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# HANDBOOK OF POLICIES AND PROCEDURES

The policies and procedures of the College Fraternity Editors Association have been assembled in this *Handbook* for you, the members of CFEA. Information has been revised and reworded to make it a handy guide for someone looking for a particular item, or someone simply flipping through it. Officer responsibilities, committee information, policies, and resolutions are all at your fingertips. It's the easiest way to find the information you need, hands down. So dig in and get your hands all over it.

CFEA Board, 2001

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# INTRODUCTION



This *Handbook of Policies and Procedures* of the College Fraternity Editors Association is part of the governing and operating rules of the Association, and is subject to the provisions of the CFEA Constitution. This document may be amended as provided in Policies, under the heading Amendments.

## CODE OF PROFESSIONAL STANDARDS

As the association that serves the field of fraternity journalism, the College Fraternity Editors Association views its role, collectively and as individuals, with seriousness, professionalism and concern. The fraternal publication is the most prominent vehicle for communicating information about the fraternity system to its members, and is a highly informative medium about the fraternity system for the higher education community and the public at large. This association strives to establish the highest standards of professionalism for fraternity journalism, to serve the fraternity system in the best manner possible and to fully inform the membership and the general public of the true value of the fraternity system. Mindful of these facts, this Association adopts the following code of professional standards and encourages its members to strive to achieve these standards to the fullest:

1. To promote the fraternity system and its values, standards and achievements and the ideas and constructive contributions of its members;
2. To be accurate, impartial and honest in reporting;
3. To exercise good taste and editorial discretion in the use of materials submitted by undergraduates and alumni/alumnae;
4. To produce publications that are typographically and grammatically sound; that are produced on time and within budget constraints;
5. To exemplify and communicate the highest ideals of our fraternities;
6. To consider ourselves as journalists whose publications reflect the highest standards of journalism and must compete for available readership time of our college-educated members;
7. To strive to encourage new levels of accomplishment, both individual and group, as a result of reporting and editing the accomplishments of our fraternities; and
8. To provide clear and in-depth information to our members and readers about developments in, of and by the organizations we represent, and to afford the members a timely vehicle for the expression of their comments and attitudes devoted to the betterment of the organization and its ideals and goals.



## OFFICERS/DIRECTORS

### General Responsibilities

1. Attend all meetings of the Board of Directors and the Annual Conference, unless prevented from doing so for health or other unavoidable circumstances.
2. Submit requests for any budget allocations to the Treasurer and President-Elect early in the fiscal year. Emergency budget allocations can be submitted upon identification of need.
3. Submit reports of activities, concerns and recommendations prior to the mid-year Board of Directors meeting and the Annual Conference.
4. Provide the President and President-Elect with copies of all correspondence concerning duties at the time of sending.
5. Provide a suitable briefing and follow-up report for their successor in office, in person or in writing, shortly after the conclusion of their term of office.

### PRESIDENT

*General responsibilities outlined above*

#### Constitutional Responsibilities

Preside at all meetings of the Association, of the Executive Committee and of the Board of Directors (Article IV, Section 4).

Appoint other such offices and committees as may be deemed necessary for a period of one year, with the approval of the Board of Directors (Article IV, Section 8).

Appoint three months prior to an Annual Meeting, with the approval of the Board of Directors, a nominations committee of three individual members and designate one from among them as chairperson (Article V, Section 1).

#### Other Responsibilities

1. Provide leadership to maintain CFEA as a worthwhile organization for its membership and as a member of the interfraternal community.
2. Serve as a spokesperson for CFEA, including designation of appropriate representation of the CFEA at such official functions as the annual meetings of the National Interfraternity Conference (formal wear may be required), Association of Fraternity Advisors, Fraternity Executives Association, National Pan-Hellenic Council, National Panhellenic Conference, Professional Fraternity Association, Association of College Honor Societies and others as deemed necessary and appropriate.
3. Make arrangements to hold the CFEA Board of Directors meeting in conjunction with the midyear conference.
4. Contact CFEA affiliate members for Directory information and encourage them to participate in CFEA programs, including attendance at the Annual Conference.
5. Write a President's Message for the Directory and the CFEA website.
6. Suggest topics/articles/authors to the Editor of *The Fraternity Editor*, and review all material to be included in each issue, in advance of publication.
7. Inform members of CFEA programs and progress through the *Directory*, *The Fraternity Editor* and other appropriate means.
8. Prepare meeting agendas (Board of Directors and Annual Meeting).
9. Immediately after the Annual Conference and periodically during the year, consult with the Board of Directors, in general, and the President-Elect, in particular, about the work for the year and the personnel involved.
10. Appoint all committee chairmen and members, and with the President-Elect's assistance direct them in the performance of the year's work.

11. Direct all officers in the performance of their responsibilities and assigned activities.
12. Serve as an ex-officio member of the Varner Award Committee and as a member of the Ford Award Committee, contacting the recipients and his/her fraternities to inform them of the honor.
13. Accompany the CFEA Annual Conference Chairman on the annual Conference site visit.
14. Review the Constitution and the *Handbook* annually with the President-Elect and the Parliamentarian.
15. Appoint a parliamentarian for the Annual Meeting, in cooperation with the Constitution Committee.
16. Present awards and serve as master of ceremonies as required at the Annual Conference.
17. Host the President's Reception at the Annual Conference, subject to the availability of funds toward the event.
18. Appoint two non-officers to the audit committee.
19. Appoint and convene a Constitution and Resolutions Committee as needed.

## **PRESIDENT-ELECT**

*General responsibilities outlined on page 2*

### **Constitutional Responsibilities**

Perform the duties of the President at all meetings at which the latter is absent (Article IV, Section 5).

