suspension

Expelled members

Transfer of membership to another Chapter

- Sec. 1 (A) A Chapter member who should leave that school to attend another school where there is a lawful Chapter of this Fraternity, shall automatically become a member of the latter Chapter, and his membership in the former Chapter shall automatically be declared vacant. It shall be so entered in the records of each Chapter. He shall no longer have active membership in his former Chapter, nor shall he be considered a member of his former Chapter.



automatic transfer of membership, said member must leave  
former Chapter as a member in good standing and owing the  
Chapter no financial debts whatever before he can become  
a member in good standing at the new Chapter. He shall not have  
right to take an active part in any meetings, to vote, to  
propose candidates, or to hold office in his new Chapter until  
his status at the former Chapter is in good standing, and meets  
these provisions.

- (C) In the automatic transfer of membership, if said member is under suspension at the former Chapter, the suspension shall not be in effect at his new Chapter except if the suspension is due to his delinquency in paying a financial obligation, in which case the suspension shall be in effect at his new Chapter and shall remain in effect until the financial obligation has been completely paid to the former Chapter by the said member.
- (D) If said member leaves his former Chapter as a member in good standing, he shall have the same status and privileges as all members of his new Chapter, and shall be eligible to hold office.

Automatic Suspension of member who leaves school or  
graduates and owes an unpaid financial debt owed to  
the Chapter

- Sec. 2 (A) When a member of a Chapter should leave school, or at the time of his graduation, he shall first pay in full all financial obligations he may owe the Chapter. If he should fail to do this before leaving school or before graduating, the Chapter or Council or both, shall take every possible step to collect the obligation. If the obligation is not paid by the member within two (2) weeks following the date he leaves school, or graduates, he shall be automatically suspended by the new Chapter and shall be considered so by every Chapter, by ~~the~~ and by the Alumni Association.
- (B) The Bibliothecae Praefectus of the Chapter shall notify in writing all Chapters and the Council of said member's suspension, and the reasons therefor, as provided for by "Form", Chapter VIII, Article 1, Section 1-6. The records of said suspension shall be entered in the proper place in the "Chapter Record Book" of said member's Chapter by the Bibliothecae Praefectus, and in "The Fraternity Record Book" by the scribe, as provided for by "Form", Chapter VIII, Article 2, Sections 1-4(E), and 1-5 (i) respectively.
- (C) Said suspension shall remain in effect until the obligation he may owe his Chapter is paid in full by the member, at which time he shall be automatically reinstated. The Bibliothecae Praefectus of his Chapter shall immediately notify all Chapters and the Council of said member's reinstatement, as provided for by "Form", Chapter VIII, Article 1, Section 1-11.
- The record of said reinstatement shall be entered in the proper place in the "Chapter Record Book" of said member's Chapter by the Bibliothecae Praefectus, and in the "Fraternity Record Book" by the scribe, as provided for by "Form", Chapter VIII, Article 2, Sections 1-3 (e) and 2-4 (i) respectively.

- (D) While said suspension is in effect, even though it may extend over a period of years, the suspended member shall not have the privilege of attending any meetings of any Chapter, of Council, of the Tribunal, or of the Alumni Association, or of taking any part whatever in the activities or proceedings of this Fraternity or any of its

Use of Member in Good Standing who Leaves School,  
or Graduates

- ✓ A Chapter member, who should leave school, or at the time of his graduation is in good standing with his Chapter, and owes his Chapter no financial obligations, shall automatically become a member of the Alumni Association. He shall have the privilege of attending meetings of any Chapter, but he shall not have the right to take any active part in the proceedings of his former Chapter or any other Chapter, nor shall he have the right to hold office in any Chapter following the date he should leave school or should graduate from that school.

Member attending other Chapter meetings

- Sec. 4 (A) A Chapter member in good standing shall have the privilege of attending the meetings of other lawful Chapters of this Fraternity, but he shall not have the privilege of taking an active part in, or voting or of proposing candidates in any Chapter other than the one to which he belongs.

Members status while under suspension

- Sec. 5 (A) During a term of suspension, a member may not attend any meeting of any Chapter of this Fraternity.

On being suspended, the member shall immediately surrender his badge to the Bibliothecae Praefectus even though it might not be on his person at present or in his possession at the time of suspension. The badge shall be returned to him by the Bibliothecae Praefectus when his term of suspension has ended or has been lifted.

- (C) If the suspended member should be the Bibliothecae Praefectus, he shall surrender his badge to the Rex Regum, as provided for in Part (B) of this section.

Expelled members

- Sec. 6 (A) A member expelled by a Chapter of this Fraternity shall automatically be considered expelled from the entire Fraternity. He shall not be allowed to ever attend any meetings of any body of this Fraternity, either Active Chapter or Alumni Association, following the date of his expulsion.

- (C) A member expelled by any Chapter shall be entered "EXPELLED" in the "Chapter Record Book" of his Chapter by the Bibliothecae Praefectus, and in the "Fraternity Record Book" by the Scribe, in true form and proper place.
- (D) A member expelled by a Chapter shall be notified thereof in writing by the Bibliothecae Praefectus, as provided for by "Form", Chapter VIII, Article I, Section 1-D.

- (E) A member expelled by a Chapter shall not have the right to appeal the decision of the Chapter to the Tribunal of this Fraternity.
- (F) A member expelled by a Chapter shall never again identify himself in any way with this Fraternity, with any of its functions, or with the name "Triginta Optima".

Article 6	Offences
	Penalties
	Nature of and Application of Penalty
	Trials
	Expulsion from the Fraternity

### Offences

#### Sec. 1 (a) Offences commisable by the Fraternity shall be:

- (a) Any violation of the Constitution or lawful orders of this Fraternity.
- (b) Violation of the Pledge given at the time of Initiation.
- (c) Violation of the Oath taken at the time of Initiation.
- (d) Violation of the Oath of Office, or failure to perform any duties undertaken by a member.
- (e) Commission of a felonious offence against the honor or name of the Fraternity.
- (f) Conduct unbecoming a gentleman in relation to the Fraternity.
- (g) Conduct prejudicial to good and discipline.
- (h) Divulging the names of Fraternities existing candidates to anyone not entitled to know the same.
- (i) Revealing the secrets of this Fraternity.
- (j) Consistent or willful absence from regular-stated meetings.
- (k) Non-payment or delinquency in paying initiation fee, dues, Assessments, or Fine.

### Penalties



- (a) Expulsion from the Fraternity.
- (b) Suspension of membership for a definite or indefinite period.
- (c) Degradation from Office
- (d) Fine.
- (e) Reprimand
- (f) Expulsion from meeting.
- (g) Padding.

Nature of and application of Penalty

Sec. 3 (A) A penalty imposed shall become effective immediately.

