



Section 11 A brother abroad is defined as a member in good standing that has accepted an offer by a study abroad program. This brother will only pay fees assessed by the national organization during the duration of the study abroad program.

### **ARTICLE III** EXECUTIVE COMMITTEE

Section 1 The executive committee shall consist of the president, vice president of finance, vice president of programming, vice president of recruitment, vice president of development, vice president of communications and the chaplain.

Section 2 The executive committee shall meet weekly or when called by the president.

Section 3 The president shall serve as chairman of the executive committee and shall report to this chapter any action recommended or taken by said committee at each chapter meeting.

Section 4 It shall be the duty of this committee to plan the year's activities; establish the general overall policy and goals subject to this chapter's approval and which are consistent with the Grand Chapter Bylaws and Administrative Policies and Procedures.

Section 5 The executive committee shall hear all grievances and render final decision on all matters not falling under the jurisdiction of the Standards Committee; its action shall be binding unless overruled by a two-thirds vote of the entire membership.

Section 6 The order of business for the executive committee shall be as follows:

- a. Roll call
- b. Reading of previous executive committee minutes
- c. Committee reports
- d. Financial report
- e. Notices and communications
- f. Old business
- g. New business
- h. Adjournment

Section 7 The chairman of the executive committee will develop a chapter meeting agenda from the discussion of the executive committee meeting and post the agenda for all members to become familiar with prior to the chapter meeting.

Section 8 The executive committee shall meet before the beginning of each semester to review the budgetary cabinets proposed budget, to discuss the immediate goals of the executive committee officers for the semester, and to create a vision for the chapter's future.

### **ARTICLE IV** THE CABINETS

Section 1 The cabinets shall consist of each vice president and all standing and special committee chairmen of the chapter under each vice president's jurisdiction.

Section 2 The cabinets shall meet weekly prior to the executive committee meeting and/or when called by the vice presidents.

Section 3 The vice presidents shall serve as chairmen of the cabinet and shall report to the executive committee any action recommended or taken by said cabinets.

Section 4 Cabinet members cannot also hold an executive committee or standards board position.

### **ARTICLE V** OFFICERS

Section 1 Each of the officers of an undergraduate chapter shall have such powers and perform such

duties as prescribed in the Bylaws and Administrative Policies and Procedures or the Ritual of the Fraternity, in the bylaws of the undergraduate chapter, or as may be directed by the Grand Chapter.

Section 2 To be eligible to hold an elected position in Sigma Phi Epsilon, a member must be in good standing and must maintain a cumulative grade point average which exceeds that chapter's minimum grade point average for candidates for membership by no less than .2 on a 4.0 scale

Section 3 At the expiration of his term of office, each officer shall deliver all chapter books, papers, monies or other articles to his successor. Each officer shall render all information to enable his successor to assume full charge of the duties of his office.

Section 4 The officers of an undergraduate chapter in the order of succession, and their duties, shall be as follows:

**President:**

1. The president shall preside at all meetings of his chapter, all extra sessions, appoint committees, decide in case of tie votes, fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication.
2. He shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon

**Vice President of Programming**

1. The vice president of programming shall be responsible for the chapter's functions, programs, and to keep the chapter calendar.
2. He reserves the right to create a committee specific to events on the chapter schedule. He will also be in charge of the intramural director.
3. He shall assume all duties in the absence of or the disability of the president.
4. He is also the ritualistic vice president.

**Vice President of Finance**

1. The vice president of finance shall collect all dues and other charges due from the members to the undergraduate chapter.
2. The vice president of finance shall prepare and submit the monthly financial reports required by Section E, Paragraph 20, of the Bylaws and Administrative Policies and Procedures.
3. The vice president of finance shall be responsible for the prompt collection and transmittal to Headquarters of all monies due the Fraternity pursuant to Section C of the Bylaws and Administrative Policies and Procedures.

**Vice President of Brotherhood Development**

1. He is responsible to schedule and lead chapter retreats and enrichment programs.
2. He shall act to uphold, develop, and strengthen the character of the members and to preserve the ideals and principles upon which the Fraternity was founded.
3. The vice president of brotherhood development will meet with the chaplain regularly to discuss the education of new members, as well as the progress of the

new members through the balanced man program.

#### **Vice President of Recruitment**

1. The vice president of recruitment shall be responsible for recruiting new members, both undergraduate and alumni, into the chapter. He is also the coordinator for any recruitment events.
2. He shall conduct the chapter's non-member recruitment and alumni programs and conduct correspondence in regard thereto, establishing and maintaining programs to recruit undergraduate members and to maintain proper contact with the alumni.
3. He will be in charge of the Balanced Man Scholarship director.
4. The vice president of recruitment has the authority to remove an active member from a designated recruitment event if he determines the behavior of the member to be unsuitable of a brother of Sigma Phi Epsilon.

