**Sigma Phi Epsilon Membership Agreement**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter**

In accordance with Sigma Phi Epsilon Fraternity's [*Grand Chapter Bylaws and Administrative Policies and Procedures*](https://sigep.org/resources/standards-bylaws/) (the “*Grand Chapter Bylaws*”), Article V, Undergraduate Chapter Operating Provisions, Section 31, “Each undergraduate chapter shall have authority to enact bylaws for its government. These bylaws shall contain only those provisions necessary for local government and be consistent with the *Grand Chapter Bylaws and Administrative Policies and Procedures of the Fraternity*, and shall follow the outline recommended by the National Board of Directors. A copy of such undergraduate chapter bylaws shall be filed with the Chief Executive Officer or Executive Director.” A current copy of the chapter bylaws is available from the chapter’s chaplain at any time. The current chaplain is listed in mySigEp.org.

The Alumni and Volunteer Corporation (AVC) of the chapter have approved the following Membership Agreement and intend to fully abide by, and to fully enforce, the obligations outlined within this agreement.

**Agreement:**

1. Financial Obligations
	1. Payments — Payments of all dues, social fees, fines, assessments, room and board, as well as any and all other financial obligations shall be made prior to midnight of the date such obligations are due. It shall be considered a violation of the *Membership Agreement* for non-payment, or late payment, of any financial obligation. Should you be unable to meet with the vice president of finance (VPF), it is your responsibility to pay any fees which are due by the deadline. The current VPF is listed in mySigEp.org.
	2. Late Payment or Non-payment – Late payment or non-payment of financial indebtedness shall be considered a violation of the *Membership Agreement* and, pursuant to Article II, Section 30 of the *Grand Chapter Bylaws* may result in one or more of the following penalties:
		1. Reprimand or censure
		2. Imposition of a fine to a maximum of (500) dollars
		3. Denial of specific privileges
		4. Suspension for a definite time
		5. Expulsion from the Fraternity
	3. Unacceptable Excuse – "Waiting for student loans or grants" shall not be acceptable reasons for late payment of any financial obligation. Members are directed to pursue short-term loans from the university, their parents, or their bank while awaiting grants, loans or scholarships. Since the chapter does not attempt to profit, but rather to break even, we must receive 100 percent of our revenues when due, in order to pay our bills and remain in operation.
	4. Amounts Due – Specific charges for the (insert term) are as follows:
		1. Dues: $\_\_\_\_\_\_\_\_ for the (insert term)
		2. Room (if applicable): $\_\_\_\_\_\_\_\_ per month through (insert date of lease termination)
		3. Board (if applicable): $\_\_\_\_\_\_\_\_ per month through (insert date of termination)
		4. Parlor fees: $\_\_\_\_\_\_\_\_ per month through (insert date of termination)
	5. Due Date – Each payment must be submitted by the following deadlines:
		1. Dues: \_(recommended to be due the first day of classes)\_\_
		2. Room: The \_\_\_\_\_\_ day of every month
		3. Board: The \_\_\_\_\_\_ day of every month
		4. Parlor fees: The \_\_\_\_\_\_ day of every month
	6. Payment Plan – In the event that an unexpected and/or special circumstance occurs prohibiting a member from paying his bill in full on time, a special payment plan may be worked out with the AVC, only if approved by unanimous vote, and only if requested in writing at least seven (7) days prior to the date bills are due—to allow the VPF time to make any necessary budget changes. However, any member who requests such a "special payment plan" may be assessed board, dues, and any other fees or assessments at a 10 percent higher rate than those members who have met their financial obligations on the dates listed in Paragraph 1.E., should they fail to adhere to their revised payment schedule.
2. Housing and Meal Plan Commitments (If applicable)
	1. Housing Commitment – As a part of their brotherhood obligations, every member shall be required to live in the chapter house for at least \_\_\_\_\_\_\_\_ full year(s), prior to graduation from school. Should the chapter house at any time have openings for the upcoming term, the AVC shall have the authority to take any and all necessary steps to fill the vacancies including requiring members to live within the house, or the imposition of a special assessment, if needed, to cover the lost revenue.
	2. Meal Plan – As a further aspect of their brotherhood obligations, each member, whether living within the chapter house or not, shall be required to pay for the "full meal plan," which shall include breakfast, lunch and dinner. Exceptions to this policy include:
		1. Members who live in the campus residence halls and are required to pay for a campus meal plan
		2. Members who are employed and, due to scheduling conflicts, are routinely unable to meet this obligation
		3. (Additional exceptions, approved by the AVC)
	3. Exceptions – Any member seeking an exception to this requirement and falling within the categories mentioned, must request in writing to the AVC at least seven (7) days prior to the start of the term, to be excluded from the meal plan requirement, and list the reasons why. Any exception must be unanimously approved by the AVC. In addition, any member granted an exception may be assessed an additional parlor fee to compensate for the loss in revenue to the chapter.
	4. No Renter’s Insurance – As a resident of the chapter house, you are not provided personal property insurance. Each member must insure his personal property covered by his parents’ homeowner’s policy or his own renter’s policy.
3. Academic Requirements
	1. According to the *Grand Chapter Bylaws*, Article II, Section 7:
		1. Each chapter, taking into consideration all relative statistics on its campus, shall establish a minimum grade point average for candidates for membership who are (i) incoming freshmen; and (ii) continuing college students. The minimum high school grade point average for incoming freshman to be eligible for membership shall be a 2.7 out of a 4.0 scale (or its equivalent). The minimum college grade point average for continuing college students to be eligible for membership shall be a 2.6 cumulative GPA on a 4.0 scale (or its equivalent).
		2. Nothing shall prohibit a chapter from setting minimum member grade point averages that are higher than the standards set forth in Subsection (a) and the Grand Chapter challenges individual chapters to establish a minimum GPA reflecting or exceeding their all campus average.
		3. Nothing shall prohibit a chapter from setting a higher minimum member grade point average standard or a shorter timeline for suspension and expulsion for academics.
		4. A summer session shall not constitute a term. Grades achieved in summer sessions shall be considered for the calculations of cumulative GPAs.
	2. The minimum GPA for the (insert chapter designation) will be \_\_\_\_\_\_.
	3. An undergraduate member of Sigma Phi Epsilon Fraternity with a grade point average below a (insert minimum GPA) term GPA or equivalent on a 4.0 scale for one term (semester/quarter) shall have his membership restricted for academics for the duration of the next consecutive term.
	4. If a member with academically restricted membership attains less than a 2.25 GPA for the next consecutive term, he shall be automatically expelled from the Fraternity with no right of appeal but the right to be reinstated as defined in this Section.
	5. If a member achieves below a (insert minimum GPA\_) term GPA for a third academic term (semester/quarter), he shall be automatically expelled from the Fraternity with no right of appeal but the right to be reinstated as defined in this Section.
	6. A member expelled for academics may not seek reinstatement until the member has attained a term GPA (semester/quarter) of a (insert minimum GPA) or greater and a cumulative GPA of (insert minimum GPA) or greater.
	7. A member with academically restricted membership shall not be permitted to be an officer of the undergraduate chapter or a committee chairman. During this period, he shall be required to meet with the chapter’s Standards Board to develop an academic support plan to improve his academic performance. He must also obtain an academic mentor approved by the chapter’s Standards Board and meet with his academic mentor regularly to review his progress.
4. Standards of Behavior/Conduct
	1. Firearms – No firearms or any weapons, including pellet guns, BB guns, etc., may be on chapter property or at any chapter function at any time. Violation of this policy subjects a member to fines, suspension or expulsion.
	2. Drugs – No illegal drugs may be on chapter property or at any chapter function at any time. Possession of such is grounds for immediate expulsion. This includes the use or sale of marijuana in states that where it has been decriminalized.
	3. Disorderly or Illegal Behavior – No Disorderly or Illegal Behavior on the part of members or members’ guests. Such conduct is grounds for immediate expulsion.
	4. Sigma Phi Epsilon’s Risk Management Policies – As an essential element of each individual's obligation, each member when signing this agrees to support and behave consistently with [*SigEp’s Risk Management Policies*](https://sigep.org/resources/member-safety/). Violation of these policies subjects a brother to fines, suspension or expulsion as defined by the *Grand Chapter Bylaws* as well as a potential loss of general liability insurance coverage. This includes SigEp’s policy on substance-free facilities, which mandates that all chapter facilities will have substance-free common spaces and all chapter facilities will be completely substance-free, even for members above the legal drinking age.
	5. No Agency – By signing this membership agreement, you agree to the following statement: “Under no circumstances will I be considered, or hold myself out, as an agent of Sigma Phi Epsilon Fraternity, nor will I represent to anyone that I am an agent for my chapter unless I am specifically authorized to do so as an officer of my chapter or at the direction of my chapter.”
5. Expectations for Development and Involvement
	1. Balanced Man Program – All members of Sigma Phi Epsilon have joined an organization committed to the continued growth and development of every member. The following are expectations of the Balanced Man Program.
		1. Each member understands his personal responsibility to live up to and support the philosophical tenets of the Balanced Man Program, specifically:
			1. Equal rights and responsibilities
			2. Continuous Development
			3. Accountability
			4. Living the Ritual
			5. Mentoring
		2. Each member understands there is no place for hazing or unequal treatment of new members within the Balanced Man Program. It is each member’s responsibility to ensure a safe and healthy, values-based experience in Sigma Phi Epsilon.
		3. Each member will participate in each of the Sigma, Phi, Epsilon and Brother Mentor Challenges
		4. Each member will be responsible for completing the required tasks and activities associated with the challenge in which he is currently participating, within the minimum and maximum time frames:
			1. Sigma Challenge: \_\_\_\_ - \_\_\_\_ weeks
			2. Phi Challenge: \_\_\_\_ - \_\_\_\_ weeks
			3. Epsilon Challenge: \_\_\_\_ - \_\_\_\_ weeks
			4. Brother Mentor Challenge: \_\_\_\_ - graduation
	2. Hazing – Sigma Phi Epsilon has zero tolerance for hazing of any member. Any member found in violation of this expectation may be subject to full penalties of the Fraternity, his college or university, and the law.
	3. Penalties – Members who are unable to fulfill their commitment to the Balanced Man Program by completing each challenge within the maximum time frame, without extenuating circumstances, will be sent to Standards Board for possible fines, suspension, expulsion for failure to meet the Fraternity’s development expectations.
	4. (Additional standards such as philanthropy, community service and service learning)

**Penalties:**

1. Financial Obligations
	1. Day 1: Fines – Anyone who does not pay 100 percent of their required financial obligation by midnight on the due date, or who has not requested and been granted a "special payment plan" pursuant to Paragraph 1.F., is automatically fined 10 percent, up to a maximum of $100.
		1. Fines (other than fees) must be paid within fourteen (14) days. If the fine is not paid within fourteen (14) days, the initial fee will be doubled and action may be taken to place the individual on suspension.
	2. Day 30: Suspension – A member is automatically suspended when any financial obligation (dues, fines, fees, rent, board, etc.) is more than 30 days past due. A two-thirds majority vote of the AVC can allow an extension in special circumstances. The chapter’s VPF shall notify brothers of suspension as soon as possible after the 30 days. Suspension is defined within Article II, Section 31, of the *Grand Chapter Bylaws* as "the denial for a definite period of the privileges and benefits of membership."
		1. Any member suspended due to indebtedness is prohibited from participating in any chapter activity, including but not limited to: meals, voting in chapter meetings, participating in intramurals and all social functions, wearing or displaying the fraternity insignia, and otherwise identifying himself as a member of the Fraternity.
		2. Such members shall remain on suspension until their debts and fines have been paid in full, or they may be subject to expulsion.
		3. Furthermore, any member who attends a social function while on suspension may be expelled from the Fraternity.
	3. Day 60: Expulsion – A member is automatically expelled from the fraternity when any financial obligation (dues, fines, fees, rent, board, etc.) is more than 60 days past due. In addition, the debt will be sent to collections at this time. A two-thirds majority vote of the AVC can allow an extension in special circumstances. The chapter’s VPF shall notify brothers of expulsion as soon as possible after the 60 days.
		1. Under Article II, Section 36 of the *Grand Chapter Bylaws*, "expulsion for indebtedness shall become effective ten (10) days after written notice of the action taken has been given to the member."
		2. In order to be reinstated following expulsion due to indebtedness, the procedures outlined in Article II, Section 38 of the *Grand Chapter Bylaws* must be followed.
2. All other trial and appeals
	1. Any member failing to meet any of the standards and expectations outlined within this membership agreement is subject to a membership trial through the chapter’s Standards Board.
	2. Membership trial and appeal procedures are outlined in the *Grand Chapter Bylaws*, Article II, Sections 25-29.
	3. The chapter’s Standards Board has the authority to assign any of the following sanctions to a member who fails to meet the standards outlined in this membership agreement.
		1. Reprimand or censure
		2. Imposition of a fine to a maximum of five hundred (500) dollars
		3. Denial of specific privileges
		4. Suspension for a definite time, not to exceed one year
		5. Expulsion from the Fraternity

**NOTE:** The Fraternity does not provide you with health insurance. However, as a benefit of membership, you are covered under the [*Member Accident Protection Program*](https://sigep.org/insurance/member-accident-protection-program-mapp/). This works in conjunction with your health insurance to pay out-of-pocket expenses related to an accidental injury.

**I HAVE ACKNOWLEDGED THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT AND ACCEPT THE TERMS.**

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 Member Name (Printed) AVC President Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Signature

SIGNED ON THIS (day of the week) THE (day) DAY OF (month), 20\_\_\_\_.

*Revised: 2022-08-24
(This agreement should be reviewed and updated each summer by the AVC, particularly after Conclaves.)*