- (B) The following Penalties shall apply to the Offence indicated:
- (a) Expulsion from the Fraternity shall be lawful for Offences (a) to (k) inclusive.
  - (b) Suspension of membership shall be lawful for Offences (a) to (k) inclusive.
  - (c) Degradation from office shall be lawful for Offences (a) to (j) inclusive.
  - (d) A Fine shall be lawful for Offences (e), (f), (g), and (h).
  - (e) A reprimand shall be lawful for Offences (a) to (j) inclusive.
  - (f) Expulsion from a meeting shall be lawful for Offences (c), (f), (g), and (h).
  - (g) Padding shall be lawful for Offences (a), (e), (f), (g), and (h).

Trials

Sec. 4 (A) In the case of an Offence, the Chapter may conduct a Trial if it so wishes, upon a motion for the same being made, and passed by a two-thirds (2/3) vote of the members present.

- (B) If a Trial is to be held for an Offence, the Accused shall be notified in writing by the Bibliothecae Praefectus, as provided for by "FORM", Chapter VIII, Article 1, section 1-A.
- (C) If a Trial is held for an offence, all accusations shall be made in the form of "Charges and Specifications", which shall list the charges against the accused, and the Trial shall be held before the Chapter.
- (D) The Praesens Vicarius shall act as Counsel for the Chapter, and shall conduct the Trial. In the event the Praesens Vicarius is a party to the Offence, the Bibliothecae Praefectus shall act as Counsel for the Chapter, and shall conduct the Trial.
- (E) The Accused shall have the right to attend the Trial unless prohibited from doing so by a two-thirds (2/3) vote of the members present.
- (F) The Accused shall have the right to defend himself against the charges, and shall have the right to call on witnesses from the Chapter membership to testify on his behalf.

(c) Following the trial, a ballot shall be taken, white to acquit, black to convict.

(a) Two-thirds (2/3) majority of all votes cast shall be necessary to convict.

(d) If accused is convicted, a motion shall be made on what penalty shall apply. Motion must be passed by a majority vote to apply. If said motion fails to pass, another motion may be made calling for a different penalty, which must be passed by a majority vote to apply, and so forth, until the Chapter has decided what penalty shall apply. In the event the Chapter cannot, by a majority vote on any motion, decide what penalty shall apply, the matter shall be automatically referred to a "Judgment Committee" consisting of the Rex Regius, Bibliothecae Praefectus, Quaestor, Scriptor Beron, Custos, and Praeco, for a decision of what penalty shall apply. They shall immediately convene privately to make a decision, and a majority vote of the committee shall decide what penalty shall

(i) If accused is convicted, he shall have the right to appeal to the Tribunal, as provided for in Chapter VIII, Article 1, Section 3-6, except in the case of a penalty of expulsion, when the decision of the Chapter or "Judgment Committee" shall be final.

(j) If the accused is acquitted, he shall immediately be restored to the same status in the Chapter he enjoyed previous to the "Charges and Specifications" being filed against him, and the trial.

(k) The Bibliothecae Praefectus shall enter the results of the Trial in the minutes of the Chapter Record Book.

Vote necessary to expel a member from the Fraternity

Sec. 5 (A) A two thirds (2/3) majority of all votes cast shall be necessary to expel a member.

Article 7 Financial obligations of each member to the Chapter  
Initiation fee  
Dues  
Assessments  
Fines  
Reserve Fund and other Funds

Financial obligations of each member to the Chapter

Sec. 1 (A) The prompt and full payment of a financial obligation to the Fraternity shall be the responsibility of each member of Triguinta Optima. Each member should feel that the prompt payment of such an obligation is one of the prime requisites of Triguinta Optima and all it stands for. It shall be further understood that any member who wilfully fails to pay any such obligations performs a serious injustice to his Chapter and to the Fraternity, and places himself in the role of one who would enjoy all the privileges of Triguinta Optima without contributing to its support and to the support of its activities and fraternals. 26

### Initiation Fee

- Sec. 2 (A) The Initiation Fee of a Chapter shall not be less than ten dollars (\$10.00) nor more than twenty dollars (\$20.00). **REVISED ON BACK**
- (B) On or before the date of Formal Initiation, a candidate shall pay the required initiation fee, which shall include the cost of the Official Badge. The candidate shall have the privilege of paying the Initiation Fee in either of the (2) following ways:
- (a) In one payment, to be paid in full on or before the date of Formal Initiation.
  - (b) In three (3) equal installments, the first payment to be made on or before the date of Formal Initiation, and the remaining two payments to be paid within sixty (60) days following the date of Formal Initiation.

The Candidate shall advise the Chapter of what way he chooses to pay, and shall make arrangements accordingly with the treasurer.

- (C) Failure to fulfill his agreement of payment, or failure to pay an installment on time shall cause the member to be automatically suspended by the Rex Regis, and he shall be denied the privilege of taking an active part in any meetings of the Chapter or the Fraternity, or of attending any of its social affairs until the required payment has been made.

The only exception to this shall be when a Frater has been unable to pay because of illness or misfortune. In this event, on automatic suspension, he may be re-admitted to the full privileges of membership by a two-thirds (2/3) vote of the members present.

- (D) Each Chapter shall determine the amount of its initiation fee by a two-thirds (2/3) vote of the members present. This shall be entered as a "Resolution" in the "Chapter Constitution Book", in true form and proper place, as provided for by Chapter VI, Article 3, Sections 1-3, and by "By-Laws", Chapter VIII, Article 2, Section 1-C.

### Dues

Sec. 3 (A) The yearly Dues of a Chapter shall not be less than three dollars (\$3.00) nor more than six dollars (\$6.00) per School Year.

- (B) Dues shall be payable each month in advance and upon demand by **REVISED ON BACK**



- (C) Member who becomes two (2) months in Arrears in dues shall be denied the privilege of taking any active part in any meeting of the Fraternity or of attending any social affairs of the Fraternity until the dues have been paid in full and brought up to date.

A member who becomes three (3) months in Arrears in dues shall be automatically suspended by the Rex Regus, and shall be denied the privileges of attending any meeting of the Fraternity, and of attending any social functions of the Fraternity until his dues have been paid in full and brought up to date.

The only exception to this shall be when a Frater has been unable to pay because of illness or misfortune. In this event, on automatic suspension, he may be readmitted to the full privileges of membership by a two-thirds (2/3) vote of the members present.

- (D) Each Chapter shall determine the amount of its Yearly Dues by a two-thirds (2/3) vote of the members present. This shall be entered as "Resolution" in the "Chapter Constitution book", in true form and proper place, as provided for by Chapter VI, Article 3, Sections 1-5, and by "Form", Chapter VIII, Article 2, Section 1-C.

#### Assessments

Sec. 4 (A) All members of a Chapter may be assessed for social functions of the Chapter whether they attend or not, as the Chapter may see fit.

