

FORMS

(c) Property Record

(Size - 8 $\frac{1}{2}$ " by 14")

PROPERTY RECORD

Chapter II

Property	In whose Possession	Loaned (To Whom & Date	Returned (By Whom & Date)

(e) This shall be the official form of the Proclamation of "Declaration of Amendment Repeal" used by the Council to notify each of the Chapters that an Amendment has been officially repealed by the Fraternity.

Form Title : "PROCLAMATION OF DECLARATION OF AMENDMENT REPEAL"

Drafted and sent by ; Scribe _____

Sent to : All Chapters

"PROCLAMATION OF DECLARATION OF AMENDMENT REPEAL"

(Date)

Chapter _____, T.O. Fraternity
c/o _____, Bibliothecae Praefectus
Address _____

Dear Fratres:

On (Date) , a majority of the Chapters of this Fraternity presented to Council a "Declaration Of Amendment Repeal", which officially repealed the following Amendment of our Constitution;

(Date of Ratification)

Chapter _____ Article _____ Section _____

(State Amendment in proper form)

This lawful "Declaration of Amendment Repeal" was jointly signed by the required majority of the Chapters, with a majority of the total membership of each Chapter concurring by their signatures.

Therefore, this Notice to you will officially proclaim said amendment repealed by the Fraternity, said repeal to apply to all Chapters, on and after the "Date of Repeal", which is (Date of Appeal) .

The Bibliothecae Praefectus of your Chapter will acknowledge this by writing in red ink the word "REPEALED" across the face of the said Amendment in your Constitution book, and follow the procedure as outlined in Article 2, Section 2-C, Chapter VIII.

Fraternally,

By Authority of
the Council

(Signed)

The Scribe
Triginta Optimi Fraternity

ARTICLE 2

Proper procedure and Forms for keeping the record books of the Chapter, and of the Fraternity.

"SPECIFICATIONS AND REGULATIONS"

Construction of the books:

All records in the books of the Chapter and of the Fraternity shall be of the "loose leaf" binder type, and shall be of durable construction.

Size of books and sheets :

The size of a record book shall be of such proportions to accomodate the following sized sheets:

Chapter Record Book	8 $\frac{1}{2}$ by 14
Chapter Treasury Book	" "
Chapter Constitution Book	" "
Fraternity Record Book	" "
Fraternity Roster:	
Book 1# Preparatory Pledge	8 $\frac{1}{2}$ by 11
Book 2# Roster-Acct. Chapters	" "
Book 3# Roster Alumni Assoc.	" "
Fraternity Constitution Book	" 14

Secureness of pages :

All sheets used in any record book shall be re-inforced as at the binder hole with gummed reinforcements.

Margin tabs :

Each individual section of any record book shall be indicated by a gumm margin tab, upon which will be lettered the name of that section.

Properly making entries :

Entries in a record book made be made in longhand, but in all cases must be neat and proper, and easily readable.

Responsibility of officer in properly keeping book :

An officer of the Chapter, or of Coucil (council), responsible for perserving and keeping of any record book, shall at all times keep his entries up to date, and make every entry in its proper place. He shall pass his book onto his successor in the best of condition and with all entries up to date.

Because each record book of the Chapter and of the Fraternity is a record of Histry of the Fraternity tomorrow, and will be the only source of historical information to which the Fraternity will turn in years ahead.

Auditing of the record books :

Each record book of the Fraternity and Chapter shall be audited twice during each school year by the Dux Sacrorum (a) During the first week of November, and (b) during the first week of April. It shall be the duty of any officer responsible for any record book to see that his books are in the Dux Sacrorum hands on these two specified dates.

passing on the book to his successor :

The record books of the Chapter and of the Fraternity shall be passed on from year to year. Before an officer turns any record book over to his successor, he shall make sure that all entries are correct, and completely up to date.

Placing a book in the "Official Archives" :

When a record book has been completely filled up, and can no longer accomodate any more pages, it shall be immediately turned over to the Scribe of Council, whose duty is to place it in the "official archives" of the Fraternity for future history and posterity, as provided for by Chapter VII, Article 1, Section 10.

AT NO TIME shall any officer or member of this Fraternity take possession of, or appropriate to his own keeping any record book. It shall either be passed on to his successor or put in the "official archives".

(c) PROPERTY RECORD

Chapter II

Property	In whose Possession	Loaned (to whom & date)	Returned (by whom & date)

(e) Automatically suspended Alumni members of the Chapter

Shall contain a complete list of all Alumni members of that Chapter, suspended because of non-payment of a financial obligation to the Chapter before they left school or graduated.