#### **Vice President of Communications**

1. The vice president of communications shall act to strengthen relationships with alumni and communicate the positive actions of the chapter to the campus community and Headquarters while preserving the history of the chapter.
2. The vice president of communications shall maintain the membership records of the chapter in a form prescribed by the National Board of Directors, and he shall keep record of the history of the chapter.
3. He is also responsible for the minutes of the executive committee meeting.

#### **Chaplain**

1. The chapter, via election concurrent with other official elections, will elect the following officers to serve as members of the standards board: the chaplain, the senior marshal, the junior marshal, the guard, and guide.
2. He will be chairman of the standards board.
3. The standards board shall be responsible to plan the use of the Ritual, inspect the Ritual equipment, review proper risk management for upcoming events, and practice the Ritual.
4. The standards board shall also be responsible to enforce the chapter's standards agreement and resolve member disputes.
5. The guard shall perform the duties as prescribed in the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 3(e).
6. The marshals shall properly set up and remove Ritual equipment for formal meetings and/or initiations. It shall be their duty to make sure that all Ritual equipment is available for formal meetings and initiations. They shall arrange for proper storage facilities, cleaning and repair of the Ritual equipment.
7. The chaplain shall meet regularly with the vice president of brotherhood development to discuss the education of new members, as well as the progress of new members through the balanced man program.

#### **ELECTION OF OFFICERS**

The officers of the undergraduate chapter shall be elected annually by secret ballot not later than the last regular meeting in December; provided, however, they may be elected semiannually if two-thirds (2/3) of the undergraduate brothers of the chapter vote in its favor, and the process is approved by the district governor and supervised by the chapter counselor.

In any instance in which there are more than two candidates, at least fifty percent of the votes must be for one candidate in order for election. If no candidate receives this majority, then the top two candidates will be sent to a secondary vote.

The president will cast his vote to break any necessary ties.

In the event the elective officers fail to return to college, the undergraduate members may assemble and effect a temporary organization and proceed to elect officers who will serve until the next annual election.

Only a member in good standing shall be eligible to hold an office or position of trust in any undergraduate chapter.

The officers of an undergraduate chapter shall be installed at the next regular meeting after their election, according to the manner and form prescribed in the Ritual.

A chapter shall have the power, by majority vote, to declare void the election of an officer who, without satisfactory cause, fails to present himself for installation.

An undergraduate chapter shall have the power, by a vote of two-thirds (2/3) of all its undergraduate members in good standing to declare vacant any office of the chapter.

## MEETINGS

Each undergraduate chapter shall hold a regular meeting each week when the college or university is in session. Upon a two-thirds vote, a chapter may omit a regular meeting, but no chapter shall omit more than two regular meetings in succession.

## ARTICLE VI

### COMMITTEES

#### Section 1a

The vice presidents shall appoint the following directors:  
Balanced Man Scholarship and Intramurals.

#### Section 1b

The vice presidents may remove any committee chairman or committee member, who, in his opinion, and in the opinion of the president, is not satisfactorily doing the duties for which he has been appointed.

#### Section 2

The duties of the standing committees shall be as follows:

a. Intramurals –

- i. This committee shall have charge of all games, contests and sports; it shall keep records and reports of such events and shall supervise and encourage members to participate in these events.
- ii. This committee shall also coordinate the Sigma Phi Epsilon event of Greek Week, and also insure adequate participation in all Greek Week activities

b. Balanced Man Scholarship: This committee shall have the responsibility of coordinating the advertisement, selection process, and banquet for the Balanced Man Scholarship. The chair of this committee shall be appointed by the president and confirmed by the executive committee.

#### Section 3

The president shall appoint other committees and committee chairmen when he deems it to be for the benefit of this chapter.

#### Section 4

These committee chairmen shall meet weekly with the vice president as outlined in Article IV (of these bylaws).

## ARTICLE VII CHAPTER MEETING

- Section 1a A regular meeting of this chapter shall be held each Sunday at 9 o'clock during the school year, unless the President provides due notice.
- Section 1b This chapter shall have formal meetings on the following occasions:
- (1) The first regular meeting of each month.
  - (2) Meetings immediately following a Ritual ceremony.
  - (3) Meetings immediately following the Big Brother ceremony.
  - (4) At the request of a representative of the Grand Chapter.
- Section 1c A special meeting may be called by the president or by a two-thirds vote of the members of this chapter.
- Section 2 The president shall have authority to suspend from the meeting any member for conduct unworthy of Sigma Phi Epsilon or unbecoming to a gentleman.
- Section 3 Attendance shall be required of all members; any member who is absent from a chapter meeting shall present his excuse in to an executive committee officer no later than 24 hours before the meeting. Excuses shall be limited to illness, work, or family emergency, and an unexcused absence shall subject the offending member to disciplinary action by the executive committee.
- Section 4 The order of business shall be as follows:
- a. Roll call.
  - b. Reading of the minutes of preceding meeting; approval.
  - c. Financial report.
  - d. Committee reports.
  - e. Reading of communications and notices.
  - f. Unfinished business.
  - g. New business.
  - h. Recommendation(s) for membership and voting on said recommendation(s).
  - i. Report of sickness.
  - j. Remarks for the good of the Fraternity.
  - k. Chaplain's moment
  - l. Gavel pass
  - m. Prayer and song