- (B) Assessments for all social functions of the Chapter shall be paid in full on or before the date of the occasion, and shall at all times be a cash proposition.

- (C) A member who fails to pay his assessment obligation on time shall be denied the privilege of taking any active part in any meeting of the Fraternity, or of attending any social function of the Fraternity until the said assessment has been paid in full and brought up to date.

A member who becomes three (3) months in arrears in an assessment shall be automatically suspended by the Rex Regus, and shall be denied the privilege of attending any meetings of the Fraternity or of attending any social functions of the Fraternity until the assessment has been paid in full and brought up to date.

The only exception to this shall be when a Frater has been unable to pay because of illness or misfortune. In this event, on automatic suspension, he may be re-admitted to the full privileges of membership by a two-thirds (2/3) vote of the members present.

#### Fines

Sec. 5 (A) A Fine levied against a Frater shall be paid immediately, and before the meeting or ceremony proceeds any further.

- (B) If said Frater shall not comply with the regulation in Part (A) of this Section, he shall automatically be suspended from the meeting or ceremony.
- (C) If, after two (2) weeks following the date when the Fine was levied, said Frater has not paid the Fine, he shall automatically be suspended by the Rex Regum, and shall be denied the privilege of attending any meetings of the Fraternity until the said Fine has been paid in full.

#### Reserve Fund and other Funds

- Sec. 6 (A) The Chapter shall divide its monies into two (2) funds, namely:
- (a) The Reserve Fund (Savings Account)
  - (b) Other Funds
- (B) The Reserve Fund of a Chapter shall at all times be of a minimum amount of twenty-five dollars (\$25.00).
- (C) All monies constituting the said Reserve Fund shall be deposited in a reliable banking house where it shall draw interest. The said interest earned shall at all times be re-deposited into the Reserve Fund.
- (D) The Quæstor shall be the only officer authorized to make deposits in the Reserve Fund, and at no time shall any officer or member of the Chapter withdraw any money from the said fund unless he is authorized to do so by a two-thirds (2/3) vote of the members present at any regular-stated meeting.
- (E) The Quæstor shall include in his "Monthly Treasury Report" to the Chapter the total amount of money deposited in and withdrawn from the Reserve Fund.
- (F) All monies remaining after the required twenty-five (\$25.00) dollars in the Reserve Fund may be deposited and used as the Chapter may see fit.

Article 8 Automatic suspension for arrears in initiation fee,  
dues, assessments, and fines.  
Suspensions for other causes.  
Term of suspension.  
Reinstatement.

Automatic suspension for arrears in initiation fee, dues,  
assessments, and fines.

Sec. 1 (a) A Frater in arrears shall be automatically suspended by the Rex Regis for the following causes, as provided for by Article 7, Sections 1-4 inclusive, of this Chapter:

- (a) Failing to pay Initiation Fee on time, or failing to pay Initiation Fee installments on time.
- (b) Becoming three (3) months in arrears in Dues.
- (c) Becoming three (3) months in arrears in an assessment.
- (d) Failing to pay a fine within two (2) weeks following the date it was levied against him.

(B) A Frater who should leave school or graduate, and who owes his Chapter a financial obligation, shall be automatically suspended by the Rex Regis, as provided for by Chapter II, Article 5, Section 2, A-d., for:

- (a) Failing to pay a financial obligation he may owe the Chapter within two (2) weeks following the date he should leave school or graduate.

Said Frater shall be dealt with as provided for by Chapter II, Article 5, Section 2, A-d.

#### Suspension for other causes

Sec. 2 (A) A Frater may be suspended for an indefinite or definite period by the Chapter, for the following causes, either with or without a Trial, by a two-thirds (2/3) majority of all votes cast:

- (a) Committing an Offense as provided for by article 6, Section 1, (a) to (j) of this Chapter.

#### Term of suspension

Sec. 3 (A) The term of suspension for any cause shall at no time be less than two (2) weeks duration.

#### Reinstatement

Sec. 4 (A) A Frater, automatically suspended for any cause covered by Section 1 (A) of this Article, and who wishes to be reinstated, shall:

- (a) First pay his obligation in full.
- (b) Make application in writing for reinstatement, then
- (c) Be proposed for reinstatement by a member of the Chapter in good standing.

A ballot shall then be taken, and a two-thirds (2/3) majority of all votes cast shall reinstate him.

(B) A Frater, suspended for any cause covered by Section 1, (B) of this Article, and who wishes to be reinstated, shall:



(a) Make application in writing for reinstatement.

The application shall be referred to an "Investigation Committee", consisting of three (3) members appointed by the Box Regus, and the committee, after due investigation, shall report at the next meeting as to his fitness to become reinstated.

He shall then be proposed for reinstatement by a member of the Chapter in good standing.

A ballot shall then be taken, and a two-thirds (2/3) majority of all votes cast shall readmit him.

**Article 9** Assembly Meetings (Joint Fraternity Meetings)

Purpose

Attendance by various Chapters and their members  
Meetings - Regular-stated and Special

Order of Business

Formality of Assembly Meeting

Rules of Order

Defra, in, expenses incurred by an Assembly Meeting

Presiding Officers and Duties

Business not to be discussed or transacted

Purpose

Sec. 1 (A) The purpose of the Regular-stated and the Special Assembly Meetings shall be as follows:

- (a) To discuss matters relating to the common good of the Fraternity.
- (b) To bring the various Chapters together so that each Chapter and its members shall at all times be on the most fraternal terms with the other Chapters and their respective members.
- (c) To make plans for future events which relate to the entire Fraternity.

Attendance by various Chapters and their members

Sec. 2 (A) Regular-stated and Special Assembly Meetings shall be attended by each Chapter and its members.

Meetings - Regular-stated and Special

- (a) On the first Monday of September.  
 (b) On the first Monday of April.
- (B) Special Assembly Meetings shall be held as follows:  
 (a) When mutually agreed upon by a majority of the Chapters.  
 (b) In the event of an emergency, or upon the death or serious illness of any Frater of the Active Chapter or the Alumni Association body.
- (C) All Assembly Meetings, whether Regular-stated or Special, shall be officially called by the Councillor. The Scribe shall notify each Chapter of said meeting, as provided for by "F.M.L.", Chapter VIII, Article 1, Section 2-3.