(f) Expelled members of the Chapter

Shall contain a list of members expelled by the Chapter.

FORMS:

Following are the correct "forms" to be used in keeping properly the CHAPTER RECORD BOOK.

(a) MINUTES

(Date of Meeting)

The regular - stated meeting of Chapter _____ was held on (Date) at (Where). The meeting was called to order and presided over by (Title and name of Presiding Officer). The meeting proceeded as follows:

The Roll Call was made by the Bibliothecae Praefectus, and there were _____ Fratres present.

The minutes of the previous meeting were read and approved.

The following names were proposed for membership:

John Smith	by Frater Jones
Tom Brown	" " Schiff
Harry Hunt	" " Benjamin
Ralph Childs	" " Jackson
John Edwards	" " Jones (ect.)

The balloting upon new members was then held, with the following results:

Jerry Haskins	Passed
Tom Greene	Not Passed (Two black balls)
George Ryan	Passed
Ray Wilson	Laid over, to be voted on next meeting
Gilbert Neens	Not passed (5 black balls)
Bill Stewart	Not passed (Two Black balls)
Ted Scott	Passed

(ect.)

Committee reports were then called for, and were as follows:

(ect.)

Old buisness was then discussed, and consisted of the following:

(ect.)

New buisness was then brought up, and consisted of the following:

(ect.)

The Quaestor gave the report on the Treasury (or "Monthly Treasury Report")

(ect.)

Before the adjournment ceremony, the Rex Regum called for anything to be offered by any Frater for the good of the Fraternity.

(ect.)

Following this, a motion for adjournment was made by Frater _____, seconded by Frater _____, and passed by the Chapter.

The meeting then adjourned in formal order.

Respectfully submitted,

Counter - signed
Rex - Regum

Signed
Bibliothacae Praefectus

(b) CHAPTER TREASURY BOOK

Kept by : Quaestor

Order of Sections : (a) Accounts Receivable
(b) Accounts Payable
(c) Monthly Treasury Report
(d) Audit Record of this Book

Properly keeping each Section : (a) Accounts Receivable

Shall contain a financial record for each member of the Chapter for the entire School - Year, namely:

Dues
Initiation Fee
Assessments
Fines
Miscellaneous

(b) Accounts Payable

Shall contain a financial record of the money owed by the Chapter, namely:

Disbursements

(c) Monthly Treasury Report

Shall contain a complete financial record of the Chapter for the entire School - Year, and shall be given to the Chapter by the Quaestor at the end of each Calender month for that preceding month.

Shall contain the following financial record:

Assets:
Disbursements (Cash balance)
Acc'ts. Receivable (Money due Chapter)
Acc'ts. Payable (Money owed by Chapter)

Forms

: Following are the correct "Forms" to be used in keeping properly the Chapter Treasury Book.

(c) Chapter Constitution Book

Kept by : Bibliothecae Praefectus

Order of Sections : (a) The Constitution
(b) Amendments past by the Fraternity
(c) Resolutions passed by the Chapter
(d) Ritual
(e) Installation of Officers Oath
(f) Signatures of Chapter Officers for each School - Year
(g) Signatures of members - elect of that Chapter
(h) Audit Record of the Constitution

Properly keeping each section:

(a) THE CONSTITUTION

— Shall be a true and exact copy of the Constitution of this Fraternity.

(b) AMENDMENTS PASSED BY THE FRATERNITY

Shall contain in proper form, each Amendment passed and ratified by the Fraternity.

(c) Resolutions PASSED BY THE CHAPTER

Shall contain in proper form, each resolution passed by the Chapter and which applies only to that Chapter.

(d) RITUAL

Shall contain the Barbarian Degree conferred at Informal Initiations and the Noble Roman Degree conferred at Formal Initiations.

(e) INSTALLATIONS OF OFFICERS OATH

Shall contain the Installation of Officers Oath and the ceremonial rites of the same.

(f) Signatures of all Officers for each School - Year

Shall contain the signature of each officer of the Chapter for each School - Year.

This Section shall be signed by each Officer immediately following his formal (formal) installation into office.

(g) SIGNATURES OF MEMBERS - ELECT OF THAT CHAPTER

Shall contain the signatures of each Chapter's member elect for every School - Year.

This section shall be signed by each member - elect immediately following the Formal Installation.

FORMS: Following are the correct forms to be used in keeping properly the Chapter Constitution Book.