### **Other Responsibilities**

1. Provide consultation, immediately after the Annual Conference and periodically during the year, for the President about the work for the year and the personnel involved.
2. Supervise committee chairmen in the performance of their responsibilities and assigned activities, including compiling reports planned activities, schedule and budget income/expenditures for the mid-year Board of Directors meeting and the Annual Meeting.
3. Prepare the annual schedule of committee activities, including mailing dates for various materials.
4. Compile year-end reports achievements according to planned activities, schedule and budget income/expenditures, as well as recommendations from committee chairmen for assessment and transmittal to incoming chairmen.
5. Review and revise, as appropriate, job descriptions for officers and committees.
6. Chair the Audit Committee.
7. Chair the Ford Award Committee.
8. Prepare and send, on the behalf of the board, a letter of thanks to the presidents and executives of the organizations of all officers and committee chairs shortly after the conclusion of the mid-year board meeting.
9. Review the Constitution and the *Handbook* annually with the President and the Parliamentarian.

## **SECRETARY**

*General responsibilities outlined on page 2*

### **Constitutional Responsibilities**

Keep accurate minutes of the meetings of the Association, of the Executive Committee and of the Board of Directors (Article IV, Section 6).

### **Other Responsibilities**

1. Distribute minutes to all members of the Board of Directors within three weeks of meetings (and to others on request and approved by the President).
2. Distribute the previous year's Annual Meeting minutes to all members at the current Annual Meeting.
3. Notify the editor of *The Fraternity Editor* when minutes are available for distribution upon request.
4. Arrange for production of CFEA stationery.

5. Conduct such CFEA correspondence, including mail ballots of the Board of Directors, as would normally be considered the function of the Secretary and/or as assigned by the President.
6. Chair the Directory Committee, assuming responsibility for *Directory* copy development, proofreading, production and distribution with distribution as early in the fiscal year as possible.
7. Serve as a member of the Ford Award Committee.
8. Maintain inventory of special materials, including new member pins, past president medallions , service recognition pins and Varner awards, and, if necessary, order any additional special materials.
9. Compile a list of editors eligible to receive service recognition pins at the Annual Conference
10. Serve on the Audit Committee.
11. Maintain the CFEA laptop as a tool of the office.
12. Update the CFEA membership database on the CFEA laptop; provide current membership labels to any member who requests them.

## **TREASURER**

*General responsibilities outlined on page 2*

### **Constitutional Responsibilities**

Be in charge of the Association's funds, subject to the supervision of the Board of Directors (Article IV, Section 7).

### **Other Responsibilities**

1. Secure a bond on the individual serving as Treasurer.
2. Solicit information to be received early in the fiscal year from committee chairmen as to anticipated income and expenditures relative to the committee's planned work for the year.
3. Prepare and distribute to the Board of Directors by the current year's proposed budget.
4. Receive all income and pay all bills of the Association, performing such responsibilities within two weeks.
5. Balance the checking account monthly.
6. Distribute to the Board of Directors and committee chairs quarterly balance sheets of the various CFEA funds and a general statement on the overall financial condition.
7. Present reports of the various CFEA funds and the overall financial condition at all Board of Directors meetings and the Annual Meeting.
8. Invest funds in the amount and manner approved by the Board of Directors.
9. Send membership renewal invoices with the spring Annual Conference solicitation.
10. Contact, by phone, any organizations not renewing membership after one or two notices; report non-renewal reasons to the Board of Directors.
11. Forward membership information received with dues to the Secretary for inclusion in the CFEA Directory.
12. Supervise the maintenance of the CFEA mailing list by verifying and updating information with the Secretary, based on dues payments and related information received from member organizations.
13. Review CFEAs tax status.
14. Provide a list of new members to the Membership Recruitment Committee and the New Member Committee.
15. Provide a list of new members to the Secretary for new member pins.
16. Serve as a member of the Ford Award Committee.

## **EXECUTIVE COMMITTEE**

Consists of the President, President-Elect, Secretary, and Treasurer.

**Constitutional Responsibilities**

Fill vacancies in elected offices, when they occur, for the remainder of the term (Article IV, Section 3).

Meet at such times and places as the President may determine, or by agreement of a majority of the Committee (Article VI, Section 3).

**Other Responsibilities**

Along with the Immediate Past President, serve as the Ford Award Committee.

**DIRECTORS**

*General responsibilities outlined on page 2*

**Constitutional Responsibilities**

Serve on the Board of Directors (Article IV, Section 2.)

**Other Responsibilities**

1. Provide such service as required as a committee chairman or member.
2. Provide leadership and service to CFEA in every way possible.
3. Act as a liaison with the general membership, being sensitive to individual and collective needs.

**IMMEDIATE PAST PRESIDENT**

*General responsibilities outlined on page 2*

**Constitutional Responsibilities**

Should the Immediate Past President not wish to continue to serve on the Board of Directors, the membership will elect an additional member to the Board of Directors.

**Other Responsibilities**

1. Serve as a member of the Interfraternity Liaison Committee.
2. Serve as a member of the Varner Award Committee.
3. Serve as a member of the Ford Award Committee.
4. Be available to the President and the Board of Directors for counsel regarding Association programs and policies based on experience gained through tenure and position of leadership.
5. Serve as a member of the Audit Committee.
6. Serve as Chairman of the Past President s Advisory Committee.

**BOARD OF DIRECTORS**

Consists of the Executive Committee, Directors and Immediate Past President

**Constitutional Responsibilities**

Designate the fiscal year for this Association. (Article III, Section 2).

May extend associate membership upon payment of annual dues, as established by the Board of Directors, to any person, commercial suppliers, vendors and others whose resources enhance fraternalism (Article II, Section 3).

May extend honorary membership to any individual based upon past outstanding service to the Association, including but not limited to, service as an elected member of the Board of Directors (Article II, Section 4).

Govern this Association by conducting meetings of the Board of Directors between the Annual Meetings (Article III, Section 1).

Approve other such offices and committees as may be appointed for a period of one year by the President (Article IV, Section 8).

Approve three months prior to an Annual Meeting, a nominations committee of three individual members appointed by the President, one of whom the President has designated as chairperson (Article V, Section 1).

Conduct special meetings from time to time, but transact only such business as specified in the call (Article VI, Section 2).

Meet in concert with the Executive Committee at such times and places as the President may determine, or by agreement of a majority of the Committee (Article VI, Section 3).