#### Order of Business

Sec. 4 (1) The Order of Business of Assembly Meetings shall be as follows:

- (a) Formal Opening  
 (b) Roll Call  
 (c) Minutes  
 (d) Committee Reports  
 (e) Old Business  
 (f) New Business  
 (g) Exe. Sec. Report  
 (h) Alumni Association notes ✓  
 (i) Report from Exe. Sec. of each Chapter, on that Chapter's activities, etc.  
 (j) Scribe's Report, on "Accounts receivable" and "Accounts payable" of Council  
 (k) Formal Closing  
 (l) "Triginta Tertium" song.
- (B) Under "Roll Call", the Liturgical Prefectus of each Chapter shall record the names of the members present from his Chapter, and shall do this in silence and without calling of the various names. He shall enter the "Roll Call" in the proper place in the "Chapter Record Book".
- Under "Roll Call", the Scribe shall record the number present from each Chapter, and shall do this by asking the various Prefects present from each Chapter to raise their hands for a count. He shall enter the "Roll Call" in the proper place in the "Fraternity Record Book".
- (C) The Scribe, and no one else, shall record the proceedings of the meeting, and shall enter same in the "Fraternity Record Book".

#### Formality of Assembly Meetings

Sec. 5 (1) The following regulations of formality shall be followed at each Assembly Meeting:

(1) Officers Table

At each meeting, these officers shall sit at the Officers Table:

Councilor  
Scribe  
Rex Regus of each Chapter

The Councilor shall sit in the center. To his right shall be the Scribe, and to his left shall be the Rex Regus of each Chapter.

(2) Officers Robes

At each meeting, those officers shall wear the official robes of their office: **REVISED - ROBES ARE NO LONGER USED.**  
Councilor  
Scribe  
The Praeco

(3) Privacy of Meetings

Each meeting shall be held in absolute privacy. It shall be the duty of the Praeco of each Chapter to see that all necessary provisions for privacy are taken care of before the meeting is called to order.

(4) Tardy Members

At each meeting, the Praecos of the various Chapters shall be stationed at or near the doors of entrance. When a tardy member arrives, the member shall be challenged by the Praeco with the "Official Challenge", and the member shall give the correct answer. This exchange between the Praeco and the member shall be done as quietly as possible, and in a way not to interfere with the proceedings of the meeting.

Praeco: "Who seeks admission?"

Member: "Frater (Gives his Name), a lawful brother of Trinitate Optima".

Praeco: "Enter, Frater (Name)".

The Praeco shall then direct the tardy member to a seat among the Assembly.

(5) Coat-of-Arms Standards

At the right and left end of the Officers Table shall be placed the official Coat-of-Arms Standards, which shall remain there during the entire meeting.

(6) Formal Opening of Meeting

Each meeting shall open in this formal manner:

Councilor: (LIFTS GAVEL 3 TIMES at which all members stand)  
"Freres, this Assembly Meeting of Trinitate Optima Fraternity will now come to order.  
Frater Praeco, are all those present lawful brothers of the Fraternity?"

Praeco: "They are, Frater Councilor".

Councilor: "Then let the meeting proceed." (LIFTS GAVEL 3 TIMES at which members sit down.) 27



(7) Formal Closing of Meeting

Each meeting shall close in this formal manner:

Councillor: (SOUND GAVEL 3 TIMES at which all members stand)  
"Has any Frater anything to say for the good of  
this Fraternity?"

Members offer anything for the good of the Fraternity

Councillor: "Frater Praeco, are all those present lawful  
brothers of this Fraternity?"

Praeco: "They are, Frater Councillor."

Councillor: "Frates, this Assembly Meeting of Triginta  
Optima Fraternity is adjourned."  
(SOUND GAVEL 3 TIMES).

(Members then sing "Triginta Optima" song)

Rules of Order

- Sec. 6 (A) The Rules of Order for each meeting shall be the same as those governing a Chapter meeting, as provided for by Article 3, Section 4, of this Chapter, except that the word "Councillor" shall be substituted for the word "Kex Rector."

Defraying expenses incurred by an Assembly Meeting

- Sec. 7 (A) All expenses incurred in holding an Assembly Meeting shall be paid for by the Chapters, and the cost shall be pro-rated equally among the Chapters.

Presiding Officers and Duties

- Sec. 8 (A) The Presiding Officer of each Assembly Meeting shall be the Councillor, or in his absence, the Vice-Councillor. In the absence of both of these, a Chapter Rector shall be selected by a majority vote of the members present shall preside.

(B) The Duties of the Presiding Officer shall be:

- (a) Enforce a strict observance of the Constitution and By-Laws by all the officers and members present.
- (b) Appoint committees.
- (c) Counter-sign all minutes, after same have been approved.
- (d) Counter-sign all reports submitted at the meeting.
- (e) Perform such other duties as his office may require.
- (f) Expel a member from a meeting, levy a fine against him, or both, for said member's disorderly conduct at a meeting.

- (C) The Duties of the Scribe shall be:
- (a) Record the proceedings of the meeting, and enter same in the minutes of the "Fraternity Record Book."
  - (b) Record the Roll Call of the meeting, recording only the number of Fraters present from each Chapter, and enter same in the proper place in the "Fraternity Record Book."
  - (c) Collect all monies from the Chapters necessary to defray the expenses incurred in holding the meeting, and pay the obligation for the Fraternity.
  - (d) Perform such other duties as his office may require.
- (D) The Duties of the several Praefectus shall be:
- (a) serve as sergeants-at-arms at a meeting, and execute all lawful orders of the Councilor when so designated.
  - (b) Make all provisions necessary for the complete privacy of all meetings.
  - (c) Challenge a tardy member with the "Official Challenge", and direct him to a seat in the assembly.
  - (d) Place the Coat-of-Arms Standards and other property used during a meeting in its proper place before the meeting is called to order.
  - (e) Officiate in the Formal Opening and the Formal Closing of the meeting.
  - (f) Perform such other duties as his office may require.
- (E) The Duties of the several Bibliothecae Praefectus shall be:
- (a) record the roll call of their Chapter, recording them silently and without calling off each name. He shall enter this in its proper place in his "Chapter Record Book."

Business not to be discussed or transacted

Sec. 9 (A) Candidates may not be proposed or voted upon at any Assembly Meeting.

CHAPTER III

THE COUNCIL

(Res. No-longer in use unless needed by the Chapter.)

**Article 1** Eligibility to membership

Sec. 1 (a) The Council shall consist of the following four (4) officers from each Chapter in good stand:

- (a) Rex Regius
- (b) Praefectus Vicarius
- (c) Bibliothecae Praefectus
- (d) Quaestor

Article 2

Meetings, Regular-stated and Special/ Members  
eligible to attend a Council meeting.  
Members' duty to attend Council Meetings.

- Sec. 1 (A) There shall be two kinds of Council meetings, namely:
- (a) Regular-stated meetings
  - (b) Special meetings
- (B) The three (3) regular-stated meetings of Council shall be held as follows during each School Year:
- (a) On the first Monday of May
  - (b) On the first Monday of October
  - (c) On the first Monday of February
- (C) A Special meeting of Council shall be held as follows:
- (a) Whenever the Councilor deems it necessary.
  - (b) Upon the written request of six (6) members of Council as provided for by "FORA", Chapter VIII, Article 1, Section 2-D, which request shall be presented to the Councilor, who shall thereupon call the Special meeting as soon as possible, or call it on the date indicated on the written request.
- (D) The scribe shall notify members of Council of all meetings, whether regular-stated or special, as provided for by "FORA", Chapter VIII, Article 1, Section 2-D.

