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WRITTEN BY: SIR GRYSWALD THE GREY
SIR HURIN THE IRON HAMMER

The purpose of this guide is to give the officers of the chapter, a guide by which to organize and direct their Shire of Chi Omega Rho. It will expand on the Constitution and Bylaws, giving the reasons behind them. This guide will also give practical applications and suggestions regarding the implementations of the Constitution and Bylaws. We pray that this guide will be of great assistance to you as you endeavor to carry out your task as an officer of your Shire of Chi Omega Rho. May god give you strength and wisdom.

Sir Gryswald the Grey
 Sir Hurin the Iron Hammer

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HISTORY BEHIND THE NAME

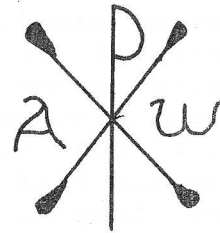
Chi Omega Rho originally got it's name from changing the first letters of the name Collegiate Order of Royal Rangers to the Greek letters, Chi (Χ) Omega (Ω) Rho (Ρ).

After a little research, Mike Harris the National Chi Omega Rho Representative, found a special monogram that was used by the 4th century Christians. The monogram consisted of the Greek letters, Alpha (Α) Chi (Χ) Omega (Ω) Rho (Ρ), see figure one.

The middle symbols contains the Greek letters Chi and Rho. These are the first two letters of the Greek spelling of Christ (Χριστός). Revelations 1:8,11 refer to Christ as the Alpha and Omega, the outer two letters. With this in mind the monogram says "Christ is the beginning and the end." In turn, the best interpretation for Chi Omega Rho would be "Christ is the end of all things." It is an important thing for anyone going through college to keep in mind.

Figure one

4th CENTURY CHRISTIAN MONOGRAM



YOUR CHAPTER NAME

The chapter name is the identity of that group, it is important that each chapter choose a name. Each chapter name should begin with the term "The Shire of..." The shire name should have some form of connection to the basic theme of the college. For example, the Evangel College Shire is named "The Shire of the Crusader" because the Crusader is the theme of the college. If the theme of the college does not fit into a medieval term it is suggested that the executive committee create a name that properly fits the medieval theme of Chi Omega Rho. If desired, the executive committee can write the National Chi Omega Rho representative for suggestions. All chapters must submit their shire name to the National Representative for approval, to avoid shire name duplication.

PURPOSE

The purpose stated in the Constitution is our reason for existing and it is very important to carry out each section. They are not in any special order, each is as important as the other. This purpose has been divided into three areas. If each of these areas are carried out you should have a well balanced program and carry out your purpose. The three areas are:

1. Royal Ranger Training
2. Ministry and Service
3. Medieval Theme

These areas are list below in more detail.

Royal Ranger Training

Since Chi Omega Rho is the Collegiate Order of Royal Rangers training is extremely important to our program. The philosophy of Chi Omega Rho is duty and service, but to preform ones duty one must know how. Chi Omega Rho trains a person well enough so that person can effectively carry out the task of leadership or any other task he must accomplish. Some of the ways that this can be done are listed below.

The shire can arrange with the District Royal Ranger Office to offer a Leadership Training Course (LTC) or may join a course already offered by the district. The chapter can also arrange or offer other courses such as CPR, first aid, swimming, canoeing, sailing, bicycling, hiking, repelling and even courses in flying. The list goes on and on, anything that is of interest to the members can be taught. Courses that have no connection with Royal Rangers can also be taught, such as basic computer, auto mechanics, sewing, and cooking. The courses are given for the members and not for Royal Rangers.

These courses may be opened to the student body, it would be a good promotion for your shire. You may charge a small fee to cover the charges of setting up and arranging the course or as a fund-raiser if the course is really in demand. The active members should only have to pay for the cost of material etc. They also should have first priority, as to the availability of space. That would be an advantage of being a member of Chi Omega Rho.

To set-up a course you should get a general consensus of the members to see if they are interested. Then you choose a couple of possible dates that the course could be taught. Next you find someone qualified to teach this course. Find out which one of the dates you have is best for him, if none, have him choose a day. Gather all information you can on the course, how long it takes, cost, materials, equipment, type of room, how many can take the course and anything else you can think of. Write it all down and review it with him to make sure you have it all straight. Find a place to have the course. If it is on campus or is open to the student body you will need the colleges' approval. Then publicize it according to the policies set forth by the college, getting approval for any posters etc. If the class involves risk to the students taking it such as repelling, a waiver may be required to release the school and your shire from any

accident. Planning is the key ingredient to a successful course.