Determine the registration fee to be levied for individuals attending the Annual Conference or special meetings of the Association (Article VII, Section 2).

**COMMITTEES**



## ANNUAL CONFERENCE COMMITTEE

### **Mission Statement**

- To plan, promote, and conduct a successful Annual Conference and Annual Meeting, perhaps the most visible and direct benefit to CFEA members.

### **Constitutional Responsibilities**

Arrange and supervise the Association's Annual Meeting for the conduct of business and for an editors' conference (Article VI, Section 1).

Charge the registration fee established by the Board of Directors for individuals attending the annual or special meetings of the Association (Article VII, Section 2).

### **Other Committee Responsibilities**

1. Plan the program content and schedule, making arrangements for speakers and meal functions.
2. Work with the FEA Program Chairman regarding possible joint functions and workshops. (Dependent on times/locations of the two conferences.)
3. Visit the Annual Conference site along with the FEA President and Program Chairman and the CFEA President, if possible.
4. Work with the Sponsors/Associate Members Chairperson.
5. Prepare and distribute Annual Conference information, with registration materials, to membership.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## AUDIT COMMITTEE

### **Mission Statement**

- To conduct an examination at least annually of the statements of accounts and other financial records prepared by the Treasurer of the Association. The committee is chaired by the President-Elect; the Secretary and the Immediate Past President are committee members. Two non-officers shall be appointed to this committee by the president, if qualified and available.

### **Committee Responsibilities**

1. Meet during the Annual Conference to conduct the audit.
2. Present the committee report at the Annual Meeting.

### **Chairperson Responsibilities**

Provide a suitable briefing and follow-up report for his/her successor in office.

## **AWARDS COMMITTEE**

### **Mission Statement**

- To recognize CFEA members for significant achievement in a variety of categories. The publicity attained from the announcement of winners is designed, in part, to challenge other members and to encourage further improvement in publications and other communications. The awards bring honor to the Greek system, the fraternity principles, and the dedicated editors and others associated with Greek-letter publications.

### **Committee Responsibilities**

1. Immediately following the Annual Conference, review awards criteria for possible revisions. Present to Board at mid-year meeting for approval.
2. Mail rules and entry forms to members in mid-February.
3. Contact a suitable interfraternal representative to serve as facilitator at the judging function.
4. Secure judges, giving consideration to avoiding the retention of any whose fraternal affiliation might be considered to be a conflict of interest.
5. Receive entries and check to see that all rules and criteria are properly followed.
6. Sort and distribute entries to judges.
7. Arrange judging function.
8. Secure awards and certificates and prepare a display (for the Annual Conference) of all entries.
9. Prepare awards presentation for and announce winners at the Annual Conference.
10. Contact NIF and Banta to coordinate the presentation of their awards.
11. Prepare display for Critics Choice Awards to be voted on by editors present at the Annual Conference.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **COMMUNICATION SERVICES COMMITTEE**

**Mission Statement**

- To obtain or prepare articles, art and other materials for distribution to CFEA members for possible use in their publications or as reference materials. To also periodically produce and distribute the *CFEA Bibliography*, a publication identifying and critiquing books, publications and related materials of value to the fraternity editor.

**Committee Responsibilities**

1. Contact National Interfraternity Foundation Publications Award winners for permission to distribute their articles.
2. Develop, commission or solicit illustrative material.
3. Develop a list of possible topics/authors and solicit suggestions from the Board of Directors and the general membership.
4. Prepare and distribute materials at least twice during the year, but more often if possible and appropriate.
5. Provide original articles and attach author information, plus a photo if available.
6. Survey members and distribute a list of photographers and artists interested in working for Greek-letter organizations at nominal fees.
7. Assume responsibility for the compilation, publication and distribution of the *CFEA Bibliography*, which is published periodically.
8. Review books, publications, videotapes, computer programs and other materials of interest to members for publication in *The Fraternity Editor* and for possible inclusion in the *CFEA Bibliography*.
9. Include information for the CFEA website to the Information Technology Chairman.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**DIRECTORY COMMITTEE**

### **Mission Statement**

■To annually produce and distribute the *CFEA Directory*, a listing of member organizations by categories of membership, with representatives' names, addresses, and phone and fax numbers. It also includes the history of the Association, the *Constitution*, listings of services, officers, committee chairmen and members, past presidents, etc., plus additional material of interest and value. The Secretary serves as committee chairman.

### **Committee Responsibilities**

1. Assume writing/rewriting, copy development, proofreading, production and distribution of the *CFEA Directory*, with distribution as early as possible in the fiscal year.
2. Work with the Treasurer and President to receive the information regarding continuing and new regular, associate and affiliate members for inclusion in the *CFEA Directory*. Request President's Message from the President.
3. Maintain keyboarded data disks and desktop publishing disks to be forwarded to successor.
4. Establish a timetable for production at Directory Committee meeting during Annual Conference. Assign specific responsibilities to committee members. Coordinate and follow-up for timely production and mailing.
5. Provide *Directory* in appropriate format to the Information Technology Chairman for posting on the website.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **THE EDITOR'S EDITION COMMITTEE**

### **Mission Statement**

■Produce and distribute *The Editor's Edition*, a newsletter featuring news of a personal nature about the CFEA family member organizations, individuals and CFEA itself. Distribute three times a year to editors only.

### **Committee Responsibilities**

1. Assume writing, copy development, proofreading, production and distribution of *The Editor's Edition*, with publication dates interspersed with those of *The Fraternity Editor*.
2. Develop a program for soliciting and securing news for possible publication in *The Editor's Edition*.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **FORD AWARD COMMITTEE**

**Mission Statement**

■To annually recognize a CFEA member for voluntary contributions to the Association, especially through committee service. The award was established in 1989 by Pi Beta Phi Fraternity in honor of former editor Marilyn Simpson Ford. The committee is chaired by the President-Elect; the President, Secretary, Treasurer and immediate Past President are committee members.