Members eligible to attend a Council Meeting

- Sec. 2 (A) The only members of this Fraternity eligible to attend a meeting of Council shall be the members of Council, unless Council should authorize any other member or members to attend.

Members duty to attend Council meetings

- Sec. 3 (A) It shall be the duty of each member of Council to attend all meetings of Council. A Council member not attending any Council meeting shall have a logical and satisfactory excuse for his absence from any meeting.



Article 3

Quorum  
Order of business  
Formality of Meetings  
Rules of Order  
Vote to accept or to reject

Quorum

Sec. 1 (A) A meeting shall be convened and shall be a legal meeting of the Council when two-thirds (2/3) of the Council is present, or, when a majority of the Chapters are represented by at least three members each. Either case shall constitute a quorum.

Order of Business

Sec. 2 (A) The Order of Business of each Council meeting shall be as follows:  
(a) Formal Opening  
(b) Roll Call  
(c) Minutes  
(d) Committee Reports  
(e) Old Business  
(f) New Business  
(g) Tax Sacrocon's Report  
(h) Scribe's Report on "Accounts Receivable" and "Accounts Payable" of Council  
(i) Formal Closing

Formality of Meetings

Sec. 3 (A) The following regulations of formality shall be followed by Council at each meeting:

(1) Officers Table

At each meeting of Council, these two officers shall sit at the Officers' Table:

Councilor (or Presiding Officer)  
Scribe

The Scribe shall sit to the Councilor's right.

(2) Officers Robes

At each meeting of Council, these officers shall wear the official robes of their offices:

Councilor (or Presiding Officer)  
Scribe

(3) Privacy of Meetings

Each meeting of the Council shall be held in absolute privacy. It shall be the duty of the scribe to see that all necessary

provisions for privacy are taken care of while the meeting is called to order.

(4) Formal Opening of Meeting

Each meeting of the Council shall open in this formal manner:

Councilor: (SOUND GAVEL 3 TIMES at which all members stand)  
"Fratres, this meeting of the Council of  
Triginta Optima Fraternity will now come to  
order."

(SOUND GAVEL 3 TIMES at which members sit down.)

(Meeting proceeds into Roll Call, etc.)

(5) Formal Closing of Meeting

Each meeting of the Council shall close in this formal manner:

Councilor: (SOUND GAVEL 3 TIMES at which all members stand)  
"Has any Frater anything to say for the good of  
the Fraternity?"

Members offer anything for the good of the Fraternity

Councilor: "Fratres, this meeting of the Fraternity is ad-  
journed." (SOUND GAVEL 3 TIMES)

Rules of Order

Sec. 4 (1) Each meeting of the Council shall follow the same "Rules of Order" which govern a Chapter meeting, and as provided for by Chapter II, Article 3, Section 4, except that the word "Councilor" shall be substituted for the word "Ex Regum".

Vote to accept or pass

Sec. 5 (1) Unless otherwise provided for, a two-thirds (2/3) majority vote of all members present at a meeting shall be necessary to accept or to pass the measures or matter in question.

Article 4	Officers - qualifications Nomination and election of Officers Frater vote of election Installation of officers Term of Office Removal of Officers from Office Reasons for declaring an office vacant, and how to fill the vacancy Officers' preparation for assuming Office Constitutional responsibilities of Officers Insignia of Officers Payment to Scribe for his Services
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Sec. 1 (A) The Officers of Council shall be as follows, and a member of Council shall be elected thereto each School Year:

- (a) Councillor (Chairman)
- (b) Vice-Councillor (Vice-Chairman)
- (c) Scribe (Secretary)
- (d) Bailiff (Co-ordinator)

- (B) (a) Any member of Council shall be eligible to hold any Council office except the office of the Councillor, which shall be filled by an "A" grade Frater, except as provided for by (b) and (c) of this Part.
- (b) Each Officer of Council shall be from a different Chapter, and this shall be for the entire School Year.
- (c) No Officer of Council may be re-elected to succeed himself to the same Council office for successive School Years.
- (C) No member of Council shall be eligible for nomination and election to any office unless he is present at the time of being nominated and elected, or has sent to the retiring Councillor a written consent to accept any office if nominated and elected thereto.
- (D) Except as provided for in Part (B) of this Section, Council may create a special office supplementing but not changing the ones provided for in Part (A) of this Section, and may elect a member thereto.
- (E) No office or any of its respective duties as listed in Part (A) of this Section may be abolished or changed unless passed as an amendment by the Fraternity.

Nomination and Election of Officers

- Sec. 2 (A) In the nomination and election of an incoming Council, only the members of the incoming Council shall be eligible to nominate and vote.
- (B) All officers shall be nominated at the first meeting of the incoming Council on the first Monday of May, and shall be elected by secret ballot immediately thereafter on the same date.
  - (C) They shall enter upon their duties immediately following their election and as provided for by Article 5 of this Constitution.

Proper Method of Election

Sec. 3 (A) The following procedure shall be the official method in electing Council officers:

1. The retiring Councillor shall call for nominations for the office of Councillor. Following nominations, a secret ballot shall be taken, with the results tabulated by the retiring Councillor,



Scribe. The retiring Scribe shall then make a true statement to the retiring Councilor of all votes received. The retiring Councilor shall then declare aloud the results and name the member elected to the office of Councilor.

2. The retiring Councilor shall then call for nominations for the office of Vice-Councilor. Following nominations, a secret ballot shall be taken, and the proceedings shall follow the same as provided for by No. (1) of this Section.
  3. The retiring Councilor shall then call for nominations for the office of Scribe. Following nominations, a secret ballot shall be taken, and the proceedings shall follow the same as provided for by No. (1) of this Section.
  4. The retiring Councilor shall then call for nominations for the office of Business. Following nominations, a secret ballot shall be taken, and the proceedings shall follow the same as provided for by No. (1) of this Section.
  5. The retiring Councilor shall then call for nominations for the office of Tax Secretary. Following nominations, a secret ballot shall be taken and the proceedings shall follow the same as provided for by No. (1) of this Section.
- (B) A majority of all votes cast shall be necessary for a choice. If there is no majority on the first ballot, the name of the Frater receiving the lowest number of votes shall be dropped, and so on in successive ballots until one of the candidates is elected. In case of a deadlock tie-vote, Council may, by a majority vote, decide in what manner to proceed.