#### **ARTICLE VIII ASSESSMENTS, FINES AND FEES**

- Section 1 The membership fee shall be an amount as determined by the Grand Chapter. It shall be sent to Headquarters within 24 hours after joining, along with the membership form, in accordance with Section C, Nos. 2 through 6 and 11, of the Grand Chapter Bylaws and Administrative Policies and Procedures, in addition, the new member's account with the chapter must be paid in full before said new member may be inducted.
- Section 2 This chapter shall deposit 20 dollars per member per year to the Chapter Investment Fund and ten dollars per member per year to the Housing Loan Fund in accordance with Section C, No. 12, of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- Section 3: Dues for this organization are \$215 per semester, and are to be paid in a manner determined by the Vice President of Finance.
- Section 4: The amount charged for dues can only be changed by a majority vote of the Standards Board, followed by a majority vote of the Executive Council per request of the Vice President of Finance.
- Section 5: If a member fails to pay the dues by the date set by the Vice President of Finance, they will meet with the Vice President of Finance and the Standards Board to agree upon a signed Payment Plan Agreement. The 30/60 policy outlined in the Grand Chapter's *Administrative Policies and Procedures*, Section 38 and 40 will apply:

38. A member whose account (room, board, parlor fees, or dues) with his undergraduate chapter or alumni and volunteer corporation is thirty (30) days past due shall be suspended immediately unless a two-thirds vote of the undergraduate members or its alumni and volunteer corporation allows an extension.

40. A member whose account (room, board, parlor fees, or dues) with his undergraduate chapter or alumni and volunteer corporation is sixty (60) days past due shall be expelled unless a two-thirds vote of the undergraduate members or its alumni and volunteer corporation allows an extension.

Section 6: A fine of \$20 will be assessed for absence from Ritual without excuse from an Executive Council Officer at least 24 hours before the event. All fines are due within 10 days of being assessed unless an extension is granted by the Vice President of Finance.

Section 7 Suspension is defined to be the denial, for a definite period, (in this chapter thirty days) of the privileges and benefits of membership, including the wearing or displaying of the Fraternity insignia, the attending of this chapter's functions and meetings, or otherwise identifying oneself as a member of the Fraternity, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 36.

Section 8 Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including those specifically enumerated in the preceding section, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 37.

Section 9 Any member under suspension for indebtedness shall, upon payment of his indebtedness, be restored to membership in good standing without a vote of this chapter, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 42.

Section 10 Any member expelled for indebtedness by this chapter may be reinstated in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 42. The chapter secretary shall notify the Headquarters of a member expelled for indebtedness, giving the amount of the indebtedness and a copy of the letter sent to the member informing him of his expulsion. In cases of expulsion, other than for indebtedness, the chapter secretary shall notify the Headquarters of members expelled along with the minutes of the meeting where the expulsion was acted upon and all resolutions, together with all the papers giving a complete record of the case. (See Section B, inclusive, of the Grand Chapter Bylaws and Administrative Policies and Procedures.)

## ARTICLE IX

### **AMENDMENTS**

Section 1 Amendments to these Bylaws may be proposed at any business meeting of the chapter, but said amendment must be submitted in writing and shall not be acted upon for at least two weeks; no amendments shall become effective until approved by a two-thirds vote of the entire active membership at the meeting at which said amendments are acted upon.

Section 2 The criteria for choosing the personal to be placed on sperm team for events are 1) Financial standing as interpreted by the vice president of finance. If you aren't in good financial standing as determined by the vice president of finance you are automatically put on sperm team for that event. 2) Academic standing as interpreted by the chaplain. If you are unable to serve on sperm team you must be in communication with the executive committee and the standards board about finding you a replacement. If you are unable to serve on sperm team for any reason you will automatically be put on sperm team for the next event. All trade on sperm team must be approved by the standards board.

Section 3 Each member shall pay a 5% increase on the portion of the dues that they send to nationals. The increase will begin on August 1, 2014 and will increase each following year on August 1.

#### Section 4

Recruitment Team shall be in charge for voting of potential new members. It shall be a majority rules vote. The Vice President of Recruitment shall break all ties.