"BOOKS OF THE FRATERNITY"

The Record books of the Fraternity shall be in the possession of the Council, and Council shall keep and maintain its books in the same prescribed procedure as provided for by the following section.

Sec. 2 (a) Fraternity Record Book

Kept by : The Scribe

Order of Sections:

- (a) Minutes of all Council Meetings
- (b) Roll Call of all Council Meetings
- (c) Property Record of all Council
- (d) Minutes of all Tribunal Hearings
- (e) Roll Call of all Tribunal Hearings
- (f) Minutes of all Assembly meetings
- (g) Roll Call of all Assembly meetings
- (h) Reports on matters dealing with entire Fraternity.

- the Fraternity (includes all Chapters)
- (j) Expelled members of the Fraternity
(includes all Chapters)
- (k) Finance Record of Council
- (l) Audit Record for all record books of the Chapters and the Fraternity.
- (m) Official Archives Record
- (n) Audit record of the Constitution book

Properly keeping each section:

(a) Minutes of all Council Meetings

Date of meeting shall be at the right top of minutes

Each item of the Order of Buisness shall be recorded in a seperate paragraph, namely:

- Roll Call
- Minutes of previous meetings
- Commitee Reports
- Old Buisness
- New Buisness
- Dux Sacrorums report
- Scribes report on Accounts
- Receivable and Accounts payable
of Council
- Adjournment ceremony

(b) Roll Call of all Council Meetings

Shall contain the attendance record of each member and Officer of Council for the entire School - Year.

A cross - mark (X) shall be used to indicate that a member is present at a meeting. If he is absent, the space shall be left vacant



(c) Property Record of the Council

Shall contain the list of all property of the Council or jointly owned by the Fraternity, in whose possession, it is, to whom it might be loaned by Council, and the date it was laoned and the date it was returned.

(d) Minutes of all Tribunal Hearings

Date of the Hearing shall be at right top of Minutes.

Each item of the "Order of Buisness" shall be recorded in a seperate paragraph, namely:

- Hearing
- Decision

(e) Roll Call of all Tribunal Hearings

Shall contain the attendance record of all members of the Tribunal for all Hearings during a School - Year, and shall also contain the attendance record of all persons attending any Hearing.

(f) Minutes of all Assembly Meetings

Date of the meeting shall be at right top of Minutes.

Each "item" of the order of Buisness shall be recorded in a sepearte paragraph namely:

Roll Call
Minutes of Previous Meeting
Committee Reports
Old Buisness
New Buisness
Dux Sacrorums Report
Alumni Assossiation notes
Report for or from REX REGUM of each Chapter on that Chapters activities, ect.
Scribes report on: Accounts Payable and Receivable of Council.
Adjustment ceremony

(g) Roll Call of all Assembly meetings

Shall contain the attendance record of each Chapter for each meeting during the entire School - Year.

Shall show only the number of Fratres attending from each Chapter.

Shall contain the attendance record of the Council officers for each meeting during the entire School - Year.

(h) Reports on matters dealing with entire Fraternity

Shall contain any and all reports dealing with the entire Fraternity, for which there is not any other place provided for in the Fraternity Record Book.

(a) Minutes of Council Meetings

(To be kept in thbesame form as the minutes of a Chapter (see page 89), but following the order of Buisness of Council (see page 31), as provided for by Chapter 111, Article 3, Section 2., and using the proper heading tereof (thereof) for each section of the Minutes of Council.)

Date of meeting at the right top corner of minutes.

Signed in lower right hand corner by the Scribe.
Countersigned in lower left hand corner by the C. uncilor.

(b) Roll Call of Council Meetings

(i) Automatically suspended Alumni members:

Shall contain the complete list of all Alumni members automatically suspended because of non - payment of a financial obligation to the Chapter before they left school or graduated.

(j) Expelled members of the Fraternity

Shall contain the list of every member expelled by any Chapter of the Fraternity since 1895.

(k) Finance Record of Council

Shall contain a record of the Council for the entire School - Year, showing Receipts and Disbursements.

(l) Audit Record for all record books

Shall contain a record of the Audit Record for every record book of the Fraternity, both the Chapters and Council and also copies of the actual "Audit Reports".

(m) Official Archives Record

Shall contain the complete record of every item in the Official Archives of the Fraternity.

Forms

: Following are the correct forms to be used in properly keeping the Fraternity Record Books.

(b) Fraternity Roster Books

Kept by : The Scribe

Order of Books : (a) Preparatory Pledge Record (Part 1#)
(b) Roster - Active Chapters (Part 2#)
(c) Roster - Alumni Association (Part 3#)

Properly keeping each book : (a) Preparatory Pledge Record (Part 1#)

Shall contain all Preparatory Pledges after they have been filled out and signed by the Candidates.