#### Installation of Officers

- Sec. 4 (A) The installation of Council Officers shall take place immediately following the election. The ceremony shall be conducted by the retiring Tax Secretary, or by the retiring Councilor, as provided for by the "Installation of Officers" ceremony of this Fraternity.
- (B) Immediately following the ceremony, each Officer of the incoming Council will attest to the oath he has taken by signing his name in the proper place, in the "Fraternity Constitution book", as provided for by "Form", Chapter VIII, Article 3, Section 2-C.
- (C) As soon as the newly-elected Officers have been installed, the retiring Councilor shall surrender the Chair to the newly-elected Councilor, and the session shall proceed attended by the incoming Council members, and under the newly-elected Officers of the incoming Council.

#### Term of Office

- Sec. 5 (A) The Term of Office for each officer of Council shall be from the first Monday of May until the first Monday of May the following year.

Removal of Officers from Office

- Sec. 6 (A) Council may, by a two-thirds (2/3) vote of those present, declare vacant the position of any Officer who has committed a serious offence against Council or against the Fraternity, or who has willfully absented himself from a Council meeting, either regular-stated or special.

Council may then nominate and elect a member thereto, as provided for by Section 1, Parts (A) to (B) of this Article.

Reasons for declaring an Office vacant and how to fill the vacancy

- Sec. 7 (A) If, during the time he is an Officer of Council, any Council officer should:
- (a) Leave School
  - (b) be removed from his Chapter office
  - (c) be unable to fulfill his Council office for any other causes, his membership and office in Council shall automatically be declared vacant.
- (B) In case of the Councilor, the Vice-Councilor shall become Councilor, and a member of Council shall be elected to the office of Vice-Councilor, as provided for by Section 1, Parts (A) to (C) of this Article.

In the case of the Vice-Councilor, Scribe, or Bailiff, a member of Council shall be elected to succeed him, as provided for by Section 1, Parts (A) to (C) of this Article.

Officers Preparation for Assuming Office

- Sec. 8 (A) To properly prepare himself for office, each Officer of the Council, upon his election, shall carefully read the contents of the Constitution of this Fraternity so that he is familiar with it.

He shall also read the Duties of his office and the Duties of Council so that he understands clearly his responsibilities and those of Council.

He shall also read the "Form" (Form and Procedure) of this Fraternity, as provided for by Chapter VIII, where is shown the correct and official form to be used, and/or the proper procedure to be followed in discharging the same. It is highly important that the proper form and procedure be followed in all proceedings of the Council, and it is the duty of each Officer responsible to see that this is done.

## Constitutional Responsibilities of Council Officers

- Sec. 9 (A) The constitutional responsibilities of the officers of the Council shall be, to the best of their ability, to fulfill the duties, obligations, and responsibilities of their respective office, keeping in mind at all times the Oath which they took at the time of their installation into office.

Furthermore, as officers of the Council, to fulfill any responsibility for the best interests, the welfare, and the progress of the Fraternity during their tenure of office.

- (B) On leaving office, an officer of Council shall, to the best of his ability, acquaint his successor with the duties and responsibilities of that office.

## Duties of Officers

Sec. 10 (A) The Duties of the Councilor shall be:

- (a) Preside at all meetings of Council.
- (b) Preside at all Assembly meetings of the Fraternity.
- (c) Observe a strict observance of the Constitution and By-Laws by all members attending a Council meeting or an Assembly meeting.
- (d) Appoint Council Committees.
- (e) Appoint Joint-Fraternity Committees.
- (f) Countersign all reports of Council.
- (g) Countersign all Minutes of Council, after same have been approved.
- (h) Countersign all minutes of an Assembly Meeting, after same have been approved.
- (i) Call all Regular-stated and all Special Meetings of Council.
- (j) Call all Regular-stated and all Special Assembly meetings.
- (k) Conduct the nomination and election of Officers of the succeeding Council.
- (l) Perform such other duties as his office may require.
- (m) Perform such duties as are required of him by the Ritual.
- (n) Transfer to his successor, without fail or delay, all property of the Council or Fraternity he may have in his possession or under his control.

(B) The Duties of the Vice-Councilor shall be:

- (a) Preside at all meetings of Council and discharge the duties of the Councilor in the absence of the latter.
- (b) Preside at all Assembly meetings, and discharge the duties of the Councilor in the absence of the latter.
- (c) Perform such duties as are required of him by the Ritual in the absence of the Councilor.
- (d) Perform such other duties as his office <sup>may</sup> require.
- (e) Transfer to his successor, without fail or delay, all property of the Council or Fraternity he may have in his possession or under his control.



- (C) The Duties of the Officers shall be:  
(a) Keep properly prepared, five (5) books, containing the following records of the Fraternity, as provided for by "Pledge", Chapter VIII, Article 2, Section 2.

"The Fraternity Record Book"

- a. Minutes of Council Meetings
- b. Roll Call of Council Meetings

- c. Property Record of Council
- d. Minutes of Tribunal Hearings
- e. Roll Call of Tribunal Hearings
- f. Minutes of Assembly Meetings
- g. Roll Call of Assembly Meetings
- h. Reports on matters dealing with the entire Fraternity.
- i. Suspended Alumni members of the Fraternity
- j. Expelled members of the Fraternity
- k. Finance Records of the Council
- l. Audit Record for all record books of the Fraternity
- m. Official Archives Record
- n. Audit Record of this book.

"The Fraternity Roster"

- (Part #1) Preparatory Pledges signed by Candidates.
- (Part #2) Roster - Active Chapters.
- (Part #3) Roster - Alumni Association  
(Audit record for each book.)

"The Fraternity Constitution Book"

//.

- a. The Constitution
- b. Amendments (passed by the Fraternity)
- c. The Ritual
- d. Installation of Officers ceremony
- e. Signatures of Council Officers and members for each School Year
- f. Signatures of members-elect of each Chapter.
- g. Audit Record of this book.

- (b) Write and keep in proper place the minutes and Roll Call of all meetings of Council; all hearings before the Tribunal, and all Assembly meetings.

File and keep in proper place in "The Fraternity book" each issue of "The Optician".

- (c) Keep the record data in all books accurately, and see that the various sections of each book are properly kept and that all entries are made promptly.
- (d) Take charge of all property of the Fraternity in the possession of Council.
- (e) Attest by his signature all actions of Council.
- (f) Attest by his signature all actions taken at an Assembly meeting.