**Committee Responsibilities**

1. Request recipient recommendations from the Executive Committee.
2. Determine the winner by a mail vote of the committee (President, President-Elect, Secretary, Treasurer, Immediate Past President).
3. Contact Pi Beta Phi Executive Director with winner's name and organization; request that engraved plaque be sent to President-Elect and that winner's name be engraved on permanent plaque in Pi Beta Phi Central Office (plaque and engraving donated annually by Pi Beta Phi).
4. Prepare remarks and present award at the Annual Conference Awards Banquet (no announcement is made prior to the Annual Conference).
5. Prepare an article about the award winner for *The Fraternity Editor* and *The Arrow of Pi Beta Phi*.

**Chairperson's Responsibilities**

Provide a suitable briefing and follow-up report for his/her successor in office.

**THE FRATERNITY EDITOR COMMITTEE**

**Mission Statement**

■To distribute *The Fraternity Editor*, CFEAs flagship publication, with news as well as educational and promotional material to inform, educate and entertain members of CFEA. Mailed four times per year.

**Committee Responsibilities**

1. Assume writing, copy development, proofreading, production and distribution of *The Fraternity Editor*, which is published at least four times a year: fall, winter, spring, and Annual Conference.
2. Obtain and/or prepare articles and artwork for publication.
3. Seek content ideas from officers, committee chairs and members.
4. Work closely with the President and President-Elect to suggest content, material and proofreading.
5. Assign one committee member to solicit and compile information for the Meet The Editors section in the Annual Conference issue.
6. Provide digital text and pictures to CFEA webmaster for posting on-line edition of *The Fraternity Editor*.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**INFORMATION TECHNOLOGY COMMITTEE**

### **Mission Statement**

- To research and communicate to the membership the latest in computer information technology as it pertains to Greek-letter communications. To also help members learn how to use such technology, and to help them understand its practical value in their craft.

### **Committee Responsibilities**

1. Keep abreast of computer information technology.
2. Obtain and prepare articles describing how information technology can benefit CFEA members and their magazines. Disseminate via special mailings and *The Fraternity Editor*.
3. Develop a forum for information technology exchange among the members.
4. Facilitate electronic communication among the members by promoting the benefits of online services and assisting members in efficient use of such services.
5. Create and maintain an electronic distribution list to aid in cost-effective communication between CFEA members, committees, directors and officers.
6. Provide practical how-to information about computer technology at annual conference and/or through other means.
7. Assist other committees in making the most of information technology.
8. Provide regular share-ware distribution among the membership.
9. Maintain and update the CFEA website.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at time prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up for his/her successor in office, as soon as possible after completion of his/her term.

## **INTERFRATERNITY LIAISON COMMITTEE**

**Mission Statement**

- To exercise leadership and service in the promotion of contact and cooperation between CFEA and the various interfraternal organizations to further the enjoyment of personal relationships; engenderment of good will; establishment of lines of communication; encouragement of efforts toward better communications between the organizations and their various publics; and enhancement of the objectives of the organizations through the spirit of mutual regard. The Immediate Past President serves as a committee member.

**Committee Responsibilities**

1. Seek ways to strengthen relationships and enrich CFEAs work through, and with, interfraternal organizations, including the Association of College Honor Societies, Association of Fraternity Advisors, Fraternity Executives Association, National Interfraternity Conference, National Pan Hellenic Council, National Panhellenic Conference, Professional Fraternity Association and the Center for the Study of the College Fraternity.
2. Explore possibilities for new Affiliate Members and the continued involvement of current Affiliate Members.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**MEMBERSHIP STRATEGY COMMITTEE****Mission Statement**

- To encourage CFEA membership among those groups and organizations that are eligible for regular or associate membership.

**Committee Responsibilities**

1. Maintain an up-to-date listing of the members of the Fraternity Executives Association, National Interfraternity Conference, National Pan-Hellenic Council, National Panhellenic Conference, Association of College Honor Societies and Professional Fraternity Association for use in soliciting memberships.
2. Contact all FEA, NIC, NPHC, NPC, ACHS, and PFA members who are not CFEA members and solicit their membership in the Association. Promote and inform of CFEA through the CFEA brochure.
3. Maintain an annual list of those organizations solicited for membership in the Association.
4. Direct those responding favorably to send checks and new member information to the Treasurer, who will relay the information to the Secretary (for mailing list and for Directory inclusion) and to the New Members Chairperson (for new member welcome coordination).
5. Present prospective Associate Members to the Board of Directors for approval.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**NEW MEMBER COMMITTEE**

### **Mission Statement**

- To help new members of CFEA gain a working knowledge of the responsibilities/opportunities associated with Greek-letter communications.

### **Committee Responsibilities**

1. Welcome members new to Greek journalism and provide them with a packet of information, including the *CFEA Handbook*, *CFEA Bibliography*, *The Fraternity Editor* and *CFEA Directory*.
2. Plan and facilitate the New Member Workshop at the Annual Conference.
3. Establish and maintain the mentor program whereby veteran association members are assigned to counsel and assist new members.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **NOMINATIONS COMMITTEE**

**Mission Statement**

- To determine interest and ability of members regarding leadership positions within CFEA, to present a slate of candidates for the consideration of voting members in electing officers and Directors, and to provide new officers with suggestions of members who might assume committee responsibilities.

**Constitutional Responsibilities**

Three months prior to an Annual Meeting, the President, with the approval of the Board of Directors, shall appoint a Nominations Committee of three individual members and shall designate one from among them as chairperson. The Nominations Committee shall be responsible for reviewing and soliciting from among the Association's membership those willing to serve in elective office and for presenting its recommendations to the membership at the Annual Meeting. The Nominations Committee shall endeavor to ensure its recommendations for elective office include at minimum one individual from each of the categories of fraternal organizations represented in the membership of the Association (Article V, Section 1).

The Nominations Committee shall present its recommended slate to the membership. Nominations may be made from the floor provided that the nominator submit to the Secretary a signed acknowledgement from the person to be nominated that said person is willing to fulfill the responsibilities of the office. Should nominations from the floor be made, election shall be by secret ballot. Election of non-contested offices may be made by acclamation (Article V, Section 2). (Also see Elections and Nominations in the attached policies section.)