Working in the local outpost is a practical way to learn. It is recommended that one work in the church that he is presently attending, therefore it is best to encourage those of the shire to do just that. By working in your church away from home, the boys are able to see that you also attend church on a regular basis. You are also able to develop a better relationship with the boys by being with them more often.

If a member is apprehensive about working with a group, try to work with him to dispel these fears. Giving him instruction in how to work with boys may be of help, for knowledge helps to displace fear. Your job is to encourage and uplift not condemn, no matter what the reasons may be. Also keep in mind that college is the #1 priority, that is why they came, some will be unable to make that commitment each week for many different reasons. If he wants to help but would rather work with a fellow knight in another church, that would be better than not helping at all, as long as the church where he will help has no reservations against it.

When working in the local outpost it is recommended that a member not be the Outpost Commander. The reason is that when spring/Christmas breaks come you'll most likely go home. You'll also probably go home during the summer. A Commander should be there all the time and by being the Lt. Commander you have less responsibilities and can devote more time to your studies.

These are by no means the only way to train those members in your shire, but serves as a starting point. Be creative and don't always do the same thing year after year. You can conduct sample outpost meetings, introduce incoming freshman to different aspects and services of the college, have group rap sessions on problems they are having, whether it be personal or related to the Ranger outpost. Always remember to keep things fresh and alive.

Ministry and Service

The members of Chi Omega Rho have a duty to minister and serve those who are in need. To serve others is quite beneficial to oneself and when a group serves together the fellowship gained is worth the hardship. As a Royal Ranger you should be ready to serve. Every week you serve in the local outpost. You should also serve in the college and in the community. Serving also helps promote Royal Rangers.

You can serve at the District/Sectional level by assisting at different events. Sports-a-ramas, field days, and pinewood derbies are just a few of the events you can help at. Your Advisor will coordinate all these events with

the District Chi Omega Rho Representative. Not everyone will be able to help all the time, but encourage all the members to participate though.

Serving in the college is done by making ourselves available. Wear your uniform periodically, and be ready to answer questions as to the nature of Royal Rangers. This is a great way to let people know about this ministry. You can do many things for your school. Help out during new student orientation, spring flings or fall harvest days, these are just a few of the things that you can have a part in.

On the community level you may want to have an 'adopt a child day' and take them out to different places and do different things. The kids can be handicapped or not handicapped, be open to all, for each is a precious living soul. Ask for their advice as to what they might like to do. Make some suggestions like going for a hike, a picnic, to a park, etc., the list is endless.

You could also help someone in the community who needs their house painted or some yard work done. Pick-up trash or spruce-up a nearby park, but first check with the local authority if it's on public land or the owner if it's private.

These are just a few things that can be done in the line of service. By working with different people and different groups it helps the individual to learn and widens their perspective. It is good public relations for the shire. There are many reasons to assist others so try to make the time to include it in your activities.

Medieval Theme

One of the most essential parts of Chi Omega Rho is the medieval theme. The medieval theme serves the purpose of promoting Royal Rangers among the student body of the college. It also provides fellowship and opportunities for outdoor activities and social events among the student body, alumni and the local community. The medieval theme gives Chi Omega Rho an identity and a philosophy. The identity and the philosophy of Chi Omega Rho are so closely interrelated that it is almost impossible to talk about one without the other. The philosophy of Chi Omega Rho is the philosophy of the medieval knight which we try to emulate. The most important thing to a Knight was honor, duty and service. Our philosophy is that it is our duty to God, ourselves and our fellow man to live by a code of honor and decency, and to serve God and our fellow man to the best of our ability.

The medieval knight was a Christian warrior. He never avoided any form of honorable battle, whether spiritual or physical. In the same sense we also are warriors and we will

never avoid any battle against evil, whether spiritual or physical. It was the knight's duty to protect those weaker than himself and to deal respectfully with others. The knight's code of conduct was based on the Christian code of honor and respect, we also will live our lives by this code of honor. The knight would never go into battle without their armor. Likewise we should put on the whole armor of God before we go into battle as the Bible tells us in Ephesians 6:17.

All Chi Omega Rho Shires should include within their fellowship a good number of medieval theme-oriented activities for the chapter member and also some open to the student body. Other activities include medieval camp out, feasts, tournaments etc.

It takes an even balance of ministry, training and the medieval theme to accomplish the purpose of Chi Omega Rho. When any one of these areas is over emphasized, then the group is damaged and its effectiveness is impaired.

OFFICERS DUTIES

The duties of the officers may be long and time consuming, but don't let it discourage you. You don't have to do everything in a day and you can have the other members help you. Ask God daily for help and strength, for He can break down any task that seems impossible. Always remember that you are in college to learn not to be in Chi Omega Rho. College is your first priority.

The following terms shall be used to identify the positions of the officers, in keeping with the theme of Chi Omega Rho:

PRESIDENT	REGENT
VICE-PRESIDENT	VICE-REGENT
SECRETARY	SCRIBE
TREASURER	EXCHECQUER
ADVISOR	FRIAR
HISTORIAN	KEEPER OF THE SCROLLS
PUBLIC RELATIONS	HERALD

The Executive Committee

Is made up of all the above officers, with the exception of the Keeper of the Scrolls and the Herald who are not usually on the executive committee. The Executive Committee may meet at various times to discuss different issues and problems of the shire.

The Regent

The Regent's task is the most challenging and rewarding of all the officers' positions. He is the manager and must make sure everything runs smoothly. His duties cover a wide

variety of things and should have the help of the Vice-Regent to get them all accomplished. A wise leader enlists the help of others to get the job done. His duties include some of the following things.

1) Arrange a place to meet. Check with the main office for the standard procedure. You may also want to double-check with the department that uses the room. Security may also need to be contacted. Leave the room clean and in the order you found it.

2) Conduct the meeting. Always start and end with prayer and on time. You'll need to come up with the items that need to be discussed during the meeting, ideas as to what to do and need to be done. Follow through with items suggested and with things already started unless it is dropped by the shire. It may be helpful if you review the minutes of the previous meetings to see what needs to be finished.

3) Conduct different activities. On the District level the Advisor would work with the District Chi Omega Rho Representative to see where you may be able to help. Otherwise you will coordinate all other activities. You may assign someone else to be the coordinator, but you must make sure it gets done. When the shire decides that they want to have an activity it is your duty to get the ball rolling. The first thing you should do is set a date and get it approved by the college and those involved. Then set-up a schedule as to when certain things need to be done by. Always check with those involved to make sure everything is still under control. If you can not get the help needed to do the job cancel it right away before it is too late, otherwise you will end up doing everything.

4) You are to work with the schools governing bodies in anyway you can. This may be the hardest thing to do, especially for a new shire. No one knows what you can do or will do for them and usually are not sure how your group can get involved. Keep asking different people and keep at it. Don't get discouraged. For those groups in secular colleges it may be even more important since you may be the only Christian group on campus. Let you light shine forth!!

5) Keep all your officers posted as to what is happening. Work with them all, encourage and help them in any way you can. Work especially close with your Vice-Regent for if you leave he will be in charge, so don't keep him in the dark.

The Vice-Regent

The Vice-Regent has basically only one duty, and that is to uphold and support the Regent at all times. Don't let him do everything himself. In other words his duties are also your duties. You also take the place of the Regent anytime

he is not available. If he vacates his post before his term is up you are the Regent.

The Scribe

The Scribe is extremely important to the success of the shire. Each meeting he must take notes as to what is discussed and then type them up while they are still fresh in his mind into the minutes. These minutes will be used by the Regent to see what was actually received by the members, he can also use them to help plan the meeting. These minutes are also the permanent record of the comings and goings of the shire.

The Scribe should send out weekly notices must also be sent out to all members active or not. In these notices he should have the highlights of the last meeting, a reminder of all the events upcoming and what has happened at an event that some members went to. He should also keep the members informed as to what is happening, and lets them know that someone is thinking of them. Put little personal notes on them from time to time such as, "Hope your job interview goes well this week.", etc. You may even want to make up some special letterhead for these notices.

The Exchequer

The Exchequer keeps track of all the funds and does all the financial reports after an event. He also collects and keeps record of all the dues of each member. The policy regarding dues as to the amount and when due are set-up by the Executive Committee.

On the subject of handling the actual money, some groups allow only one to handle all the money. Others feel that both the Regent and the Exchequer should have to sign the checks before they can be cashed. Some colleges may have special accounts to help the students handle their funds, or the Exchequer may have to go through the Friar for cash related disbursements. For many reasons it is strongly recommended that the Friar oversee the disbursement of all funds.

It is extremely important to obtain a receipt for each and every item that is purchased, whether it is for .50 cents or 50 dollars. Some suggested forms and procedures are listed below. There are many ways to keep records and that is only one suggested way. Just remember to keep it simply.

Some Shires may want to use record keeping books to keep track of their financial activities, but it may be best to just use the Shires' checkbook and the activity reports. Try not to get fancy, someone is going to be coming after you and have to figure everything out, keep it simple.

Figure two

SAMPLE FORM FOR A FINANCIAL REPORT

CHI OMEGA RHO
THE SHIRE OF THE BATTERED HELM
ACTIVITY REPORT
for
MEDIEVAL FESTIVAL
MARCH 25, 1432 AD

RECEIPTS

Entrance Fee	86.00	
Refreshments	77.51	
Sword Sharpening	<u>53.49</u>	
Total Receipts		217.00

DISBURSEMENTS

Coca-Cola Bottling Co.	40.18	
The Kings Armory	47.50	
Mighty Ax Lumber Co.	<u>17.00</u>	
Total Disbursements		<u>104.68</u>

TOTAL PROFIT OR (LOSS) 112.32

Profit from this event was \$112.32.
Amount deposited in bank was 105.00.
Our cash balance now stands at \$57.48.

The following inventory of items are left over:

2 cases of soda	9.50
misc. souvenirs	<u>15.00</u>
Total	24.50

Then any other footnotes you want can be placed here.

Place this report with all the supporting documents attached, in an envelope or file. A copy may be submitted to the proper authorities at the college. Try to keep it simple. If petty cash fund is used, this same form may be used for the reporting of disbursements from this fund, just change the heading and put the dates that it applies to. The receipts would be the amount replacing the petty cash used.

The Friar

The Friar may be a member of the faculty and staff, a Royal Ranger Commander who has completed all of the (LTC) or an interested member of the clergy. This depends upon the policies set forth by college regarding Advisors.

The Friar's responsibility is to oversee the group and not to run it. He does not make the decisions. He can suggest that certain thing be done or not be done, but his main role it to teach those in charge how to be leaders. His only active role is that as a liaison between the District Chi Omega Rho Representative and the Shire. He may preside over elections if it is so desired by the Shire and can vote any time a tie needs to be broken. Occasionally he may need to appoint the officers of the Shire until official elections can be held. He may also hold all the funds and oversee their disbursements. He shall be present at all meetings to give his suggestion and guidance.

The Keeper of the Scrolls

The Keeper of the Scrolls keeps the records of all activities and meetings. His job is to let those who follow know what happened before their time. They should be filled with information and ideas that may help future officers and members conduct a better shire. It should contain the good as well as the bad. Try to include pictures to make it more meaningful. It must contain the minutes of the meetings and anything that is sent to members or is published. This will be a book of History.

The Herald

It is the Herald's duty to keep the student body aware of anything pertaining to Chi Omega Rho. The Herald should place notices in the college flyer about regular meetings, events etc. He should also post to posters of events and any form of recruitment. The Herald is responsible for any special pictures for the school yearbook or contacting the school newspaper about events or stories of interest. All posters, stories, etc. should be approved by the Executive Committee. The Herald needs to keep Chi Omega Rho on the minds of the student body as constantly as possible.

REQUIREMENTS OF OFFICERS

The requirements of the Officers are described in the Constitution and Bylaws. Other requirements are that he does his duty. If he is unable to do them he should step down. He will not let his duties get in the way of his studies, and has a desire to serve. All officers should be willing to work with one another.

BUSINESS MEETINGS

Business meetings are held once a week. If it is not convenient for the group to have weekly meetings then possibly every two weeks or once a month. Business meetings shall consist of opening prayer, old business, new business, features, final comments, closing prayer. The feature can consist of ways to make your Royal Ranger ministry more effective, discussing Royal Ranger problems, presentations on armor, etc.. Business meetings are important in keeping group unity. All new and old information should be shared at these meetings. Notices should be sent out before every meeting. A chapter newsletter could be sent out as well. Contributions from the members could be put in the newsletter.

CONSTITUTION AND BYLAWS
of the
SHIRE OF THE BATTERED HELM
THE GOSHEN COLLEGE CHAPTER
of
CHI OMEGA RHO

ARTICLE I NAME

The name of the overall organization shall be CHI OMEGA RHO (Collegiate order of Royal Rangers).

ARTICLE II CHAPTER NAME

This chapter shall be known as the Shire of the Battered Helm, The GOSHEN COLLEGE CHAPTER of CHI OMEGA RHO (Collegiate Order of Royal Rangers).

ARTICLE III PURPOSE

- A. To further educate members in all phases of Royal Rangers.
- B. To encourage and help members become involved in the local Outpost.
- C. To promote Royal Rangers among the student body and youth of the local community, as to the purpose and function of Royal Rangers.
- D. To Provide:
 - 1. Fellowship for all students and alumni interested in Royal Rangers.
 - 2. Opportunity for outdoor activities, social events and special projects.
 - 3. Assistance for campus, community service and Royal Ranger projects.

ARTICLE IV MEMBERSHIP

- A. Active Membership
Shall consist of all students of Goshen college who meet the following requirements.
 - 1. Adhere to the principles of Royal Rangers.
 - 2. Attend at least 2 meetings a month. If a member is not able to attend one of the regular meetings, it is his responsibility to notify an officer of his absence in advance and to keep informed of activities and proceedings of his chapter.
 - 3. Participate in at least half of the functions sponsored by CHI OMEGA RHO.
 - 4. Pay annual membership dues.
 - 5. Participate in The Quest.All active members will have one vote. If any member does not meet all these requirements without just cause, he will be considered as an inactive member.
- B. Alumni Members
 - 1. Members who graduated while still active.
 - 2. Members who have left the college while still active.Alumni may participate in all CHI OMEGA RHO activities but will not hold a vote.

THE BOOKE OF CHYVALRY OR KNYGHTHODE:
THE CHI OMEGA RHO HANDBOOK

The Chi Omega Rho handbook is your basic source of information to members. The handbook explains about the organizational set-up, advancement, the history of Chi Omega Rho, the history behind the medieval knight and suggestions for costume. Additions to the handbook may be made due to necessity.

THE SWORDPOINT

The Swordpoint is the National Chi Omega Rho newsletter. The newsletter contains information pertaining to Chi Omega Rho, medieval armor, costume, history, tournaments, national events, etc.. Submissions from members and alumni of Chi Omega Rho can be used and are welcomed (upon approval from the National Chi Omega Rho Representative). Current revisions for the Chi Omega Rho handbook can be found in the newsletter as well.

C. Members - At - Large

Shall consist of students of other colleges, trade schools or similar educational - oriented institutions who will abide by the bylaws of membership. These may become active member.

D. Inactive Members

Inactive members shall consist of members that do not comply with the bylaws in the requirement for membership found in Article IV section A.

Reinstatement of inactive members shall be decided by the executive board and advisor, upon showing a desire to be reinstated.

ARTICLE V THE QUEST

Each new member will be inducted into membership through a special installation ceremony conducted at least once a semester under the supervision of the officers of the chapter and the advisor. Each point of The Quest must have a beneficial purpose whether implied, indirect or evident. These purposes must be understood or explained at the completion of the ceremony and in keeping with the chapter's induction theme of MEDIEVAL KNIGHTHOOD regarding the knights strict code of ethics (chivalry).

ARTICLE VI OFFICERS DUTIES

A. PRESIDENT

There shall be a chapter President who shall preside at all meetings of the chapter and shall be responsible for coordinating all meetings, projects and events of the chapter. He shall be the liaison between Chi Omega Rho and the Association of Goshen College Students (AGCS), and Ministries of Goshen College Students (MGCS).

B. VICE PRESIDENT

The Vice President will assist the President in his responsibilities. If the President is not present at chapter functions, he will preside.

C. SECRETARY

The Secretary is responsible for keeping records, sending out weekly notices to members and interested students. These notices will inform them of certain events and functions of interest. He will also take care of other corresponding paper work.

D. TREASURER

The Treasurer shall be responsible for keeping financial records and making official transactions as directed by the executive board. He shall be responsible for collecting dues and having current financial statements.

ARTICLE VII EXECUTIVE COMMITTEE

The Executive Committee shall consist of all elected officers and advisor.

advisor for the chapter. He will be the liaison between Chi Omega Rho and the District Royal Ranger Chi Omega Rho Representative. He will be an administrative member of the executive committee and he must be notified of all official meetings and functions.

ARTICLE IX ELECTION OF OFFICERS

Election of the officers will take in place the first meeting of the last full month of the Spring semester. Official notice must be sent out to all active members and announced at meetings 3 weeks prior to election. The new officers will assume their offices at the first meeting following the election. Election will be by secret ballot. Outgoing officers will assist in the training of the new officers. An election is determined by 2/3 vote of the present voting members.

A. PRESIDENT

The President is elected from the active members of the chapter having received the Leaders Medal of Achievement (LMA), which is received after completion of the Leadership Training Course. He must have been an active member for at least one semester. His term of office shall be for one year and he may be re-elected to the same office up to a maximum of 4 years.

B. VICE PRESIDENT

The Vice President is elected from the active members of the chapter having evidence of working towards the LMA and his office duration shall be the same as the President.

C. SECRETARY

The Secretary is elected from the active members of the chapter and his term of office is the same as the President.

D. TREASURER

The Treasurer is elected from the active members of the chapter and his term of office is the same as the President.

If at the beginning of the fall semester an officer does not return, an election for that position will be held according to the prescribed method mentioned in Article IX. In case the President does not return, the Vice President assumes the role as president and elections for Vice President are held. If more than two officers do not return then the Advisor may call the spring elections void and new elections will be held for all positions.

ARTICLE X CHAPTER DUES

Appropriate dues for chapter members will be determined by the executive committee and may be changed periodically as deemed necessary. New members should pay their dues at or before the induction ceremony. Delinquent payment of dues shall be dealt with according to the bylaws in Article IV. Dues will be used for the good of the chapter.

shall be dealt with according to the bylaws in Article IV. Dues will be used for the good of the chapter.

ARTICLE XI MEETINGS

Meetings will be held on a weekly basis, with time and place announced at the beginning of each semester. Notice of the meetings will be placed in the Courier and sent to all active members. A quorum consists of:

1. Majority of active members.
2. At least two officers.
3. Advisor

All meetings will be governed by the accepted rules of parliamentary procedure. Voting requires 2/3 majority vote to pass proposals.

ARTICLE XII COMMITTEES

The chapter or executive committee may appoint such committees as may be necessary for the operation of its plans and projects.

ARTICLE XIII ROYAL RANGERS NATIONAL STAFF

The National Commander and other members of the National Staff shall be ex-officio members of the chapter by the virtue of their office.

ARTICLE XIV ORGANIZATION

This chapter of Chi Omega Rho is directly under the authority of the Constitution and Bylaws of Goshen College. The President of Goshen College shall be ex-officio chairperson.

ARTICLE XV CONSTITUTION AND BYLAW CHANGE

This constitution and bylaws may be changed at any business meeting by a quorum and 2/3 majority vote. Notice must be sent out 3 weeks prior, to all active members as to the proposed change(s), and the date it is to be voted on. However, any amendment that would change the basic goals and purpose of the chapter should be approved by AGCS and MGCS.

ARTICLE XVI PLEDGE

The Goshen college chapter of Chi Omega Rho pledge is:

"With God's help, I will do my best to uphold the principles of Chi Omega Rho, to fulfill it's goals and to be a friend to my fellow knights."

Submitted March 24, 1432
Sir Gryswald the Grey
and
Sir Hurin the Iron Hammer



CHI OMEGA RHO
CHAPTER MEMBERSHIP
FORM



PRINT OR TYPE ONLY

DISTRICT: _____

DATE: _____

CHAPTER NAME: _____

COLLEGE OR CHURCH NAME: _____

SPONSER'S NAME: _____

	NAME	SIR NAME	ADDRESS	HOME ADDRESS
PRES.:				
V. PRES.:				
SEC.:				
TRES.:				

NEW MEMBERS

	NAME	SIR NAME	ADDRESS	HOME ADDRESS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

A Chapter Membership form needs to be filled out every time new members join the Chapter. Send the completed form to the National Chi Omega Rho Representative:

MICHAEL D. HARRIS
2302 N. HILLCREST #54
SPRINGFIELD, MO. 65803

(417) 864-7848