- g) Draft all notices, bulletins, and other written communications that are sent by Council, the Tribunal, or by a Joint-Fraternity action, as provided for by "FOFA", Chapter VIII, Article 1, Section 1.
- (h) Securely preserve all letters of notices which he may receive, and read them before the Council, or the Tribunal, or the Assembly Meeting (to whatever body concerned) at its first meeting thereafter.
- (i) Notify an Honorary member-elect of his election by Council, as provided for by "FOFA", Chapter ~~X~~<sup>VIII</sup>, Article 1, Section 2-C.
- (j) Serve as secretary of the Tribunal, attend all hearings called by the Tribunal, and record minutes of the same in its proper place.
- (k) Notify all persons concerned of a hearing before the Tribunal, as provided for by "FOFA", Chapter VIII, Article 1, Section 3-A.
- (l) Procure the necessary funds from the various Chapters to defray the expenses of any books or other such property required by Council.
- (m) Collect the necessary funds from the various Chapters to defray the expenses incurred by any meetings of Council, or by any Assembly Meetings. He shall handle the payment of the bill for the Fraternity.
- (n) Carefully place in the "Official Archives" of the Fraternity the following record books when the same have been completely filled:

Chapter Record Book  
 Chapter Treasury Book  
 Chapter Constitution Book  
 Fraternity Record Book  
 Fraternity Constitution Book

He shall procure these record books from the Bibliothecae Praefectus and Quaestor of each Chapter, and from the office of scribe. He shall converse from time to time with the Bibliothecae Praefectus and Quaestor of each Chapter regarding their respective record books, and whenever said book is filled, he shall take possession of it and place it in the "Official Archives", as provided for by Chapter VII, Article 1, Section 1.

He shall follow the same procedure with the "Fraternity Record Book", and the "Fraternity Constitution Book", which are in the possession of his office.

- (o) Accurately maintain the "Fraternity Roster", keeping a record of each member of all Chapters for that school year. When a Chapter member should leave school or should graduate, the Scribe shall place that member's record in its proper place in the Alumni Association section of the Roster. The Scribe shall also accurately maintain the Alumni Association section of the Roster, as provided for by "FOFA", Chapter VIII, Article 2, Section 2-B.
- (p) Appoint one or more assistants from the Council membership, if necessary, to help him in his work.

to his duties for in haste, without fail or delay, all property of the Council or Fraternity he may have in his possession or under his control.

(D) The Duties of the Waisary shall be:

- (a) Regularly visit the meetings of the various Chapters so as to effect and strengthen a continual exchange of fraternalism among all the Chapters, and between the Chapters and Council.
- (b) Convey to all Chapters and to Council any worthy ideas or suggestions pertaining to the welfare and progress of the Fraternity of which he may learn in visiting a Chapter.
- (c) Visit any member of the Fraternity who is ill. In the event the ill member is permitted to have visitors, the Waisary shall make certain that members of the various Chapters visit the ill members, or appropriately remember him. He shall co-operate with the Scriptor Verus of each Chapter in such matters.

(d) Report to Council and to the Chapters the case of any Frater who is in financial distress, or who is otherwise distressed by a misfortune, or whose immediate family is so distressed. He shall do this so that Council and the Chapters may take action to aid the said Frater and to alleviate his sufferings or those of his family. He shall co-operate with the Scriptor Verus of each Chapter in such matters.

(e) In the case of the death of a Frater of this Fraternity, either of the Active Chapter body or the Alumni Association, the Waisary shall notify Council and all Chapters immediately, and shall make certain that Council and the Chapters appropriately pay last respects to the deceased Frater, and appropriately express sympathy to the Frater's bereaved family. Provision for the latter is made by "Form", Chapter VIII, Article 1, Section 2-A. He shall co-operate with the Scriptor Verus of such Chapter in such matters.

The Waisary shall at all times be thoroughly acquainted with the names in the "Fraternity Roster", especially the Fraters of the Alumni Association, to make certain that such procedure is always followed whenever a Frater of this Fraternity should die, and that his bereaved family will be so remembered in a token of sympathy by Frigents of this Fraternity.

(f) He responsible for the publication of the Fraternity's official news-organ, "The Optician", as provided for by Chapter VII, Article 1, Section 5. He shall also see that a copy of each issue of "The Optician" is given to the Scribe to be placed in the "Fraternity Record Book".

Payment to Scribe for his services

Sec. 11 (A) Because the duties of his office may, from time to time, become very heavy the Scribe may be paid a nominal sum for his services if Council should so decide by a two-thirds (2/3) majority vote.

(B) If at any time the Scribe should be paid for his services, the cost of same shall be pro-rated equally among all the Chapters.



**Article 5** Formation of an Incoming Council  
Reasons for declaring a Membership Vacant,  
and how to Fill the Vacancy

Formation of an Incoming Council

Sec. 1 (A) The first meeting of an incoming Council shall be held on the first Monday of May, and shall take place immediately following the "Installation of Officers" ceremony.

Reasons for Declaring a Membership Vacant, and How to Fill the Vacancy

- Sec. 2 (A) If, during the time he is a member of Council, a member should:
- (a) Leave School
  - (b) Be removed from his Chapter Office
  - (c) Be unable to fulfill his Council membership for any other cause, his membership in Council shall automatically be declared vacant.
- (B) His successor in the Chapter shall automatically take his place in Council and shall be considered a member of Council.

**Article 6** Duties of Council  
Finances of Council

Duties of Council

Sec. 1 (A) The Duties of the Council shall be:

- (a) Elect the following Council officers at the commencement of their term of office, as provided for by Article 4, Sections 1-3, of this Chapter:

Councilor  
Vice-Councilor  
Scribe  
Emissary  
Tux Secretary

- (b) Take over the supervision and control of any Chapter when said Chapter's total membership becomes less than 10 members, as provided for by Article 7 of this Chapter.
- (c) Plan and prepare for Formal Initiations.
- (d) Plan and prepare for the annual "Founders Day Banquet" on April 27th.
- (e) Prepare in proper form an amendment to this Constitution proposed by a Chapter, to be submitted to the various Chapters for ratification, as provided for by Chapter VI, Article 2, Sections 1-3.
- (f) Provide for the common good of the Fraternity, and for the collective interests of all the Chapters.
- (g) Elect Honorary Members to this Fraternity, as provided for by Article 8 of this Chapter.
- (h) Make certain that all record books of the Fraternity are audited twice during each School Year by the Tax Secretary, as provided for by Chapter IV, Article 1, Section 6.

- (i) Enforce the Rules, Regulations, and By-Laws of this Constitution at any Chapter when the morale and/or affairs of the said Chapter ~~is~~ its membership shall be below the requirements of the Constitution of this Fraternity.
- (j) Aid in protecting the financial interests of all the Chapters by assisting any Chapter to collect a delinquent or unpaid financial obligation from a member, especially one who should leave school or graduate with the Chapter money. This action by the Council shall be taken before such a member should leave school.
- (k) Revise and Correct the complete Roster of the Fraternity, as provided for by Article 9 of this Chapter.
- (l) Perform such other duties as may be required.

#### Finances of Council

- Sec. 2 (A) Council shall have no treasury, nor shall it collect or pay any monies except as provided for in part (b) of this section.
- (B) The cost of any book, postage, or other such requirement or properties of Council necessary to transact Council business and maintain its records; the expenses incurred by any meetings of Council; the expenses incurred by any Assembly meeting, shall be paid for by the Chapters, and the cost shall be pro-rated equally among the Chapters.
  - (C) The Scribe may request from the Chapters in advance any monies required to meet an expense or cost.

Article 7 Supervision and control of a Chapter whose total membership is less than 10 members

Sec. 1 (A) When the total membership of a Chapter at any time becomes less than 10 members, it shall not be considered in good standing, and this procedure shall be followed:

1. Supervision and control of said Chapter shall automatically pass to Council.
2. Officers of the Chapter shall continue to function, but shall be responsible to Council, except as provided for by rule 3 of this section.
3. If, for any reason, Council should decide that the Rex Regum of said Chapter is incapable of properly performing the duties of his office, the Presiding Officer of Council may:
  - (a) Assume the duties of the Rex Regum
  - (b) Designate the Praesus Vicarius of that Chapter to serve as Rex Regum
  - (c) Appoint a Frater of that Chapter to serve as Rex Regum.

In either case, the term of office of the member serving as Rex Regum shall be determined by Council.

If, for any reason Council should decide that any other officer or officers of said Chapter are incapable of properly performing the duties of their respective office, the Presiding Officer of Council may:

- (a) Remove that officer from office, and appoint a Frater of that Chapter to serve in his place.

The term of office of the Frater appointed to serve shall be determined by Council.

4. Under the supervision and control of Council, the membership of said Chapter shall be built up without delay. Council shall decide what is the most expedient way to do this. Special initiations may be held as the Council may see fit.
5. When the said Chapter's total membership reaches twenty (20) members, a special election shall be held by the Chapter, under the supervision of the Council, as provided for by Chapter II, Article 4, section 4. Supervision of Council shall be withdrawn thirty (30) days after this special election, and then full and autonomous control of the Chapter shall revert to the Chapter itself.

(B) On assuming supervision and control of a Chapter having a total membership of less than ten (10) members, should Council find evidence of any "Offence" committed by any Officer or member of said Chapter, it shall have the power to levy a Penalty against said Officer or member, including expulsion from the Fraternity, as provided for in Chapter II, Article 6, Section 1, 2, 3, and 4.



**Article 8** Honorary Membership - Explanation of Honorary Membership  
Qualifications for Honorary Membership  
Nomination and Election of Candidate  
Procedure following the election  
of an Honorary Member  
Status and privileges of an Honorary  
Member

Explanation of Honorary Membership

- Sec. 1 (A) The nomination and election of persons to honorary membership in this Fraternity should be regarded by all members as a most serious occasion. An honorary membership in Triangles Opt. M. is an act honoring a person, who, beyond all normal activities, has contributed greatly to the welfare, progress, and interests of this Fraternity or any of its Chapters. At no time should the privilege of electing an honorary member be abused.

Qualifications for Honorary Membership

- Sec. 2 (A) Any male or female, not a member of any Chapter of this Fraternity, and over eighteen (18) years of age, who has contributed in an outstanding measure to the welfare, progress, and interests of this Fraternity or any of its Chapters shall be eligible for honorary membership in this Fraternity.

Nomination and Election of Candidate

- Sec. 3 (A) A candidate for honorary membership shall be nominated by a Chapter, and by a two-thirds (2/3) majority vote of the members present.

The Nomination, and the reasons why the name has been nominated, shall then be sent to Council in proper written form, as provided for by "Form", Chapter VIII, Article 1, Section 1-A.

- (B) Council shall then act upon the nomination at its next meeting, and may elect the candidate to honorary membership by a majority vote of the Council members present at the meeting.

Procedure following the election of an honorary member

- Sec. 4 (A) If the candidate is elected to honorary membership by the Council, he shall be formally notified by the scribe, as provided for by "Form", Chapter VIII, Article 1, Section 2-C.

- entered as an "Honorary Member" in proper place and correct form in:
- (a) The Chapter Record Book (of each Chapter)
  - (b) The Fraternity Record Book (of Council)
  - (c) The Fraternity Roster (of Council)

Status and Privileges of an honorary Member

Sec. 5 (A) An Honorary member shall be considered a member of this Fraternity, and may attend meetings of any Chapter or of the Alumni Association. However, he shall not have the right to take an active part in the proceedings of any Chapter, hold office, vote, propose or vote upon candidates.

He may attend meetings of the Council when invited to do so by Council, and attend a hearing before the Tribunal when invited to do so by the Tribunal, but shall take no active part in the proceedings of either body unless asked to do so.

He shall not hold office in the Alumni Association.

**Article 9** Revising and Correcting the Roster of this Fraternity each year.

Sec. 1 (A) The Roster of the Fraternity shall be revised and corrected during November of each year. Council shall be responsible for doing this, and shall make certain it is done each year, acting as a Committee of the Whole.

(B) The committee shall consult telephone directories and city directories for any information needed, and shall take whatever other steps are necessary in order to make complete and correct the record of each Frater of the active Chapters and of the Alumni Association. This correct information about each Frater shall be entered in proper place in the "Fraternity Roster", which is in the possession of the scribe.

(C) The Scribe shall make certain that the record of each Frater of the Alumni Association and active Chapters is up to date before the revision is made, and shall make certain that all entries and corrections in "The Fraternity Roster" are made immediately in the proper place.

THE DUX SACRORUM

(Res. No-longer in use unless needed by the Chapter.)

Article 1. Qualifications  
Nomination and election  
Preparation for assuming office  
Constitutional responsibilities of Dux Sacrorum  
Duties  
Auditing of the record books of the Chapters and  
of the Fraternity

Qualifications

Sec. 1 (A) The Dux Sacrorum shall be a member of the Alumni Association, and must be in good standing with the Chapter to which he belongs. He shall be a Frater who has taken an interest in and an active part in the Fraternity and its affairs during the time he was a member of the Active Chapter. He shall be a resident of Greater Cincinnati. If during his term of office, he should remove from Greater Cincinnati, or should otherwise not be able to fulfill the duties of his office, a successor shall be elected by Council.

Nomination and election

Sec. 2 (A) The Dux Sacrorum shall be nominated and elected annually by the Council at the commencement of his term of office, and as provided for by Chapter III, Article 4, Sections 1-5.

Preparation for assuming Office

Sec. 3 (A) To properly prepare himself for office, the Dux Sacrorum, upon his election, shall carefully read the contents of the Constitution of this Fraternity so that he is familiar with it.

He shall also read the Duties of his office so that he clearly understands his responsibilities.

He shall also read the "FORMS" (Forms and Procedure) of this Fraternity, as provided for by Chapter VIII, where is shown the correct and official form to be used, and/or the proper procedure to be followed in discharging the same. It is highly important that the proper form and procedure be followed in all proceedings of the office of Dux Sacrorum, and it is the duty of the Dux Sacrorum to see that this is done.