**Other Committee Responsibilities**

1. Prepare an explanatory article about the upcoming elections, positions to be filled, and opportunities for both elective office and committee leadership for publication in *The Fraternity Editor* along with an expression of interest form.
2. Distribute an explanation of elections and expression of interest form to all member organizations with an pre-conference mailing or 60 to 90 days in advance of the Annual Conference.
3. Determine, in interviews conducted at the Annual Conference, if the member interested in an elective office has the ability to attend at least two Board of Directors meetings including the Annual Meeting; the support of the member organization for this involvement; the financial means for meeting the expenses involved, either through the member organization or as a personal contribution; the leadership qualifications that will serve CFEA; a record of previous service and leadership on behalf of CFEA and a commitment to term of service.
4. Present the slate of elective officers to the membership at the final Annual Meeting business session.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**PUBLICATIONS DISPLAY COMMITTEE**

### **Mission Statement**

- To prepare the display of publications and other communications slide shows, videotapes, etc. for the Annual Conference and NIC/AFA meetings. To help maintain the permanent display at National Interfraternity Conference.

### **Committee Responsibilities**

1. Work with the Fraternity Executives Association Publications Display chairman to solicit materials and prepare the display, including set-up and take-down.
2. In conjunction with the FEA Chairman and NIC, catalog items in permanent display and/or storage.
3. Explore ways the display can be of benefit to other interfraternal organizations.
4. Solicit new contributions from CFEA membership. Purge dated or damaged items.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **PUBLIC RELATIONS COMMITTEE**

### **Mission Statement**

- To exercise the promotion of CFEA toward the various interfraternal organizations to establish lines of communication, encourage better communications between the organizations and their various publics and enhance the objectives of the organizations through the spirit of mutual regard.

### **Committee Responsibilities**

1. Publicize, through news releases, CFEA award recipients, newly elected officers, special programs and projects, and other newsworthy achievements of CFEA and its members.
2. Coordinate, with the appropriate officer or committee chairman, a program to provide information about CFEA contributions and achievements by members, program presenters, sponsors, etc., to their inter/national fraternity headquarters, employers, etc.
3. Assist the officers and committee chairmen in all ways possible, including CFEA publications, other communications and programs, to inform the membership of CFEA services and to stimulate interest and involvement in CFEA.
4. Oversee non-conference education projects.
5. Coordinate the CFEA Speakers Bureau and Freelance Bureau.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **REGIONAL CONFERENCES COMMITTEE**

**Mission Statement**

- To plan, promote and conduct successful Regional Conferences suitable for a smaller attendance than the Annual Conference.

**Committee Responsibilities**

1. Plan the program content and schedule, making arrangements for speakers and meal functions.
2. Prepare and distribute Regional Conference information, with registration materials, to membership.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**SPONSORS/ASSOCIATE MEMBERS COMMITTEE**

**Mission Statement**

- To recruit and encourage vendors and companies with which our members do business to become associate members of CFEA and serve as sponsors of the annual conference, while seeking out opportunities for sponsors and associates to get in return the most visibility and personal connections with our members as possible.

**Committee Responsibilities**

1. Seek to renew associate memberships/sponsorships of current groups
2. Seek out and recruit new associate members/sponsors
3. Solicit feedback from current associate members/sponsors
4. Look for ways to continually involve associate members/sponsors in CFEA

**Chairperson Responsibilities**

1. Form a sponsorship level structure to be approved by the Board of Directors
2. Maintain a database of current and potential associate members/sponsors
3. Send out sponsor/associate member information prior to the Annual Conference encouraging vendors to join
4. Seek feedback from associate members/sponsors on how to get the most out of their involvement
5. Serve as the liaison between sponsors and CFEA
6. Communicate regularly with the Annual Conference Chairperson on sponsorship details (copy and size of program advertisement, event sponsorship details, arrange for booth/table space for on-site sponsors, etc.)
7. Follow up with sponsors after the conference with thank-you notes

**SURVEY COMMITTEE**

### **Mission Statement**

■To conduct, at the direction of the Board of Directors, surveys of the members to obtain data for comparison and evaluation of the demographics and information regarding member publications, other communications, etc. It is also appropriate to survey members for their needs, desires and suggestions, as well as their views of and reactions to CFEA programs and projects. Surveys of short-term and long-term trends, as well as perceptions at any particular time, can be most helpful in determining CFEAs future policies and programs.

### **Committee Responsibilities**

1. Prepare and distribute surveys and compile information prior to the Annual Conference in even-numbered years.
2. Report survey results to the membership through *The Fraternity Editor* with full results available upon request.

### **Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

## **VARNER AWARD COMMITTEE**

**Mission Statement**

- To annually recognize an individual, who is a member of a CFEA member organization, for performing extraordinary service and for achieving peer respect through a spirit of assistance and kindness.

The Evin C. Varner Award was established in 1985 to honor Evin C. Varner, Alpha Sigma Phi, whose exceptional and generous devotion to and work for his fraternity, CFEA and the entire Greek-letter system was extraordinary, creative and productive.

A Varner Award nominee must be a member of a CFEA member organization, but need not be a member of the nominating organization. The Varner Award recipient(s) should demonstrate, over a period of years and with notable efforts and results, a record of effectively communicating the meaning and opportunities of fraternal life, through his or her own organization and/or interfraternal associations, of working with and helping others in Greek-letter work, and of interfraternal cooperation, resulting in a high level of peer respect. Service in positions of leadership and communications, while not a requirement, are strong indicators of award eligibility.

The CFEA President will present the award to the Varner Award recipient at the Annual Conference awards program.

**Committee Responsibilities**

1. Prepare, distribute and judge award applications.
2. Acquire a suitable award to be presented to the recipient and a plaque for the recipient's organization (CSA Promotions) and arrange for update of plaque at National Interfraternity Conference.
3. Prepare, or enlist a member of the recipient's organization to write an article about the winner for the Annual Conference issue of *The Fraternity Editor*, the recipient's fraternity and alma mater.
4. Notify (via CFEA President) recipient, explaining procedure and costs to be involved with the presentation at the Annual Conference.
5. Arrange for the recipient to be appropriately welcomed at the Annual Conference.
6. A member of the award selection committee may not nominate a recipient or must resign from the committee upon doing so.
7. If, in the judgment of the committee, the Varner Award should not be presented in any particular year, the Board of Directors will designate an Evin Varner Lecturer for that year's Annual Conference.

**Chairperson Responsibilities**

1. Present requests for budgetary allocations at times prescribed by the Treasurer, and conduct committee work within specific budgetary allocations.
2. Submit progress reports for presentation at the mid-year and annual meetings.
3. Include the President and President-Elect in all correspondence about committee work.
4. Provide a suitable briefing and follow-up report for his/her successor in office, as soon as possible after completion of his/her term.

**POLICIES**

## Affiliate Members



1. Affiliate members are encouraged to attend the Annual Conference and will be recognized at the Annual Conference Banquet.

## Amendments

The *Handbook* may be amended by a mail vote or at any called meeting of the Board of Directors by a favorable vote of six Board members. If any member shall propose amending this *Handbook*, the proposed change shall be reviewed by the Board and approved or rejected at its next meeting or by a mail vote. Any such amendments or rejected proposals shall be presented to the membership at the next Annual Meeting; at that meeting any rejected proposal for amendment may be approved by a simple majority of those present.

## Annual Conference

Members canceling their paid annual conference registration before the registration deadline date shall be entitled to a full refund of the registration fee. Members canceling their paid annual conference registration during the period between 30 and seven days prior to the start of the conference shall be entitled to a refund of one-half of the registration fee. Members canceling their paid annual conference registration less than seven days prior to the start of the conference shall not be entitled to a refund, unless extenuating circumstances prompt the board of directors to approve such a refund.

## Associate Members

Upon paying Annual Conference sponsorships, associate members are encouraged to participate in Annual Conference activities. Associate members are not entitled to vote or hold office (Article II, Section 3).

## Awards, Scholarships, and Grants

1. The sponsor of a proposed CFEA award, scholarship or grant must be a regular, affiliate or associate member of CFEA.
2. The proposed award, scholarship or grant must have merit to the Association, Association members or the interfraternal community. Final acceptance of merit will rest with the CFEA board.
3. All criteria for the proposed award, scholarship or grant will be made in cooperation with the CFEA Board, the appropriate committee(s) and the sponsor. Final approval of criteria will rest with the CFEA Board.
4. Final acceptance and approval of the award, scholarship or grant must occur no later than the mid-year meeting of the CFEA Board to allow for proper notification of the membership of the availability of the new award, scholarship, or grant.
5. Sponsors of, nominees for, or nominators for an award, scholarship or grant may not vote, judge or take part in selecting the recipient of that award, scholarship or grant.

## Budgets/Association Funds

1. The CFEA Board and officers shall make every effort to maintain a balanced budget and not spend reserves for annual expenses.
2. The Annual Conference shall be self-sustaining with annual expenses balanced by annual membership fees.
3. The annual expenses of association business, committees and services shall be balanced by annual membership fees.
4. A reserve fund shall be maintained for emergencies and added to when possible. Reserves may be used for items that might benefit the membership over a period of years.
5. A separate income and expense line item (and separate reserve fund, if and when fiscally possible) shall be maintained for non-conference education projects. It should support and draw income from special projects

undertaken by the Association that may run over a period of years. The projects, which must be approved by the CFEA Board, should be primarily, but not exclusively, for interfraternal audiences outside the Association.

### **Directory**

1. The *Directory* shall be regularly updated and made available at least one annually to the CFEA membership. The Board of Directors shall determine in what form the *Directory* will be distributed.
2. In general, in addition to listing member organizations, the *Directory* should include the CFEA *Constitution*, committee chairmen, past presidents, Varner Award winners, Ford Award winners, a list of CFEA services, the history of CFEA and other material that the Secretary and Treasurer deem appropriate.
3. Any organization whose dues, either new or renewal, are received after *Directory* deadlines will not be included in the *Directory*. These organizations, however, are still to be considered members of CFEA. As their dues are received, they will be added to the CFEA mailing list maintained by the CFEA Secretary
4. The *Directory* shall be made available and regularly updated on the CFEA website.

### **Editor s Edition**

1. *The Editor s Edition* shall be mainly composed of information concerning the persons involved with editing CFEA member publications the editors themselves. Examples of information appropriate to the publication include, but are not limited to, changes in jobs, families, trivia and other miscellaneous information.
2. *The Editor s Edition* is sent to editors only.

### **Elections**

1. In the event that a nominee is proposed from the floor for one of the four officer positions, each nominee for that position will be accorded up to five minutes for presentation, personally or by others, of his or her qualifications. At the conclusion of the presentations, a secret ballot shall be held for that office, with each regular member organization having one vote.
2. Should there be, after nominations from the floor, more than four nominees for the director positions (not officer positions), all nominees shall be presented as a group and each nominee or a supporter shall be accorded up to three minutes for presentation of the nominee s qualifications. After the presentations, a secret ballot shall be held on the four director positions as a group, with each regular member organization having one vote.
3. The President shall appoint three members to act as tellers of ballots for secret elections.

### **Fiscal Year**

The CFEA fiscal year is October 1 to September 30.

### **Fraternity Executives Association (FEA)**

Refer to resolution from 2000 Conference regarding CFEA annual meeting.

### **Gifts**

CFEA is opposed to establishing a tradition of giving gifts of monetary value for services rendered by board members or committee chairmen.

### **Mailing Lists**

1. The CFEA mailing list will be maintained by the CFEA Secretary.
2. The CFEA Treasurer is responsible for notifying the Secretary of all address changes.

## Membership

1. Individuals do not hold membership in CFEA; rather organizations are members of CFEA. Because these organizations name their representatives, individuals must route their request through their member organizations.
2. The rights and privileges of membership are those of the organization with the representative acting on behalf of his or her group.

## New Members

1. The New Members Committee Chairperson is responsible for welcoming new editors or editors of new member organizations throughout the year.
2. Each new editor should receive by mail a packet of CFEA materials.

## Nominations

The CFEA President shall not be present for, nor involved in, Nominations Committee candidate interviews.

## Parliamentarian

The President appoints a Parliamentarian for the Annual Conference business sessions. The President-Elect and the Parliamentarian annually review the Constitution and the *Handbook*.

## Past Presidents

CFEA Past Presidents no longer serving their organizations as editors are honorary members.

## President-Elect

The President-Elect is encouraged to contact prospective committee chairmen and members prior to his or her election as President.

## Service Award and Recognition Pins

Recognition pins will be awarded only to those CFEA member organization representatives attending the Annual Conference. Pins awarded are silver for five years, gold for 10 years, pearl for 15 years, garnet for 20 years, and diamond for 25 years.

## Varner Award

1. The Varner Award recipient will have his or her Annual Conference registration, room and meals paid for by CFEA, although the Board of Directors may specify a two-day maximum for room and meals for budgetary reasons. The recipient's organization is requested to fund his or her transportation.
2. Varner Award nominees are limited to those candidates who are living or who have been deceased for less than five years from the date of nomination.

## Voting

1. The CFEA President shall exercise a vote only to make or break a tie vote of the Board of Directors. However, this provision shall not prevent the President from voting in annual or special meetings as the representative of his or her member organization.

## RESOLUTIONS

### RESOLUTION ON RISK MANAGEMENT

Passed June 24, 1990, Revised July 8, 1991

WHEREAS, legal liability poses the greatest threat to the financial well-being and perhaps the existence of Greek organizations today, and

WHEREAS, some fraternity chapters, through ignorance or disregard of legal liability, operate in such a way as to jeopardize their own well-being, that of their national organization, the campus Greek system, and the North American Greek movement, and

WHEREAS, some chapters incur unacceptable legal liability through alcohol abuse, illegal drug use, hazing activities, sexual abuse, and failure to meet acceptable fire, health, and safety standards, and

WHEREAS, of all the means of incurring unacceptable legal liability the abuse of alcohol has often been rated the most prevalent and primary contributor to other risks, and

THEREFORE BE IT RESOLVED that the College Fraternity Editors Association member organizations fully support all of the educational programming and risk management standards instituted within all Greek organization chapters, and

BE IT FURTHER RESOLVED that education on risk management, for undergraduates and alumni, should be a highly priority in Greek communication programs, and

BE IT FURTHER RESOLVED that care should be taken in editing all Greek communications so as to assure that content is in accord with the spirit of risk management standards and of those standards of the publishing organization.

### RESOLUTION ON CLEAR WRITING

Passed June 24, 1990

WHEREAS, the use of gross euphemism and circumlocutory language to deceive, mislead or obfuscate known informally as doublespeak has become increasingly evident in business, government, the military, education and associations, and

WHEREAS, Greek organizations are dedicated to the highest standards of honesty in all forms of behavior,

NOW, THEREFORE BE IT RESOLVED that the College Fraternity Editors Association condemns the use of intentionally deceptive, misleading or obfuscatory language by any person or organization, Greek or non-Greek, and

BE IT FURTHER RESOLVED that only clear, honest language is acceptable in any form of Greek communication.

## **RESOLUTION ON LITTLE SISTER/BIG BROTHER GROUPS**

Passed July 8, 1991

WHEREAS, the North American Greek Movement offers excellent opportunities for both men and women to share a fraternal experience, and

WHEREAS, women's auxiliary groups organized by men's Greek organizations (commonly called little sister groups) and men's auxiliary groups organized by women's Greek organizations (commonly called big brother or little brother groups) too often interfere with proper chapter operations, blur the distinction between men's and women's organizations and result in the fostering of inappropriate attitudes towards sexual roles, and

WHEREAS, the College Fraternity Editors Association's member organizations, individually and collectively, have adopted policies opposed to little sister/big brother groups,

NOW, THEREFORE LET BE RESOLVED that the College Fraternity Editors Association supports its members organizations opposition to little sister/big brother groups, and

BE IT FURTHER RESOLVED that care should be taken in Greek communications to assure that no legitimacy is given to such auxiliary groups except in a historical context.

## **RESOLUTION ON SOY INK**

Passed July 8, 1991

WHEREAS, North American history is rooted in the industry of agriculture, and

WHEREAS, the food and fiber industry is basic to human existence, and

WHEREAS, the protection and preservation of the environment is vital to continued existence, and

WHEREAS, soybean oil-based printing ink is a tested and proven product which provides a new market for an agricultural farm product and replaces petroleum-based inks with an environmentally friendlier alternative, and

WHEREAS, soy ink has been shown to emit less toxic vapors into the atmosphere and to improve the paper recycling process;

NOW, THEREFORE BE IT RESOLVED, that the College Fraternity Editors Association supports the use of soy ink in all of its member publications, and

BE IT FURTHER RESOLVED, that the College Fraternity Editors Association and its members will urge their commercial printers to use soybean oil-based inks for all other publications and printing;

AND BE IT FURTHER RESOLVED, that all member fraternities using soy ink are encouraged to display the SoySeal trademark of the American Soybean Association to indicate its use of soy ink, and to demonstrate that the fraternity supports environmental awareness, and products made in North America.

## RESOLUTION ON HUMAN DIGNITY

Passed July 11, 1992

WHEREAS, the concept of the community of humanity is basic to the viewpoint of the North American Greek movement, and

WHEREAS, the College Fraternity Editors Association member organizations are all devoted to fostering friendship and understanding among individuals with common ideals and interests, and

WHEREAS, said member organizations are also devoted to the personal growth and betterment of their individual members, and

WHEREAS, all forms of bigotry, chauvinism, and self-proclaimed superiority are antithetical to Greek ideals in that they deny the community of humanity and prevent personal growth, and

WHEREAS, the single-sex status of some member organizations is based upon the value of single-sex bonding and support groups and not upon any perceived superiority of one gender over the other, and

WHEREAS, any act, attitude or communication by a member or members of any Greek organization meant to demean other human beings on irrational grounds is instead demeaning to other Greek ideals, and

WHEREAS, some institutions of higher education have established or are attempting to establish rules that abolish single-sex fraternal or social organizations,

NOW THEREFORE, BE IT RESOLVED that the College Fraternity Editors Association firmly opposes all physical, verbal, psychological, or sexual abuse of other human beings on such irrational basis as ethnic background, race, religion, membership status, national origin, sex, sexual orientation or state of health, and

BE IT FURTHER RESOLVED that the College Fraternity Editors Association firmly opposes oppression, repression, or other steps by institutions of higher education that interfere or do away with single-sex fraternal or social organizations, and

BE IT FURTHER RESOLVED that said opposition should be both apparent in and promoted through Greek communications.

## RESOLUTION ON ANNUAL CONFERENCES

Passed July 8, 2000

WHEREAS, the College Fraternity Editors Association has met in conjunction with the Fraternity Executives Association for its Annual Conference for a number of years with CFEA exerting little influence over location or budgetary caps for the conference;

WHEREAS, the College Fraternity Editors Association lost more than \$10,000 on the 1999 Annual Conference at Saddlebrook Resort and expects similar losses from the 2000 Annual Conference in Palm Springs, CA;

WHEREAS, these 1999 cost overruns occurred despite a CFEA registration fee that was nearly double that of FEAs conference registration fee;

WHEREAS, with CFEA having little influence over conference sites, the cost of airfares into locations such as Palm Springs can be nearly three times that of more central locations;

WHEREAS, cost comparisons between the property and location CFEA is considering for the 2001 annual conference will save CFEA members more than \$400 per attendee compared to the 2000 Annual Conference in Palm Springs;

WHEREAS; recent resort locations have added significantly to the expense of travel for speakers to the CFEA conference;

WHEREAS; back-to-back CFEA and FEA conferences require two-hat-wearing executives and staff members to be out of the office for six to seven days if they are attending both conferences;

WHEREAS; expensive, remote resort locations such as Palm Springs have prevented a handful of potential sponsors from sponsoring and attending the annual conference;

WHEREAS; the conference needs of CFEA are substantially different than those of FEA and, consequently, the amount of needed meeting room space is much less with CFEA;

WHEREAS; hotels frequently fail to distinguish that the CFEA and FEA conferences are two distinct conferences, due to similar names, and often mishandle the needs of CFEA attendees or the requests of the conference planning committee;

BE IT RESOLVED that CFEA hold a stand-alone Annual Conference (separate from the FEA annual conference) from May 3 - 6, 2001, at the Crown Plaza Hotel in Cincinnati, OH;

BE IT FURTHER RESOLVED that in the future, CFEA hold its Annual Conferences in locations that are publishing hubs and/or affordably accessible central metropolitan locations;

BE IT FURTHER RESOLVED that in the future, the CFEA Board not plan the CFEA Annual Conference any closer than two weeks from the date of the FEA annual conference and the CFEA Annual Conference take place between May and July;

AND BE IT FURTHER RESOLVED that in the future, the CFEA President-Elect and Executive Board shall announce the location and dates of the following year's Annual Conference during that year's Annual Conference. The recommendation to be made by the President-Elect with the Executive Board's approval.

# INSTALLATION OF OFFICERS

INSTALLING OFFICER: In the spirit of fraternalism we assemble here to install these members who stand before you, to be our Board of Directors and our Officers.

In doing so we remind them of the special way in which the College Fraternity Editors Association represents the bond of fraternalism and of the special character of its membership, determined are we to the promotion and fulfillment of the ideals of fraternalism. So, too are we each of us skilled in our use of communication tools, and committed to the improvement of fraternal communications through educational development.

Remember, then to conduct yourselves and this Association always in a way that upholds the dignity and traditions of the Association and fulfill the confidence of those who have elected you.

May I present:

- as President (name) \_\_\_\_\_
- as President-Elect (name) \_\_\_\_\_
- as Secretary (name) \_\_\_\_\_
- as Treasurer (name) \_\_\_\_\_
- as a Director (name) \_\_\_\_\_
- as a Director (name) \_\_\_\_\_
- as a Director (name) \_\_\_\_\_
- as a Director (name) \_\_\_\_\_
- as Past President on the Board (name) \_\_\_\_\_

Of our newly-elected Officers and Directors I ask:

Do you promise to uphold the Constitution of the College Fraternity Editors Association and to faithfully perform your duties to the advantage of all members and their societies?

RESPONSE: I do.

INSTALLING OFFICER: Past President, will you please pass the gavel to President.

[GAVEL PASSES]

[PAST PRESIDENT STEPS BACK]

[APPLAUSE]

[NEW PRESIDENT MAKES A SHORT SPEECH]

COLLEGE FRATERNITY EDITORS ASSOCIATION  
COMMITTEE REPORT



**Date:**

**Report Due (circle one):**      **November 1**              **March 1**              **June 1**

**Name of Committee** \_\_\_\_\_

**Chairperson** \_\_\_\_\_

**Members (list deletions or additions of NC if no change):**

**List this year s committee goals/objectives or attach Plans for the Year sheet:**

**List all committee activity, including traditional responsibilities from committee description in the CFEA HANDBOOK, and this year s committee goals/objectives according to completion schedule. Estimate expenses.**

<i>Activity</i>	<i>Completion Date</i>	<i>Expenses</i>
		\$

**Pertinent Information and Comments**

*Continue on additional sheets if necessary*

*I recommend the following for this committee next year:*

Send completed form to President-Elect.





**Name and Title** \_\_\_\_\_

**Traditional Responsibilities (additional)**

**Special Responsibilities (additional)**

**Current Goals and Objectives**

**Schedule of Activities/Budget**

<i>Completion Date</i>	<i>Activity</i>	<i>Expenses</i>
------------------------	-----------------	-----------------

\$

**Pertinent Information and Comments**

*Continue on additional sheets if necessary*