A separate section of each Chapter of the Fraternity.

Preparatory Pledges shall be placed in the proper sections, and shall be filed in the chronological order in which they are signed by the various Candidates.

(b) Roster - Active Chapters (part 2#)

Shall contain the complete Roster for each Chapter for that School Year.

A separate section for each Chapter of the Fraternity.

Members names in each section shall be filed alphabetically, from "A" to "Z".

When a member of any Chapter should leave school, or should graduate, and is in good standing, his roster blank shall be transferred by the Scribe from this book 3#, the Alumni Assosiation Roster.

(c) Roster Alumni Assosiation (Part 3#)

Shall contain the complete Roster of all Alumni members of the Fraternity in good standing with there Chapter.

Members names shall be filed alphabetically, from "A" to "Z".

Shall also contain:

(1) "Officers of all Chapters and of the Council for each School Year".

(2) "Roster of Deceased members".

Forms : Following are the correct forms to be used in keeping properly the Fraternity Roster Books.

(a) Preparatory Pledge Record

P R E P A R A T O R Y P L E D G E

The Esoteric Fraternity of Triginta Optimi

Spectemur Agende

Whereas, after due thought and deliberation, I have accepted to join the Triginta Optimi Fraternity, and said Fraternity has agreed to maintain a fraternal attitude toward me, therefore I, _____, hereby declare that I stand ready for initiation into the mysteries of Triginta Optimi whenever I shall be eligible to membership and informed thereof, under the laws of said Fraternity and the recognized rules of initiation and admission to membership.

I hereby covenant with the said Fraternity to maintain a fraternal attitude towards its members, and to demean myself as becomes a pledged member to the said Fraternity.

I solemnly promise that, unless formally released by said Fraternity from this pledge, I will not accept invitation to join a similiar Fraternity, not sanctioned by Triginta Optimi, and will not entertain, listen to, or consider such solicitations.

I regard this obligation as binding upon my honor as an oath of allegiance, and in testimony thereof, hereunto set my hand in the presence of subscribing witnesses, this

_____ day of _____, 19_____.

Signed _____

Class of _____

School _____

Chapter _____

Addresses for Triginta Optimi Fraternity

(To be kept in "Preparatory Pledge Record" - Part 1#, Fraternity book)

(c) Roster- Alumni Association
Roster of Deceased Fratres

NAME (Last - First - Middle)	CLASS	CHAPTER	DATE of DEATH
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(C) FRATERNITY CONSTITUTION BOOK

Kept by : The Scribe

Order of Sections:(a) The Constitution
(b) Amendments passed by the Fraternity.
(c) Ritual
(d) Installation of the Officers Oath
(e) Signature of Council officers and members for each school year.
(f) Signatures of members-elect of all Chapters.
(g) Audit record of this book

Properly keeping each Section:

(a) The Constitution

Shall be a true and exact copy of the Constitution of this Fraternity.

(b) Amendments passed by the Fraternity

Shall contain in proper form, each Amendment passed and ratified by the Fraternity.

(c) Ritual

Shall contain the "Barbarian Degree" conferred at Informal Initiations and the "Noble Roman Degree" conferred at Formal Initiations.

(d) Installation of Officers oath

Shall contain the "Installation of Officers" Oath and the Ceremonial rites of the same

(e) Signatures of Council officers and members for each school year

Shall contain the signature of each officer and member of Council each School year.

This section shall be signed by each Officer immediately following his formal installation into office.

(f) Signatures of members-elect of all Chapters

Shall contain the signatures of every member-elect of all Chapters for every school year.

This section shall be signed by each member-elect immediately following the Formal Initiation.

Forms

: Following are the correct "FORMS" to be used in keeping properly the Fraternity Constitution Book:

Same form as that used in the Chapter Constitution Book, except that the amendment is signed in the lower right hand corner by the Scribe, and counter-signed in the lower left hand corner by the Councilor.

Section 3 Proper procedure and form for auditing the record books of the Chapters, and of the Fraternity.

SPECIFICATIONS and REGULATIONS

Dates on which books are audited:

All the record books of each Chapter and of the Council shall be audited by the Dux Sacrorum twice during each school year, on:

- (a) the first week of November
- (b) the first week of April

Purpose of auditing the record books:

The purpose of auditing the record books of the Chapters and of the Fraternity is to assure the Fraternity at all times that each record book is being kept properly, and according to the correct procedure and form.

Acquiring the record books for auditing:

The Dux Sacrorum shall collect the various record books of each Chapter and of Council in any way he deems best, and may ask any officer responsible for keeping a book to bring the book to him to be audited. It shall, however, be the duty of the Dux Sacrorum to see that all record books are assembled and in his possession prior to the date upon which the books are to be audited.

Period required for auditing the record books:

The Dux Sacrorum shall audit the record books as rapidly as possible so as not to deny the various Chapters and the Council the use of their respective books for an unreasonable period of time.

The period required for auditing all the record books should be no more than seven (7) days.

Returning the record books to the Chapters and to Council:

The Dux Sacrorum shall make arrangements with each officer responsible for a record book to return said book to him after the audit of the book has been completed. The Dux Sacrorum may himself return the books, or he may ask the officers to call for them.

However, before the Dux Sacrorum returns a record book, he shall first make proper entry in the "Audit Record" of each book as to that book's condition.

Procedure to be followed
Following the audit of each record book, the Dux Sacrorum shall follow this procedure and fill out the following reports:

- 1.) Audit Record (Which is contained in each record book, and contains the full audit record of that book for succeeding years.)
- 2.) Audit Report (Which is a complete report for each record book of the Chapters and of the Council. This audit report is sent to each Chapter, advising them fully of the condition of each of their book, and an audit report is sent to Council advising them fully of the condition of each of their books.)

(a) This shall be the official form used by the Dux Sacrorum to notify each Chapter of the "Audit Reports" for the record books of that Chapter:

Form Title : "Notice of Audit report"
Drafted and sent by : Dux Sacrorum
Sent to : The Chapter
Copies to : Council

"NOTICE OF AUDIT REPORT"

(Date)

Chapter _____, T.O. Fraternity
c/o _____, Bibliothecae Praefectus
Address _____

Dear Fratres:

This is to officially notify you that the following record books of your Chapter have been audited for the period of _____ (Date) to _____ (Date):

- (a) Chapter Record Book
- (b) Chapter Treasury Book
- (c) Chapter Constitution Book

The Audits Report for each of these books is attached herewith.

Fraternally,

By authority of
the Fraternity

(Signed)

Dux Sacrorum
Triginta Optimi Fraternity

The following shall be the official "Forms" used in auditing each of the record books of the Chapter.

The original copy of each shall be sent to the Chapter, and attached the preceding letter. A carbon copy of each Audit Report sent to each Chapter, shall be sent to Council.

"A U D I T R E P O R T S"

Chapter Record Book

For Chapter _____

School Year _____

Dux Sacrorum _____

Date of Audit _____

For period ___ to ___

Chapter Record Book

Minutes

The condition is:

Roll Call

The condition is:

Property record of Chapter

The condition is:

Chapter Roster

The condition is:

Suspended alumni members of the Chapter

The condition is:

Expelled members of the Chapter

The condition is:

(a) Audit Report

FRATERNITY RECORD BOOK :

Dux Sacrorum _____

School Year _____

Date of Audit _____

For Period _____ to _____

Minutes of Council Meetings

The condition is:

Roll Call of Council Meetings

The condition is:

Property Record of Council

The condition is:

Minutes of all Tribunal Hearings

The condition is:

Roll Call of all Tribunal Hearings

The condition is:

Minutes of All Assembly Meetings

The condition is:

Roll Call of All Assembly Meetings

The condition is:

Reports on matters Dealing With the Entire Fraternity

The condition is:

Suspended Alumni Members of the Fraternity

The condition is:

Expelled Members of the Fraternity

The condition is:

Finance Record of Council

The condition is:

Audit Reports for all Record Books of the Fraternity

The condition is:

Recommendations:

(b) Audit Report

Fraternity Roster :

Dux Sacrorum

School Year _____

Date of Audit _____

For Period _____ to _____

Preparatory Pledge Record (Book 1#)

The condition is:

Roster - Active Chapters (Book 2#)

The condition is:

Roster - Alumni Association (Book 3#)

The condition is:

Remarks:

Recommendations:

(c) Audit Report

Fraternity Constitution Book

Dux Sacrorum _____

School Year _____

Date of Audit _____

For Period _____ to _____

Constitution

The condition is:

Amendments Passes by the Fraternity

The condition is:

Ritual

The condition is:

Installation of Officers Oath

The condition is:

Signatures of Council officers and members For Each School Year

The condition is:

Signatures of Members - Elect of all Chapters

The conditon (condition) is:

Remarks:

Recommendations: