

# SigEp

December 24, 2021

The Sigma Phi Epsilon Grand Chapter Bylaws and Administrative Policies and Procedures is currently 75 pages long. There are sections that are of special interest to a Vice President of Finance, a Mentor for Finance or an AVC Treasurer. These sections are interspersed throughout the document. The *SigEp Chapter Finance and Compliance Committee* has gathered the sections most directly applicable in two formats:

- 1) Excerpts
- 2) Highlighted

Both formats are useful. The former is a great quick read. The latter can help with providing context.

We hope you find this helpful! If you have questions or suggestions, please contact the committee chair at [SigEpFinComp@gmail.com](mailto:SigEpFinComp@gmail.com). Thank you for all that you do for SigEp!



Chuck Stegman, Chair; The SigEp Chapter Finance and Compliance Committee

**Sigma Phi Epsilon Fraternity, Inc.**  
**GRAND CHAPTER BYLAWS**  
**AND**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**Thirty Sixth Edition – 2021**

Preamble

Sigma Phi Epsilon consists of three separate entities working independently as separate legal entities, but together cooperatively to promote and foster the ideals and principles of Sigma Phi Epsilon.

The undergraduate chapter is an unincorporated association of men that exists by virtue of a charter granted by the Grand Chapter of Sigma Phi Epsilon. The undergraduate chapter is responsible for all aspects of its own existence. An undergraduate chapter is not an agent of the Fraternity and cannot act on behalf of other chapters or the Grand Chapter. The Grand Chapter's ability to impose "post-conduct sanctions," including charter suspension or revocation, is not provided with intent to control day-to-day operations or to create an agency relationship.

The alumni of an undergraduate chapter incorporate to form an Alumni and Volunteer Corporation to serve the alumni and volunteers of a given chapter, as well as to serve as a landlord for the undergraduate chapter and to provide advice and counsel to the undergraduate chapter.

The national Fraternity exists to advise and counsel the collective membership of Sigma Phi Epsilon. The national Fraternity exists at the pleasure of the Grand Chapter of Sigma Phi Epsilon, which convenes every other year to legislate and govern Sigma Phi Epsilon at-large. The Grand Chapter elects a Board of Directors, which is empowered to act on behalf of the undergraduate chapters when the Grand Chapter is not in session.

**BYLAWS**

**ARTICLE II – MEMBERSHIP**

Section 5. Any type of membership not specifically provided herein, including inactive membership, shall not be permitted.

**EXCLUSION FROM RITUAL RITES OF PASSAGE**

Section 15. Only a member in good standing is eligible to participate in the ritual rites of passage.

**PENALTIES**

Section 30. The penalties which may be imposed for violations of membership obligations are:  
(a) Reprimand or censure.

(b) Imposition of a fine to a maximum of five hundred dollars (\$500).

- (c) Denial of specific privileges.
- (d) Suspension for a definite time, not to exceed one calendar year.
- (e) Expulsion from the Fraternity.

#### SUSPENSION AND EXPULSION

- Section 31. Suspension is defined to be the denial for a definite period of the privileges and benefits of membership, including using, wearing or displaying the Fraternity's name, marks, and insignia; attending undergraduate chapter functions and meetings; use of chapter facilities; and otherwise identifying himself as a member of the Fraternity.
- Section 32. Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including using, wearing or displaying the Fraternity's name, marks, and insignia; attending undergraduate chapter functions and meetings; use of chapter facilities; and otherwise identifying himself as a member of the Fraternity.

#### SUSPENSION AND EXPULSION FOR INDEBTEDNESS

- Section 35. 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.
- Section 36. 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 37. Expulsion for indebtedness shall become effective ten (10) days after written notice of the action has been given to the member.
- Section 38. A member suspended for indebtedness shall automatically be reinstated when his indebtedness is paid in addition to a fine of up to ten percent (10%) of the amount due or another punishment deemed appropriate by the chapter's Standards Board.
- Section 39. A member expelled for indebtedness may be reinstated, provided his petition for reinstatement is unanimously approved by the undergraduate chapter, as to a student member, and its Alumni and Volunteer Corporation Board of Directors, and provided his petition is accompanied by a reinstatement fee of fifty dollars (\$50) or twenty-five percent of the amount of his indebtedness, whichever is greater, in addition to the amount of his indebtedness, none of which shall be refunded if the petition is denied.

If the petitioner is no longer enrolled in school as an undergraduate, he may be reinstated, provided his petition for reinstatement is unanimously approved by the chapter's Alumni and Volunteer Corporation Board of Directors, and provided his petition is accompanied

by a reinstatement fee of fifty dollars (\$50) or twenty-five percent of the amount of his indebtedness, whichever is greater, in addition to the amount of his indebtedness, none of which shall be refunded if the petition is denied.

#### NOTIFICATION AND REINSTATEMENT

Section 40. Written notification shall be submitted to the Chief Executive Officer or Executive Director by the undergraduate chapter or Alumni and Volunteer Corporation when a member is suspended, expelled, or reinstated.

#### ARTICLE V – CHAPTERS, CHARTERS, AND AVCs

##### SUBJECT TO CHARTER ACTION

Section 11. A chartered undergraduate chapter may subject itself to charter action through:

- (a) Failure to conform to federal, state, or municipal law;
- (d) Violation of the Risk Management Policies of Sigma Phi Epsilon Fraternity;
- (e) Violation of the Grand Chapter Bylaws and Administrative Policies and Procedures;
- (i) Failure to pay assessments or money due to the Fraternity;
- (j) Failure to pay past due accounts owing to any person, firm, or corporation or failure to satisfactorily meet any other financial obligations which it is legally obligated to pay;
- (l) Failure to make reports as required by the Grand Chapter Bylaws and Administrative Policies and Procedures;

##### 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 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.

Section 35. [F]urther, the Alumni and Volunteer Corporation shall have the right to declare vacant the office of Vice President of Finance for non-performance of his stated duties and obligations.

##### ALUMNI AND VOLUNTEER CORPORATIONS

Section 38. The alumni and volunteers in the area of an undergraduate chapter shall form a corporation for the purpose of assisting the undergraduate chapter in matters of finance, chapter house construction, maintenance, and operation. The Alumni and Volunteer Corporation of an undergraduate chapter shall be referred to herein as Alumni and Volunteer Corporation, and the board of directors of an Alumni and Volunteer Corporation shall be referred to herein as an Alumni and Volunteer Board. Each Alumni and Volunteer Corporation shall provide in its corporate bylaws, initially or by amendment, a provision acknowledging that any and all assets, funds, or other property, whether personal or real, cash or non-cash, which are held by or titled to the Alumni and Volunteer Corporation or any of its affiliates or subsidiaries, are trust funds to be held and administered for the benefit of the local chapter of Sigma Phi Epsilon and that such property shall be held to promote the ideals and interests of the Fraternity and managed in accordance with the charter, Grand Chapter Bylaws and Administrative Policies and Procedures of the Fraternity. Further, each Alumni and Volunteer Corporation shall adopt and properly execute bylaws, initially or by amendment, which, where legally permissible, shall substantially comply with the form of local Alumni and Volunteer Corporation bylaws furnished by the Chief Executive Officer or Executive Director. In the event that an Alumni and Volunteer Corporation has executed any corporate charter, bylaws, or resolutions which contain any contrary, contradictory or overriding provision or otherwise fail to conform substantially to the form of local Alumni and Volunteer Corporation bylaws, such Alumni and Volunteer Corporation shall execute revised or amended bylaws which conform substantially.

#### CHAPTER ASSETS

Section 39. Legal title to the lands, buildings, and furnishings acquired for use by an undergraduate chapter, and all other Alumni and Volunteer Corporation property, shall be held by the Alumni and Volunteer Corporation or by the Alumni and Volunteer Corporation and an affiliate of the Fraternity in trust for the benefit of the respective undergraduate chapter (“Trust Assets”). Nothing in this section is intended to apply to assets held by an undergraduate chapter.

#### TRUST TERMS AND NOTICE OF TRUST

Section 45. The Alumni and Volunteer Corporation shall collaborate with the undergraduate Vice President of Finance to install proper systems of financing and accounting.

Section 46. The Alumni and Volunteer Corporation shall have the power to recommend the qualifications and define the responsibilities and consideration to be granted by the undergraduate chapter, if any, of the Vice President of Finance.

Section 47. The Alumni and Volunteer Board shall submit an annual financial statement of the corporation to the undergraduate chapter and to the National Board of Directors, and shall explain said statement upon request.

#### ARTICLE VI – FEES AND FUNDS

##### MEMBER REGISTRATION FEES

Section 2. If within 30 days of joining Sigma Phi Epsilon, a member chooses to leave the Fraternity, 50% of the Lifetime Membership Fee will be refunded. The form requesting a refund must be completed and received at Headquarters within 30 days of the member's joining date that was entered on his original member registration form. No other date will be accepted.

ADMINISTRATIVE POLICIES AND PROCEDURES  
SECTION 2 – CHAPTERS, CHARTERS, and AVCs

OFFICERS — POWERS AND DUTIES

A. The Executive Committee of the undergraduate chapter shall include, at a minimum, each of the following undergraduate officers. The duties of each shall be as follows:

- (iv) The Vice President of Finance shall be responsible for the chapter's financial affairs. He is chairman of the finance committee. The finance committee shall collect all dues and other charges due from the members to the undergraduate chapter, and the Vice President of Finance shall make necessary and appropriate disbursements as required. The finance committee shall prepare, with the assistance of the Executive Committee and their volunteers, an annual budget of the undergraduate chapter, and after it is approved by the Executive Committee, he shall transmit a copy to the undergraduate chapter and the Alumni and Volunteer Corporation and make available a copy for the District Governor and Headquarters. The Vice President of Finance shall be responsible for filing an annual tax return with the Internal Revenue Service and submitting said return to Headquarters. He shall also be responsible for the prompt collection and transmittal to Headquarters of all monies due the Fraternity pursuant to Article VI of the Bylaws. Within one month after the conclusion of their terms of office, the Vice President of Finance and his committee shall, upon request, make available to the Alumni and Volunteer Corporation, all records pertaining to the financial operations of the undergraduate chapter for review by such person as is designated by the Alumni and Volunteer Corporation. Should the chapter president or the chapter's volunteers be concerned that financial improprieties are occurring, they may ask for an audit independent of the Vice President of Finance of the chapter's finances at any time. Should it be necessary the Vice President of Finance shall have 30 calendar days to prepare for this audit. In the event that the chapter's tax-exempt status is suspended or revoked by the IRS, or a state taxing authority, the vice president of finance, in conjunction with the AVC and a mentor for the Vice President of Finance, must immediately move to resolve the issue and obtain reinstatement of the chapter's non-profit tax by adopting the Fraternity's preferred financial platform vendor for all dues collection and tax filing services for at least three years from the date of the suspension or revocation. In the event there is no mentor for the Vice President of Finance, one shall be appointed by the AVC or the District Governor in the absence of an AVC. A chapter can opt out of the preferred platform's services by proving reinstatement progress within 3 months of tax-exempt suspension or revocation with support of a local certified professional accountant or tax professional.

- B. 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.

#### ELECTION OF UNDERGRADUATE CHAPTER OFFICERS

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

#### UNDERGRADUATE CHAPTER BOOKS AND RECORDS

- Q. Each undergraduate chapter shall obtain and keep the following books and records:
  - (vi) Financial records of the chapter.

#### SECTION 4 – RISK MANAGEMENT POLICIES OF SIGMA PHI EPSILON FRATERNITY

##### ALCOHOL AND DRUGS

- 2. No alcoholic beverages may be purchased with chapter funds, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Pooling of funds, “passing the hat,” or maintaining “slush funds” is not permitted. The purchase and/or use of a bulk quantity or common source(s) of alcoholic beverages (e.g., kegs, case(s) of beer/wine) is prohibited.
- 3. No Fraternity members, individually or collectively, shall purchase for, serve, or sell alcoholic beverages to any minor (i.e., those under the legal drinking age).
- 5. No chapter can co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

##### LIABILITY INSURANCE COVERAGE

Individuals in violation of the Risk Management Policies of Sigma Phi Epsilon; those acting outside of the scope of their membership duties; and/or those in violation of federal, state, county, city, local or institutional laws and regulations may void their protection under the Fraternity’s insurance program. These individuals will be personally liable and must retain their own attorneys for their defense. Additionally, their actions may jeopardize other members, individuals and/or entities protected by SigEp’s General Liability Insurance Policy.



**Sigma Phi Epsilon Fraternity, Inc.**

**GRAND CHAPTER BYLAWS**

**AND**

**ADMINISTRATIVE POLICIES AND  
PROCEDURES**

**Thirty Sixth Edition – 2021**

**Last Amended By:**

2019 Grand Chapter of Sigma Phi Epsilon  
Thomas B. Jelke, Ph.D Grand President  
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<b>Bylaws (1993)</b>	
<b>Bylaws (1995)</b>	
<b>Bylaws (1997)</b>	
<b>Bylaws (1999)</b>	

# **Index**

## **Grand Chapter Bylaws**

Preamble	5
Article I – Purpose	6
Article II – Membership	7
Article III – Legislative Governance (Grand Chapter)	22
Article IV – Executive Governance (National Board of Directors)	26
Article V – Chapters, Charters, and AVCs	37
Article VI – Fees and Funds	46
Article VII – Publications and Insignia	50
Article VIII – Indemnification	54
Article IX – Amendments	56

## **Administrative Policies and Procedures**

Section 1 – Legislative Governance (Grand Chapter)	58
Section 2 – Chapters, Charters, and AVCs	61
Section 3 – Publications and Insignia	67
Section 4 – Risk Management Policies of Sigma Phi Epsilon Fraternity	68
Section 5 – Statement on Relationships	74
Section 6 – Amendments	74
Section 7 – Recruitment of Potential Legacies	75
Section 8 – Protect and Honor our Native Lands	75

## **GRAND CHAPTER BYLAWS**

## **BYLAWS**

### **PREAMBLE**

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## **BYLAWS**

### **ARTICLE I – PURPOSE**

**Section 1.** The Fraternity shall strive to:

- (a) Impress upon its members the true significance of fraternal relationship and create and perpetuate friendship among all persons;
- (b) Develop and strengthen the character of its members, promote within its members the principles of Virtue, Diligence, and Brotherly Love, and preserve the ideals upon which the Fraternity was founded;
- (c) Instill those principles in its members which are the responsibilities of an individual as a member of society; and
- (d) Enhance members' academic careers and commitment to academic excellence.

**Section 2.** Any Fraternity activity shall be of a constructive nature in accordance with the purposes and objectives of the Fraternity, and all forms of hazing are prohibited at all times.

**BYLAWS**  
**ARTICLE II – MEMBERSHIP**

**Section 1.** A member in the Sigma Phi Epsilon Fraternity is a man of good moral character who is eligible for membership therein and, having been elected to membership pursuant to the provisions of the *Grand Chapter Bylaws and Administrative Policies and Procedures*, as well as chapter bylaws, is granted membership according to the *Ritual* of the Fraternity; provided, however, that no man shall be eligible for membership who has failed to meet the minimum academic requirements set forth in this Article, or who is a member of another general national college social fraternity. Eligibility for membership shall not, in any way, be affected or determined by race, color, religion, age, physical disability, ethnic background, sexual orientation, creed, or national origin.

Limitation of membership to a small, selective group of men, and the exclusion of women from membership is deemed to be consistent with the purposes for which the Fraternity was founded and Article I hereof. Such limitation is further intended to foster and develop (i) family-like ties of brotherhood comparable to those existing in members' families, (ii) members' collegial, social and emotional development, (iii) members' academic commitment, (iv) associational relationships, and (v) adherence to the conduct of members' lives consistent with the principles, values, and teachings of the *Ritual*.

**Section 2.** There shall be five classes of members:

- (a) Undergraduate members are those who have been officially affiliated with an undergraduate chapter and are pursuing a baccalaureate degree program at the accredited college or university serving as host to the chapter.
- (b) Alumni members are those who cease to be undergraduate members in the college or university chapter where they were initiated or affiliated through (1) graduation via a bachelor degree, (2) disaffiliation as a student for more than one academic year from the university or college serving as host to the chapter where they were initiated or affiliated unless they affiliate with another chapter as an undergraduate member, or (3) permission to obtain alumni status through application to the national Fraternity, via a formal application.

Standards for alumni status pursuant to Subsection (b)(3) shall be as follows:

- Member must be in good standing as identified by Article II, Section 3.

- Member must complete formal application in the form and content as established by the National Board of Directors.
- Majority vote of the members in good standing of his undergraduate chapter.
- Written consent of the president of the corresponding Alumni and Volunteer Corporation and the Chapter Counselor appointed to support the undergraduate chapter. In the absence of either an Alumni and Volunteer Corporation or Chapter Counselor, the District Governor's consent shall be required.

This application procedure can be changed at the sole discretion of the National Board of Directors.

- (c) Renaissance members are those who are over 25 years of age; who have received an undergraduate degree or currently are not enrolled undergraduate students at a college or university, who are not a member of another national fraternity, who express values and ideals consistent with the cardinal principles of Virtue, Diligence, and Brotherly Love; and who have been initiated in a manner prescribed by the *Ritual and Guide of Sigma Phi Epsilon* ("Ritual"). Following initiation, a Renaissance member shall be referred to as a Brother and be qualified to serve as an Alumni Director. The initiation of a Renaissance member conducted by any group of members other than an undergraduate chapter shall occur only with the approval of the National Board of Directors.
- (d) Members-at-large are those who at the time of their affiliation are attending a college or university where no undergraduate chapter of the Fraternity is established. Members-at-large are recruited in anticipation of establishing an undergraduate chapter at such college or university, and authorization for such recruiting may be given only by the approval of the National Board of Directors.
- (e) Military members are those undergraduate members in good standing who undertake service in their nation's armed forces and thereby withdraw from school. Each member leaving school for reasons of military service will become eligible for alumni status as prescribed in this section.

**Section 3.** A member in good standing is defined by one who is an undergraduate member, has not had his membership restricted for academics, and is not financially indebted

to the undergraduate chapter, its Alumni and Volunteer Corporation, or the Fraternity. Furthermore, a member will not be in good standing if the Standards Board imposes a penalty upon him, as set forth in Section 31 of this Article, for the duration of the penalty. The Standards Board may indicate in writing as part of a given sanction whether said sanction keeps the member in good standing.

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**Section 4.** All members of Sigma Phi Epsilon Fraternity will participate in the Balanced Man Program as established by the Grand Chapter and defined by the National Board of Directors. Pledging programs or other member development models are not permitted.

**Section 5.** Any type of membership not specifically provided herein, including inactive membership, shall not be permitted.

**Section 6.** No member of the Fraternity shall belong to any society or organization which is inconsistent with the principles and objectives of the Fraternity.

### **ACADEMIC STANDARDS FOR MEMBERS**

**Section 7.** The following shall be the academic requirements for membership in the Fraternity:

- (a) 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).
- (b) Nothing shall prohibit a chapter from setting minimum member grade point averages that are higher than the standards set forth in Subsection (a), above, and the Grand Chapter challenges individual chapters to establish a minimum GPA reflecting or exceeding their all-campus average.
- (c) This minimum standard shall be established no later than the first month of the academic year. Further, the chapter will alert the Chief Executive Officer or Executive Director as to its standard immediately after ratification, and this minimum standard shall be re-evaluated at the beginning of each academic year.

- (d) An undergraduate member of Sigma Phi Epsilon Fraternity with a grade point average below a 2.6 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.
- (e) 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.
- (f) If a member achieves below a 2.6 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.
- (g) A member expelled for academics may not seek reinstatement until the member has attained a term GPA (semester/quarter) of a 2.6 or greater and a cumulative GPA of 2.6 or greater.
- (h) 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.
- (i) Petitions for reinstatement after expulsion for academics must follow the reinstatement procedures as defined in these *Grand Chapter Bylaws* and the member's local chapter bylaws.
- (j) 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.
- (k) For the purposes of this Section, a summer session shall not constitute a term. Grades achieved in summer sessions shall be considered for the calculations of cumulative GPAs.
- (l) The Standards Board shall have the authority and responsibility for enforcing both the academic provisions of this Section as well as the reinstatement process.

- (m) This Section cannot be amended by the National Board of Directors and can only be amended by a vote of the Grand Chapter at a Conclave or a special session.

### **ELECTION TO MEMBERSHIP**

- Section 8.** The selection of those candidates to be offered membership in Sigma Phi Epsilon shall be completed by the undergraduate chapter or a committee of its undergraduate members as established in the chapter's bylaws.
- Section 9.** The selection of candidates shall be done at a regular meeting of an undergraduate chapter, at a special meeting called for that purpose, or at a meeting of the chapter's designees, as established in the undergraduate chapter's bylaws.
- Section 10.** All candidates shall be voted upon separately, and only members in good standing shall be entitled to vote.
- Section 11.** Each chapter shall establish the minimum standards for extending a bid for membership as long as those standards do not fall below the minimum requirements outlined in the *Grand Chapter Bylaws and Administrative Policies and Procedures*.
- Section 12.** A candidate rejected by a chapter may be reconsidered at the next meeting of the undergraduate chapter or at the next meeting of the chapter's designees.

### **EXCLUSION FROM RITUAL RITES OF PASSAGE**

- Section 13.** The Standards Board shall consider any and all requests to exclude a member from participation in the ritual rites of passage.
- Section 14.** The provisions governing membership jurisdiction as outlined in these *Grand Chapter Bylaws and the Administrative Policies and Procedures* shall govern the Standards Board in considering said requests.
- Section 15.** Only a member in good standing is eligible to participate in the ritual rites of passage.
- Section 16.** Each member shall experience the ritual rites of passage in the manner and form prescribed in the *Ritual*.

**Section 17.** A chapter may make a written request to another undergraduate chapter that said chapter may pass members of the requesting chapter through the ritual rites of passage for and in the name of the requesting chapter.

### **AFFILIATING TRANSFER MEMBERS**

**Section 18.** Each undergraduate chapter shall have, as part of its chapter bylaws, a procedure to affiliate transfer members. To be eligible for affiliation, each member shall receive approval of undergraduate chapter members as prescribed by the chapter's bylaws.

### **MEMBERSHIP JURISDICTION**

**Section 19.** The National Board of Directors shall have exclusive jurisdiction over the Grand President, Grand Treasurer, Grand Secretary, National Directors, District Governors, Lieutenant District Governors, Chapter Counselors, and all other members appointed by it to offices and positions of responsibility.

**Section 20.** Each undergraduate chapter shall have original jurisdiction over its undergraduate members for violation of membership obligations subject to trial and punishment.

**Section 21.** The National Board of Directors shall have the power to require a chapter to receive and prosecute complaints against members under the jurisdiction of the chapter.

**Section 22.** The National Board of Directors shall have the power to assume original jurisdiction over any member, undergraduate or otherwise, whose indebtedness to his chapter or to the Fraternity is 90 days past due, or is subject to trial and punishment for violation of membership obligations.

**Section 23.** The National Board of Directors may assume original jurisdiction over all members subject to trial and punishment for violation of membership obligations, and shall have appellate jurisdiction from the decision reached in a trial conducted by an undergraduate chapter.

### **MEMBERSHIP DISCIPLINE**

**Section 24.** The following violations of membership obligations subject a member to trial and punishment:

- (a)** Offenses which constitute criminal activity under state or federal law, including but not limited to hazing, possession or use of controlled substances or other drugs, and assault or battery.

- (b) Offenses against common law not made crimes by any statute.
- (c) Offenses against the Charter, Bylaws, Administrative Policies and Procedures, Risk Management Policies of Sigma Phi Epsilon Fraternity or Statement on Relationships of the Fraternity.
- (d) Offenses against the bylaws of the member's undergraduate chapter.
- (e) Offenses generally which involve violation of a member's Oath of Obligation as defined in the Ritual.
- (f) Misrepresentation of eligibility for a Ritual Rite of Passage of himself or another member.
- (g) Causing to be written or printed, or revealing in any manner whatsoever, any of the secret work of the Fraternity.
- (h) Being knowledgeable of a member's violation of any of the preceding and not reporting such.

### **MEMBERSHIP TRIALS**

**Section 25.** Each member of the Fraternity, undergraduate or otherwise, accused of any offense must be proceeded against by written charges called a complaint, and all members who are so accused shall have notice thereof, and each is entitled to an impartial trial.

**Section 26.** A trial under the *Grand Chapter Bylaws* of the Fraternity is defined to be a judicial examination of the issues arising out of the complaint of offenses. In the case of an undergraduate chapter in good standing, a trial shall be conducted by the undergraduate Standards Board. In all other cases, the National Board of Directors, or its delegate, shall consider and decide on the case.

**Section 27.** Trials of undergraduate members charged with violations of membership obligations shall be conducted by the undergraduate chapter's Standards Board according to the following procedures:

- (a) Allegations that an undergraduate member is in violation of his membership obligations may be reported to the Chaplain.
- (b) Upon receipt of a complaint, the Chaplain shall call a meeting of the Standards Board at the earliest available opportunity to hold the trial.

- (c) The Chaplain shall provide a written summary of the complaint, including specific details, as well as notice of the Standards Board meeting to the member alleged to be in violation at least 48 hours prior to the Standards Board meeting.
- (d) Should the member be unable to attend the scheduled meeting of the Standards Board, he must notify the Chaplain of his inability to do so before the meeting has occurred and must request an alternate time, not to exceed 72 hours beyond the scheduled meeting.
- (e) All trials held by the Standards Board shall be closed to all other members, however the Standards Board may consult with the Chapter Counselor, Balanced Man Steward, or other local volunteer mentor.
- (f) The Chapter Counselor, Balanced Man Steward or other local volunteer mentor shall be notified of the trial. The volunteer mentor may attend the trial for the sole purpose of upholding the conformance of all bylaws, policies, and procedures, but does not have a vote or a voice in the decisions made by the Standards Board. The Standards Board reserves the right to ask the Chapter Counselor or volunteer mentor to leave during deliberations and any Standards Board vote. The final decision must be reviewed with the Chapter Counselor or volunteer mentor before delivering the decision to the member. If the Chapter Counselor, Balanced Man Steward, or other local volunteer mentor cannot attend, they can designate someone to attend in their stead to support the Standards Board.
- (g) At that trial, the member alleged to be in violation of membership obligations will be given the opportunity to state his position on the alleged violations. Any witnesses to the alleged violations shall be called upon by the Standards Board for relevant information.
- (h) Any member-witness who fails to cooperate with the Standards Board upon request shall be subject to discipline.
- (i) Should the member fail to appear for his trial, the Standards Board may still consider the facts and make its decision.
- (j) During the trial, the member may represent himself or designate a representative, as long as that representative is a current undergraduate member in good standing of the same chapter. The member is not entitled to an attorney.

- (k) The Chaplain shall appoint a member of the Standards Board to record all minutes of and statements made or summary thereof during any Standards Board meeting.
- (l) During the trial, the member alleged to be in violation shall have an opportunity to state his position, the Standards Board may call any available witnesses for testimony, and all other evidence shall be considered. The Standards Board shall have the sole discretion to determine the exact order of proceedings.
- (m) The member alleged to be in violation shall have the right to be present for the testimony of all witnesses but neither he nor his representative shall have the right to directly confront or cross examine any witness.
- (n) Neither the member alleged to be in violation nor any witness shall be required to make testimony that would self-incriminate themselves.
- (o) The Standards Board shall deliberate by itself and determine whether it is more likely than not that a violation has occurred.
- (p) If a violation is found, the Standards Board shall determine, from among the options set forth in Section 30 of this Article, the appropriate penalty to be imposed. All five members of the Board must be present to vote, and a majority vote of the Standards Board shall constitute the decision of the chapter, on both the offense and the penalty, if any.
- (q) All decisions of the Standards Board, other than expulsion, shall be final.
- (r) Should the Standards Board vote that a member's violation should result in the member's expulsion, that member shall have the right to appeal the decision to the undergraduate chapter as a whole. Should the member appeal, his membership rights shall stand suspended until the chapter has considered and decided upon his appeal. No member can appeal his suspension to the National Board of Directors unless and until he has appealed his expulsion to the undergraduate chapter and that appeal has been decided by the undergraduate chapter.
- (s) To exercise this right to appeal, the appealing member must notify the undergraduate Chapter President of his appeal in writing, within 20 days of receiving the decision of the Standards Board to expel the member from the chapter. The Chapter President will notify the Chaplain.

- (t) A copy of these procedures contained in this section, as well as a copy of the Sigma Phi Epsilon Trial and Appellate Procedure Manual, shall be furnished by the Chapter President to both the member found in violation and the Chaplain, who, as chairman of the Standards Board, will present its position to the chapter.
- (u) At the first available chapter meeting, either regular or special, occurring at least 96 hours after the appealing member notifies the Chapter President, at which a quorum of two-thirds (2/3) of the members in good standing are present, the chapter shall hear the appeal.
- (v) Following the report of the Chaplain, there will be the opportunity for a maximum of ten minutes of questions directed only toward the Chaplain. This period will be moderated by the Chapter President. If the President is unavailable, the Vice President of Programming will take over the duties of moderation.
- (w) Once the question period is ended by either the Chapter President or the Vice President of Programming, both the Standards Board and the appealing member will be escorted out of the room. Following their departure, the President or Vice President of Programming will moderate a period of pro-con debate, not exceeding ten minutes, utilizing Robert's Rules of Order and is expected to maintain the integrity of the appealing procedure.
- (x) After the completion of this debate period, the Standards Board and appealing member will be brought back into the chapter meeting.
- (y) Following the debate period, in no more than fifteen minutes, the appealing member will have the opportunity to present his appeal. He can represent himself or designate a representative as long as that representative is a current undergraduate member in good standing of the same chapter. The member is not entitled to an attorney.
- (z) Following the report of the appealing member, there will be an opportunity for a maximum of ten minutes of questions directed only to the appealing member. This period will be moderated by the Chapter President. If the President is unavailable, the Vice President of Programming will take over the duties of moderation.

- (aa)** Once the question period is ended by either the Chapter President or the Vice President of Programming, both the Standards Board and the appealing member shall leave the room. Following their departure, the President or Vice President of Programming will moderate a period of pro-con debate, not exceeding ten minutes, utilizing Robert's Rules of Order.
- (bb)** Following the debate period, the Chapter President or Vice President of Programming will call for a vote by secret ballot as to whether or not the decision of the Standards Board to expel the member should be upheld. If two-thirds (2/3) of the members in good standing in attendance vote to overturn the decision of expulsion, then the member is not expelled, and his violations are referred back to the Standards Board for a decision of an appropriate penalty other than expulsion. If two-thirds (2/3) of the members in good standing in attendance do not vote to overturn the decision for expulsion, then the member is expelled, effective immediately.
- (cc)** It shall be the duty of the Vice President of Communications to keep a complete record of the appeal proceedings, including the results of voting, to direct such record to become part of the records of the chapter, and to notify promptly, in writing, the member found in violation and the Chief Executive Officer or Executive Director, or his designee, of the outcome.
- (dd)** A member expelled by his chapter has the opportunity to file a final appeal to the National Board of Directors, or its designee. Any appeal must be filed in writing with the Chief Executive Officer or Executive Director, or his designee. The appeal must be received no later than thirty (30) days after the member is notified in writing of the decision of the chapter. Such appeal shall include all reasons for the appeal.
- (ee)** Upon receipt of the appeal, the Chief Executive Officer or Executive Director, or his designee shall notify the President of the undergraduate chapter, enclosing a copy of the appeal. The chapter shall have thirty (30) days to respond in writing to the appeal, which response shall include a record of the proceedings.
- (ff)** The Chief Executive Officer or Executive Director, or his designee shall forward the response of the chapter to the appealing member who shall have fifteen (15) days to submit a response to the Chief Executive Officer or Executive Director, or his designee.

- (gg)** The Chief Executive Officer or Executive Director will thereafter submit the appeal to the Executive Committee of the National Board of Directors, which shall, within sixty (60) days thereafter, determine if such appeal has a reasonable basis. If it determines there is no reasonable basis, the appeal is denied. If it is determined that the appeal does have a reasonable basis, then the National Board of Directors shall decide the appeal at its next regularly scheduled meeting.
- (hh)** The National Board of Directors shall have the power to uphold the decision of the chapter or remand the decision of the chapter back to the Standards Board. In the event that the National Board of Directors remands the decision of the chapter back to the Standards Board because the National Board of Directors finds that the trial and/or appeals procedures outlined herein were not substantially followed by the chapter, the Standards Board can impose any penalty at the conclusion of the second trial, including expulsion. In the event that the National Board of Directors remands the decision of the chapter back to the Standards Board for any other reason, the Standards Board must impose an alternate penalty.

The foregoing provisions are procedural in nature and substantial compliance therewith shall be sufficient for enforcement.

**Section 28.** Whenever deemed necessary, the Chief Executive Officer or Executive Director shall recommend, and the National Board of Directors shall appoint, alumni members of the Fraternity to serve on an Alumni Standards Commission for the purposes of holding trials and determining membership violations for alumni and other non-undergraduate members of the Fraternity. This commission should constitute no fewer than three (3) alumni members, one of whom shall be the chairman.

**Section 29.** Trials of alumni or any other non-undergraduate members shall be held in the manner and form outlined in Section 28 subject to the following modifications:

- (a)** Allegations shall be reported by written complaint to the Chief Executive Officer or Executive Director, not the undergraduate chapter Chaplain.
- (b)** All references to the Standards Board shall be replaced with the Alumni Standards Commission.
- (c)** Before a meeting of the Alumni Standards Commission, the Chief Executive Officer or Executive Director shall notify the Alumni Standards

Commission Chairman of the complaint within seven (7) days of receiving said complaint. The Chairman will randomly select two members appointed to the Commission from among those without a conflict of interest to the complaint in question to evaluate the complaint at their earliest convenience.

- (d) With respect to the scheduling and execution of the trial, the Chairman of the Alumni Standards Commission shall fill the responsibilities delegated to the undergraduate chapter Chaplain.
- (e) All trials may be held by conference call or electronic meeting of the Commission when an in-person meeting is not possible.
- (f) An alumnus alleged to have violated his obligation shall have the right to be represented by any alumnus of the Fraternity, provided the representative is not acting in the capacity of legal counsel.
- (g) The intent to appeal shall be filed in writing with the Chief Executive Officer or Executive Director, not the Chapter President.
- (h) All appeals will be heard directly by the National Board of Directors or its designee as outlined in Section 27.

The foregoing provisions are procedural in nature, and substantial compliance therewith shall be sufficient for enforcement.

## **PENALTIES**

**Section 30.** The penalties which may be imposed for violations of membership obligations are:

- (a) Reprimand or censure.
- (b) Imposition of a fine to a maximum of five hundred dollars (\$500).
- (c) Denial of specific privileges.
- (d) Suspension for a definite time, not to exceed one calendar year.
- (e) Expulsion from the Fraternity.

## **SUSPENSION AND EXPULSION**

**Section 31.** Suspension is defined to be the denial for a definite period of the privileges and benefits of membership, including using, wearing or displaying the Fraternity's name, marks, and insignia; attending undergraduate chapter functions and meetings; use of chapter facilities; and otherwise identifying himself as a member of the Fraternity.

**Section 32.** Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including using, wearing or displaying the Fraternity's name, marks, and insignia; attending undergraduate chapter functions and meetings; use of chapter facilities; and otherwise identifying himself as a member of the Fraternity.

**Section 33.** A member expelled for any reason other than indebtedness may request reinstatement after six months from the date of expulsion, and such request shall be granted only upon unanimous approval of his undergraduate chapter, as to a student member, or the unanimous approval of the board of directors of his Alumni and Volunteer Corporation, as to an alumnus. In the event the undergraduate chapter or the Alumni and Volunteer Corporation, as applicable, has been dissolved, the unanimous approval of the National Board of Directors is required for reinstatement.

**Section 34.** If a chapter member is alleged to have been involved in a sworn declaration or official notice to have been involved in a sexual assault, domestic assault or incident involving physical violence, he shall be suspended until all university, police and legal investigations into the matter are completed, notwithstanding Article 2, Section 30 (d) of the Grand Chapter Bylaws. The suspension of the accused member under this provision of the bylaws shall not reflect a determination of guilt on the part of the accused member; it is imposed in order to protect the rights of the member and the chapter while the investigative process runs its course. The terms of the suspension are defined by Article 2, Section 31 of the Grand Chapter Bylaws.

If a member graduates while under suspension, the chapter shall notify the Chief Executive Officer or Executive Director of the suspended alumnus status pursuant to Article 2 Section 30 of the Grand Chapter Bylaws.

## **SUSPENSION AND EXPULSION FOR INDEBTEDNESS**

**Section 35.** 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.

- Section 36.** 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 37.** Expulsion for indebtedness shall become effective ten (10) days after written notice of the action has been given to the member.
- Section 38.** A member suspended for indebtedness shall automatically be reinstated when his indebtedness is paid in addition to a fine of up to ten percent (10%) of the amount due or another punishment deemed appropriate by the chapter's Standards Board.
- Section 39.** A member expelled for indebtedness may be reinstated, provided his petition for reinstatement is unanimously approved by the undergraduate chapter, as to a student member, and its Alumni and Volunteer Corporation Board of Directors, and provided his petition is accompanied by a reinstatement fee of fifty dollars (\$50) or twenty-five percent of the amount of his indebtedness, whichever is greater, in addition to the amount of his indebtedness, none of which shall be refunded if the petition is denied.

If the petitioner is no longer enrolled in school as an undergraduate, he may be reinstated, provided his petition for reinstatement is unanimously approved by the chapter's Alumni and Volunteer Corporation Board of Directors, and provided his petition is accompanied by a reinstatement fee of fifty dollars (\$50) or twenty-five percent of the amount of his indebtedness, whichever is greater, in addition to the amount of his indebtedness, none of which shall be refunded if the petition is denied.

#### **NOTIFICATION AND REINSTATEMENT**

- Section 40.** Written notification shall be submitted to the Chief Executive Officer or Executive Director by the undergraduate chapter or Alumni and Volunteer Corporation when a member is suspended, expelled, or reinstated.
- Section 41.** A report of a petition for reinstatement and the action taken thereon shall be delivered to the Chief Executive Officer or Executive Director within seven (7) days of consideration of the petition.
- Section 42.** Each undergraduate chapter shall pay a reinstatement fee of ten (10) dollars to the Fraternity when expelled persons are restored to full membership.

**Section 43.** No more than one reinstatement fee shall be paid per individual.

**Section 44.** Petitions for reinstatement, other than the first made, shall be made to the National Board of Directors.

## **BYLAWS**

### **ARTICLE III – LEGISLATIVE GOVERNANCE (GRAND CHAPTER)**

**Section 1.** The supreme governing body of the Fraternity shall be known as the Grand Chapter of Sigma Phi Epsilon Fraternity, and when such Grand Chapter is not in session the supreme authority shall be vested in a National Board of Directors which shall take any and all actions necessary and proper for carrying out the objectives of the Fraternity.

#### **VOTING DELEGATES**

**Section 2.** The voting members of the Grand Chapter shall consist of the following:

- (a) One undergraduate delegate elected by each undergraduate chapter holding a charter; and
- (b) One undergraduate delegate from each undergraduate chapter with a charter held by an Alumni Advisory Council, appointed by said Alumni Advisory Council; and
- (c) One undergraduate delegate elected by each Sigma Epsilon chapter which has been in existence for a period of at least one year; and
- (d) One undergraduate delegate elected by each Sigma Epsilon chapter which has been in existence for less than one year, provided that said delegate has participated in a national leadership program prior to Conclave; and
- (e) District Governors; and
- (f) Members of the National Board of Directors.

Each of the foregoing members is entitled to cast one vote, electronically or in person, upon all questions.

**Section 3.** Should a Sigma Epsilon chapter in existence for less than one year elect an undergraduate delegate or alternate who has not attended a national leadership

program, said delegate or alternate shall have no voting privileges, but shall be eligible to attend all meetings of the Grand Chapter with all other rights and privileges.

**Section 4.** Each chapter operating with a suspended charter shall elect an undergraduate delegate. This delegate shall have no voting privileges, but shall attend all meetings of the Grand Chapter.

**Section 5.** If the delegate of an undergraduate chapter is absent or unable to serve, the vote of such chapter may be cast in person by a duly elected alternate delegate.

**Section 6.** A member of the National Board of Directors or a District Governor shall not be a delegate or alternate delegate of any undergraduate chapter at any session of the Grand Chapter.

**Section 7.** A majority of the Grand Chapter, all duly accredited by the Committee on Credentials, shall constitute the quorum necessary for the transaction of all business.

#### **POWERS AND RESPONSIBILITIES**

**Section 8.** The Grand Chapter shall elect the National Board of Directors and officers of the Fraternity except those Directors elected by the National Board of Directors as Outside Directors under Article IV of these Bylaws and shall possess all powers incident to a legislative assembly.

**Section 9.** The Grand Chapter shall determine the sources of revenue to meet the expenses of the Grand Chapter and shall fix the amount of fees, other than charter fees and insurance assessments, as may be required.

**Section 10.** The laws and regulations as adopted by the Grand Chapter and the National Board of Directors shall be appropriately contained in the Charter, Bylaws, Ritual, Administrative Policies and Procedures of Sigma Phi Epsilon, and shall govern uniformly throughout the Fraternity.

**Section 11.** The Grand Chapter shall have no power to pass retroactive laws or laws impairing the obligation of contracts, or to require or attempt to compel any member of the Fraternity to do anything in violation of the laws of the United States, or of any state of which he is a citizen, or of the institution at which he is a student, or to engage in any act or ceremony in conflict with his convictions or the dictates of his conscience.

**Section 12.** The Grand Chapter shall keep a correct record of its proceedings, which shall be published and distributed to the chapters, District Governors, and National Board of Directors. This record shall not contain debate or immaterial matter delivered or uttered during the session of the Grand Chapter.

### **RULES OF ORDER**

**Section 13.** Rules of order and procedures for any regular session of the Grand Chapter shall be set out in the *Administrative Policies and Procedures* of the Fraternity.

**Section 14.** Questions presented to the Grand Chapter shall be decided by a majority vote, a quorum being present, except the following, which shall be decided by a two-thirds vote:

- (a) Questions involving the expenditure of money for which provision is not specifically made; and
- (b) The removal of or the infliction of punishment upon a member of the National Board of Directors; and
- (c) Changes in the Ritual of the Fraternity; and
- (d) Those required in Robert's Rules of Order.

**Section 15** To determine the result of a vote on any question presented to the Grand Chapter, only the votes of those persons present and entitled to vote at the time the vote is taken shall be counted.

**Section 16.** A roll call vote upon any question shall be taken and recorded upon demand by one member of the National Board of Directors or by three members of the Grand Chapter entitled to vote.

**Section 17.** The Grand Chapter shall fix the time and place for its next regular session, provided, however, that the Grand Chapter may delegate to the National Board of Directors the power to fix the time and place for holding any regular sessions.

### **SPECIAL SESSION**

**Section 18.** The Grand President, with the approval of the National Board of Directors, may, in case of extreme emergency, call a special session of the Grand Chapter; provided, however, that no special session shall be called within thirty (30) days prior to the

time fixed for a regular session of the Grand Chapter.

**Section 19.** Notice of a special session shall be mailed to all chapters, District Governors, and members of the National Board of Directors, and shall set forth specifically the time, place, and purposes of such sessions; provided, however, the time for holding such special session shall be fixed not earlier than thirty (30) days from the date such notice is mailed.

**Section 20.** The business transacted at a special session shall be limited to the purpose for which the session was called; except that by a two-thirds vote the Grand Chapter may elect to consider and dispose of other business.

## **BYLAWS**

### **ARTICLE IV – EXECUTIVE GOVERNANCE (NATIONAL BOARD OF DIRECTORS)**

#### **GENERAL PROVISIONS**

- Section 1.** The affairs of this Corporation shall be managed by a board of directors composed of at least three and not more than thirteen members, three of whom shall be the Grand President, the Grand Secretary, and the Grand Treasurer who shall be selected in the manner determined by the voting members of this Corporation as set forth in its bylaws, subject to the provisions of the Code of Virginia of 1950, as amended, governing the election of such directors. The term of office of the Grand President, Grand Secretary, Grand Treasurer, and Student National Directors shall be two years, and the term of office of all other Directors shall be six years.
- Section 2.** There shall be three types of Directors: Alumni Directors, Student Directors, and Outside Directors. All Directors shall be referred to as National Director.
- Section 3.** The term of office of the Grand President, Grand Secretary, Grand Treasurer, and Student Directors shall be two years.
- Section 4.** The term of office of Alumni Directors shall be six years.
- Section 5.** The term of office for Outside Directors shall be 2 years or until the end of the next Grand Chapter Conclave.
- Section 6.** The Grand President, Grand Treasurer, Alumni Directors, and Student Directors of the Fraternity to be elected by the Grand Chapter shall be chosen by secret ballot on the last day of each regular session. All officers elected who are present at such time shall be installed as the last order of business of the last meeting of said session.
- Section 7.** The Grand President shall not be eligible for reelection.
- Section 8.** To be eligible for election as Grand President, a member of the Fraternity shall be an alumnus and have been a National Director of the National Board of Directors for a minimum of four consecutive years.
- Section 9.** To be eligible for selection as Grand Secretary, a member must be an alumnus and have served no less than two years as a National Director of the National Board of Directors.
- Section 10.** In the event the Grand President is unable to perform the duties of his office at any

meeting or other occasion, the Grand Secretary shall act as President pro tempore until such time as the Grand President can resume the duties of his office. His service as President pro tempore shall not be applicable to the term limit established for service as Grand President.

- Section 11.** The Grand Treasurer shall be elected for a term of two years and shall be eligible for unlimited reelection to this office. He may serve as an ex-officio, non-voting member of the Audit Committee and may serve as an ex-officio, voting member of the Investment Committee.
- Section 12.** The National Board of Directors shall select from its own Alumni Director membership, a Grand Secretary.
- Section 13.** The National Board of Directors may select up to two individuals with unique expertise relevant to higher education to serve until the end of the next Grand Chapter Conclave as Outside Directors. Such Directors shall be selected before the completion of the Conclave by a unanimous vote of the Student and Alumni Directors.
- Section 14.** A vacancy occurring in the office of the Grand President between sessions of the Grand Chapter by reason of death, resignation, or otherwise shall be filled by the Grand Secretary. A vacancy occurring in the office of the Grand Secretary or Grand Treasurer between sessions of the Grand Chapter by reason of death, resignation or otherwise shall be filled by an appointee selected by a majority of the remaining Alumni and Student Directors. The replacement so appointed shall hold office until the next regular session of the Grand Chapter.
- Section 15.** There shall be elected every two years at each regular session of the Grand Chapter at least two Alumni Directors and three Student Directors to fill the vacancies on the National Board of Directors regularly occurring at such time.
- Section 16.** Any vacancy occurring in the office of Student or Alumni Director, except Grand President, Grand Secretary, or Grand Treasurer, for any reason whatsoever, at any time other than at a regular session of the Grand Chapter, shall be filled by an appointee selected by a majority of the remaining Alumni and Student Directors, regardless of quorum, to serve until the installation of officers and directors at the next meeting of the Grand Chapter, at which time the Grand Chapter shall elect a National Director to hold office for the unexpired portion of the term.
- Section 17.** Any vacancy occurring in the office of Outside Director, for any reason whatsoever, may be filled by an appointee selected by a unanimous vote of the Alumni and Student Directors to serve the unexpired portion of the term.

- Section 18.** Any vacancy occurring in the office of Alumni Director, except Grand President, Grand Secretary, or Grand Treasurer, concurrent with a regular session of the Grand Chapter, for any reason whatsoever other than the normal expiration of the term, shall be filled by Grand Chapter election, and the Alumni Director so elected shall hold office for the unexpired portion of the six-year term.
- Section 19.** To be eligible for election to the office of Alumni Director, an individual shall not have served in the capacity of Alumni Director or Outside Director for a period equal to or in excess of twelve years, except that service as Grand President or Grand Treasurer shall not be considered.
- Section 20.** To be eligible for selection as Outside Director, an individual shall not have served in the capacity of Outside Director for a period equal to or in excess of twelve years.
- Section 21.** To be eligible for election, a candidate for Student Director must be an undergraduate member in good standing and must have attained a 3.0 cumulative grade point average on a 4.0 system (or the equivalent on other systems).
- Section 22.** A Grand Chapter officer or director may be removed from office by a two-thirds vote of the Grand Chapter.
- Section 23.** A Grand Chapter officer or director may be removed from office when the Grand Chapter is not in session by the vote of eight Student and Alumni Directors.
- Section 24.** Each member of the National Board of Directors shall serve without compensation, but shall be reimbursed from the funds of the Fraternity for all reasonable and necessary expenses in connection with official business of the Fraternity.

#### **PROCEDURES FOR NOMINATION AND ELECTION OF GRAND CHAPTER OFFICERS AND DIRECTORS**

- Section 25.** The process for the nomination of Grand Chapter officers and directors shall be as follows:
- (a)** The Grand President shall nominate, and the National Board of Directors shall appoint, an Alumni Nominations Committee and a Student Nominations Committee (“the nominating committees”).

- (b) Members of the nominating committees shall be selected from among one or both of the following categories: (i) undergraduate chapter delegates to Conclave; (ii) student members of the National Board of Directors.
- (c) The Grand President, or his designees, shall serve as non-voting advisors to the nominating committees.
- (d) The National Board of Directors shall appoint to each nominating committee as many members as it determines necessary to evaluate thoroughly all candidates. Undergraduate members shall comprise a majority of the committees. No member of either committee may be a candidate for, accept nomination to, or be eligible to serve in, any office selected at that Conclave.
- (e) The Chief Executive Officer or Executive Director shall solicit nominations for officer and director positions on the National Board of Directors, provide the deadline for nominations to be submitted, and invite all interested persons to nominate any eligible person (including themselves) by submitting a completed application, on a form approved by the National Board of Directors. The deadline for submission of nominations shall be no later than six weeks before the Conclave for Alumni Director openings and the Sunday prior to the opening of the Conclave for Student Directors.
- (f) The Grand President or his designee may serve or appoint any member of each nominating committee to serve as interim chairman, for the purpose of convening the committee and meeting the requirements of subsection (g), below; provided that the committees themselves shall select, at their first meeting at Conclave, an undergraduate to replace the interim chairman.
- (g) In advance of Conclave, the Alumni Nominations Committee shall evaluate all nominations timely submitted and confer electronically, or by teleconference or similar means.
- (h) Each nominating committee, or any person designated by a respective committee, may seek the advice of any person(s) in the course of that evaluation. The committees shall determine in their sole discretion which candidates are “highly qualified” for their respective offices and shall invite them to be interviewed by the appropriate committee at Conclave.

- (i) All “highly qualified” candidates shall be interviewed in person by the appropriate committee at Conclave; provided, however, that if a personal exigency prevents a candidate from attending, the committee may interview him by any other reasonable means.
- (j) The identity of the members of the committees, and the lists of nominees under consideration, shall be kept confidential until the committees’ nominating reports are presented to the Grand Chapter. No campaigning shall be allowed, except as expressly permitted by this Section. No candidate for nomination may lobby members of a nominating committee, other than during his interview with the committee as-a-whole, or ask any person to lobby on his behalf. A committee, or any person designated by a committee, may seek the advice of any person(s) in the course of its interviews and deliberations, but no person may address a committee or be present for its deliberations except upon its invitation.
- (k) The Alumni Nominations Committee shall recommend at least one candidate for each open Alumni Director position and officer position in a nominations report to the Grand Chapter. The Student Nomination Committee shall recommend at least one candidate for each open Student Director position in a nominations report to the Grand Chapter. A committee may, but shall not be required to, recommend more than one candidate for each open position. The nominations reports shall provide a summary of each recommended candidate’s qualifications.
- (l) In the event a committee recommends more than one candidate for an open officer or director position, or in the event that a nomination has been made and seconded from the floor, a nominating speech may be made by each candidate or his designee. Candidates are eligible for floor nomination only if they were previously interviewed by a committee, and only if their floor nomination is seconded by at least one voting undergraduate or alumni delegate.

**Section 26.** The order of election of Grand Chapter officers and National Directors shall be: Student Directors, Grand President, Grand Treasurer, Alumni Directors to fill unexpired terms, Alumni Directors to fill regularly expired terms.

**Section 27.** From among eligible alumni directors, the National Board of Directors shall select a Grand Secretary who shall serve as Secretary of the Corporation for two (2) years or until his successor is elected. This selection shall be done at the first meeting of the National Board of Directors following a regular meeting of the Grand Chapter.

- Section 28.** A majority of votes cast shall be necessary to elect; provided, however, when there is only one candidate for an office or alumni directorship, the Grand Chapter may elect by acclamation.
- Section 29.** If there are more than two candidates for any one office or alumni directorship, there shall first be a primary vote, and if no candidate receives a majority of the votes cast, all but the two leading candidates are dropped, and a vote is then taken on the two remaining candidates.
- Section 30.** If there are more than three candidates for the three Student Director positions, then each delegate, in order for his ballot to be counted, must cast three votes, one vote for each of three different candidates, with the three candidates receiving the largest number of votes being elected.
- Section 31.** The Grand President or his designee shall appoint three tellers and a tally clerk who shall supervise the distribution and collection of ballots and the counting of votes cast.
- Section 32.** The tally clerk shall keep tally of the votes cast and at the conclusion of the counting of the votes shall inform the Grand President or his designee of the results.
- Section 33.** When the officers-elect and directors-elect are called for installation, the Grand President or any one designated by him shall proceed with the installation according to the manner and form prescribed in the Ritual of the Fraternity.
- Section 34.** In case of absence of any officer-elect or director-elect, the Grand President shall at once notify him of his election and authorize him to appear before the President of any undergraduate chapter in open meeting and receive the oath of office.

### **MEETINGS OF NATIONAL BOARD OF DIRECTORS**

- Section 35.** In the case that a Grand Chapter Conclave is unable to be held, the National Board of Directors elected through the prior Conclave's nomination and election process will remain vested with the supreme authority allowing them to take any and all actions necessary and proper for carrying out the objectives of the Fraternity. The extension of this supreme authority remains in place only until the Grand Chapter Conclave can be held at which time the nomination and election process can be conducted by the procedures outlined in Article IV in the Grand Chapter Bylaws.
- Section 36.** The National Board of Directors shall meet at least annually. Additional meetings may be called by the Grand President or by four Alumni and Student Directors.

- Section 37.** Six Alumni and Student Directors shall constitute a quorum for the transaction of all business; except as permitted in Section 11 of this Article.
- Section 38.** Notices for meetings of the National Board of Directors shall be given to each director by mail, electronic mail, facsimile, or other means of written communication. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.
- Section 39.** The National Board of Directors may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.
- Section 40.** Action required or permitted to be taken at a National Board of Directors' meeting may be taken without a meeting if the action is taken by all members of the Board. The action shall be evidenced by one or more written consents stating the action taken, signed by each director, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section shall be effective when the last director signs the consent unless the consent specifies a different effective date and states the date of execution by each director, in which event it shall be effective as to the date specified therein.
- Section 41.** The rules contained in the current edition of Robert's Rules of Order shall govern the National Board of Directors in all cases to which they are applicable, and in which they are not inconsistent with the *Grand Chapter Bylaws and Administrative Policies and Procedures* of the Fraternity.
- Section 42.** Whenever practicable, all matters to be presented for consideration by directors shall be taken up by correspondence through the Chief Executive Officer or Executive Director.

## **POWERS AND DUTIES OF DIRECTORS**

- Section 43.** The National Board of Directors shall have such powers and perform such duties as prescribed in the Charter, Ritual, Bylaws, and Administrative Policies and Procedures.

- Section 434** The judicial power of the Fraternity shall be vested in the National Board of Directors, which shall have original and appellate jurisdiction over all controversies arising between chapters or between members, and over the trial of chapters or members for violation of the Bylaws and Administrative Policies and Procedures, or the Ritual.
- Section 45.** A National Director shall have all the powers prescribed by the laws of the Commonwealth of Virginia not inconsistent with these *Grand Chapter Bylaws and Administrative Policies and Procedures*. Upon appointment by the Grand President, he shall act as chairman of one or more committees or task forces on specific phases of the Fraternity's activities. He shall have such other powers and perform such other duties as may be assigned to him by the Grand Chapter.
- Section 46.** The National Board of Directors shall have full power and authority to request any persons to attend a meeting of the National Board of Directors of the Fraternity, and to provide reimbursement for their reasonable and necessary expenses from the funds of the Fraternity.
- Section 47.** The National Board of Directors shall have full power and authority to appoint members of the Fraternity to offices and positions of responsibility to fulfill the objectives of the Fraternity and requirements of the Ritual, and Bylaws and Administrative Policies and Procedures, including a Chief Executive Officer or Executive Director, and to prescribe their duties and to provide for their compensation and reimbursement of reasonable and necessary expenses.
- Section 48.** The National Board of Directors shall have full power and authority to appoint licensed vendors for the manufacture, sale and distribution of all items bearing the trademarked or copyrighted insignia of the Fraternity.
- Section 49.** The National Board of Directors may authorize the Grand Treasurer to transfer monies from any fund or funds of the Fraternity to any other fund or funds of the Fraternity, consistent with provisions of the *Grand Chapter Bylaws and Administrative Policies and Procedures*, the amount transferred to be determined and stated by the National Board of Directors. All monies thus transferred shall be returned to the proper funds together with simple interest at a rate approved by the National Board of Directors. All transfers of monies made under these sections shall be clearly indicated in the annual audit of the Fraternity.
- Section 50.** The National Board of Directors is responsible to the Grand Chapter for the determination of the applicable policies, procedures, rules and regulations to administer the management, collection, disbursement and accounting of fees.

**Section 51.** The National Board of Directors shall be responsible to the Grand Chapter for the establishment from time to time of appropriate funds and the management thereof. The Grand Chapter may also establish appropriate funds and provide for the management thereof.

**Section 52.** The National Board of Directors shall report fully on all questions that may have been under its consideration when so requested by the Grand Chapter.

**Section 53.** The National Board of Directors shall be responsible to the Grand Chapter for the establishment from time to time of appropriate publications and the management thereof. The Grand Chapter may also establish appropriate publications and provide for the management thereof.

## **POWERS AND DUTIES OF OFFICERS**

### **Grand President**

**Section 54.** The Grand President shall preside at the sessions of the Grand Chapter and at the meetings of the National Board of Directors. He shall sign all charters, membership certificates, membership cards and papers that require authentication. He may assign ritualistic titles to directors when required for ritualistic or ceremonial purposes. He shall have the power to convene an undergraduate chapter at any time when the college is in session. He shall have such other powers and shall perform such other duties as may be assigned to him by the Grand Chapter or the National Board of Directors and he shall have the authority to delegate such powers as needed.

### **Grand Treasurer**

**Section 55.** The Grand Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books to be kept for that purpose. He shall receive and deposit, or cause to be received and deposited, all monies and other valuables of the Fraternity, in the name and to the credit of the Fraternity, in such depositories as may be designated by the National Board of Directors. He shall disburse, or cause to be disbursed, the monies of the Fraternity as may be directed by the National Board of Directors, taking proper vouchers for such disbursements. He shall render, or cause to be rendered, to the Grand Chapter, Grand President and the National Board of Directors, whenever they may require, accounts of all his transactions as Grand Treasurer and of the financial condition of the Fraternity. He shall, in general, perform all the duties incident to the office of Grand Treasurer,

subject to the control of the National Board of Directors.

### **Grand Secretary**

**Section 56.** The Grand Secretary shall perform such duties as are prescribed by the National Board of Directors and those of a Corporate Secretary as prescribed by the laws of the Commonwealth of Virginia.

### **Outside Directors**

**Section 57.** The National Board of Directors may select up to two individuals to serve as Outside Directors who shall have all rights and responsibilities as described in these Bylaws. The National Board of Directors shall determine the qualifications necessary to be eligible for selection as an Outside Director as befits the needs of the Fraternity at that point in time.

### **Executive Committee**

**Section 58.** Following the Grand Chapter Conclave, the Board of Directors shall designate an Executive Committee of the Board of Directors that shall be comprised of the Grand President, Grand Secretary, Grand Treasurer, and a current Student Director elected by the Student Directors on the Board.

**Section 59.** The Grand President shall preside over any meeting of the Executive Committee. In the absence of the Grand President, the Grand Secretary shall preside over any meeting of the Executive Committee.

**Section 60.** The Executive Committee shall have such powers and authorities as are from time to time delegated to it by the National Board of Directors. The Executive Committee shall report at the next regular or special meeting of the Board of Directors all action which it has taken since the preceding meeting of the Board of Directors. Meetings of the Executive Committee may be called at any time by the Grand President or at the request of at least two (2) members of the Executive Committee.

### **SigEp National Advancement Council**

**Section 61.** The SigEp National Advancement Council shall be a standing committee of the Grand Chapter.

- Section 62.** The SigEp National Advancement Council shall support the development and implementation of the Fraternity's fundraising strategy.
- Section 63.** The Council shall consist of up to 12 members appointed by the National Board of Directors to serve staggered six-year terms at the pleasure of the National Board of Directors. Council members are eligible to serve multiple terms.
- Section 64.** The National Board of Directors shall appoint a chairman at each Conclave. The chairman shall serve a two-year term at the pleasure of the National Board of Directors and be eligible to serve multiple terms.

### **Regional Directors and District Governors**

- Section 65.** Regional Directors (educational and leadership consultants), hired by the Chief Executive Officer or Executive Director, shall visit the chapters at such times prescribed by the Chief Executive Officer or Executive Director and shall have such powers as prescribed by the Chief Executive Officer or Executive Director.
- Section 66.** The National Board of Directors shall appoint District Governors with such powers, responsibilities, and term of office as prescribed by the National Board of Directors, including, but not limited, to the appointment and removal of Chapter Counselors, Balanced Man Stewards, and Lieutenant District Governors. District Governors shall be representatives of the Fraternity and serve at the pleasure of the National Board of Directors. In the event of a District Governor vacancy, the Chief Executive Officer or Executive Director of the Fraternity shall assume such powers and responsibilities.
- Section 67.** A District Governor may appoint one or more Lieutenant District Governors, who shall have only those responsibilities assigned by the District Governor from among those prescribed by the National Board of Directors. A District Governor may appoint one Lieutenant District Governor for every four chapters in the district. Additional lieutenants may be appointed at the discretion of the National Board of Directors.
- Section 68.** For each chapter in the district, a District Governor shall appoint a Chapter Counselor and Balanced Man Steward, who shall have such powers and responsibilities as prescribed by the National Board of Directors.

## **BYLAWS**

### **ARTICLE V – CHAPTERS, CHARTERS, AND AVCs**

#### **UNDERGRADUATE CHAPTERS**

- Section 1.** An undergraduate chapter of the Fraternity shall be categorized as either:
- (a) A Sigma Phi Epsilon chapter holding a charter as granted and in a status as determined by the National Board of Directors; or
  - (b) A Sigma Epsilon chapter (SEC) established by the National Board of Directors in anticipation of said chapter petitioning for a Sigma Phi Epsilon charter.
- Section 2.** A chartered Sigma Phi Epsilon chapter may be dissolved only by the withdrawal or surrender of its charter.
- Section 3.** A Sigma Epsilon chapter may be dissolved at any time, with or without cause, by a two-thirds (2/3) vote of the National Board of Directors.
- Section 4.** Chartered undergraduate chapters shall be designated by the State and the Greek Alphabet in alphabetical order of installation subject to any modification which the National Board of Directors deems necessary to promulgate the growth of the Fraternity.
- Section 5.** Sigma Epsilon chapters shall be designated by the name of the host institution paired with the designation of SEC.
- Section 6.** When, in the sole discretion of the Fraternity's Chief Executive Officer or Executive Director, there exists an immediate and credible threat or risk to the Fraternity from accusations against or actions by any undergraduate chapter or its members, the Chief Executive Officer or Executive Director, or his designee, may issue an administrative order for the chapter to cease and desist operations for a period of no longer than sixty (60) days by giving notice to the undergraduate Chapter President for the purposes of completing an investigation into violation(s).

#### **CHARTERING**

- Section 7.** A Sigma Epsilon chapter shall be granted a charter by the National Board of Directors under the following conditions:

- (a) The National Board of Directors shall determine the minimum number of eligible undergraduate members of a Sigma Epsilon chapter who shall submit an application for a charter; and
- (b) This application shall be accompanied by a signed petition in a form prescribed by the National Board of Directors together with such other data as the Board may require; and
- (c) The Sigma Epsilon chapter shall be of sufficient size and quality to be considered competitive on its campus; and
- (d) The District Governor for the district of the Sigma Epsilon chapter shall have voted in favor of the application; and
- (e) The National Board of Directors shall have voted unanimously in favor of the application; and
- (f) A charter fee in an amount designated by the National Board of Directors shall have been paid to the Fraternity by the Sigma Epsilon chapter; and
- (g) The Sigma Epsilon chapter shall have purchased through the Headquarters of the Fraternity, prior to installation, the ritualistic equipment required by the Ritual of the Fraternity.

**Section 8.** Installation of an undergraduate chapter shall be in the manner and form prescribed by the National Board of Directors.

### **CHARTER STATUS**

**Section 9.** The charter of an undergraduate chapter of Sigma Phi Epsilon shall be designated with one of the following statuses:

- (a) In good standing
- (b) Subject to charter action
- (c) Alumni Advisory Council
- (d) Suspended
- (e) Withdrawn
- (f) Surrendered

## CHARTER IN GOOD STANDING

**Section 10.** Each undergraduate chapter holding a charter in good standing shall have the rights, responsibilities, and powers as set forth in these *Grand Chapter Bylaws and Administrative Policies and Procedures*

## SUBJECT TO CHARTER ACTION

**Section 11.** A chartered undergraduate chapter may subject itself to charter action through:

- (a) Failure to conform to federal, state, or municipal law;
- (b) Failure to conform to the rules and regulations of the college or university where the undergraduate chapter is located;
- (c) Disorderly conduct on the part of its members tending to bring the Fraternity into disrepute;
- (d) Violation of the *Risk Management Policies of Sigma Phi Epsilon Fraternity*;
- (e) Violation of the *Grand Chapter Bylaws and Administrative Policies and Procedures*;
- (f) Departure from the procedures set forth in the Ritual of the Fraternity;
- (g) Contumacy to the authority of the Grand Chapter, National Board of Directors, or anyone exercising the delegated powers thereof;
- (h) Printing or writing, in any manner whatsoever for its own or other use, or knowingly permitting any of its members to print or write, in any manner whatsoever, for his own or other use, any of the secret work of the Fraternity;
- (i) Failure to pay assessments or money due to the Fraternity;
- (j) Failure to pay past due accounts owing to any person, firm, or corporation or failure to satisfactorily meet any other financial obligations which it is legally obligated to pay;
- (k) Failure to maintain minimum standards as established for academics,

manpower, and other areas of chapter operations by the Grand Chapter;

- (l) Failure to make reports as required by the *Grand Chapter Bylaws and Administrative Policies and Procedures*;
- (m) Failure to send the stipulated number of members to two consecutive events that require attendance, e.g., Carlson Leadership Academies and Grand Chapter Conclaves;
- (n) Failure to hold regular meetings in accordance with the *Grand Chapter Bylaws and Administrative Policies and Procedures* of the Fraternity;
- (o) Failure to conform to the constitution and bylaws of any local Interfraternity Council of which said undergraduate chapter may be a member, with an exemption to be granted only by the National Board of Directors; or
- (p) Failure to implement the Balanced Man Program and its five philosophical tenets.

**Section 12.** A National Director, member of the Headquarters' staff, District Governor, the chapter's Alumni and Volunteer Corporation or Chapter Counselor may recommend that the Chief Executive Officer or Executive Director pursue charter action against a chapter alleged to have violated one or more of the provisions outlined in Section 11. Upon such recommendation, the Chief Executive Officer or Executive Director shall:

- (a) Notify the Chapter President of the charges with respect to violation(s); and
- (b) Allow the chapter 15 days to respond to said charges; and
- (c) Provide all relevant materials, responses, and recommendations to the National Board of Directors for consideration.

**Section 13.** The National Board of Directors shall determine, on the basis of the evidence submitted to it, whether a violation has occurred and, if so, what charter action should be imposed. The Board shall reserve the right to request additional information before making any such decision.

**Section 14.** The suspension, withdrawal, or surrender of a charter as well as the transfer of a charter to an Alumni Advisory Council shall require a majority vote of the National Board of Directors unless otherwise provided for in Section 15.

**Section 15.** The provisions in Sections 12-14 may be waived with respect to violations outlined in Section 11 (a) – (g) if there is clear and convincing evidence that a violation occurred and a two-thirds (2/3) majority of the National Board of Directors approves the creation of an Alumni Advisory Council, the suspension of a charter, or the withdrawal of the charter.

### **ALUMNI ADVISORY COUNCIL**

**Section 16.** When suspension or withdrawal of the chapter charter may be avoided by alumni assistance with chapter operations, responsibility for the chapter charter and operations of the chapter may be transferred to an Alumni Advisory Council appointed by the National Board of Directors. The powers shall include, but not be limited to, expulsion or suspension of membership privileges for a definite period of time, and operational procedures of such Alumni Advisory Councils as prescribed and publicized by the National Board of Directors.

### **CHARTER SUSPENSION**

**Section 17.** In lieu of the withdrawal of the charter of any chapter, the charter of such chapter may be suspended by the National Board of Directors for a specific period of time.

**Section 18.** The National Board of Directors shall have the authority to determine the terms of the suspension and the requirements to return the charter to good standing.

### **CHARTER WITHDRAWAL**

**Section 19.** For any of the causes enumerated in Section 12, and, pursuant to the process outlined in Sections 13 – 16 of this Article, the National Board of Directors may withdraw the charter of a chapter.

**Section 20.** When the National Board of Directors has withdrawn the charter of a chapter, the Grand President, or his designee, shall within thirty (30) days notify the chapter in writing, giving the reasons for the withdrawal.

**Section 21.** Upon receipt of a notice of charter withdrawal, any member or members of the chapter shall have thirty (30) days to petition the National Board of Directors to consider an appeal of its decision.

**Section 22.** Said petition shall be in a manner and form as prescribed by the National Board of Directors.

**Section 23.** Should a majority of the National Board of Directors vote to hear the petition for appeal, the chapter shall be provided no less than sixty (60) days to complete an appeal for reinstatement in a manner and form as prescribed by the National Board of Directors.

**Section 24.** The National Board of Directors, by a two-thirds (2/3) majority of its members, shall take such action in granting an appeal for reinstatement or rejecting an appeal for reinstatement as it may deem necessary for the best interests of the Fraternity, including subjecting the appealing members to alternate charter action.

**Section 25.** A chapter to be reinstated shall be installed in the manner and form prescribed by the National Board of Directors.

### **CHARTER SURRENDER**

**Section 26.** A chapter desiring to surrender its charter voluntarily must petition the National Board of Directors in a form prescribed by the National Board of Directors, accompanied by such other data as the Board may require.

**Section 27.** The National Board of Directors shall consider the petition and shall have the authority, by a majority vote of the directors, to receive the surrender of such charter and dissolve the chapter.

### **DISSOLVED CHAPTERS**

**Section 28.** When the National Board of Directors has accepted the voluntary surrender of a charter, or when it has withdrawn a charter, this action shall be conclusive upon the chapter and the members thereof. All official books, papers, copies of the *Grand Chapter Bylaws and Administrative Policies and Procedures, Ritual* and other articles necessary to conduct the affairs of the chapter and the ceremonies of Ritual Rites of Passage of candidates shall become the property of the Fraternity and must be surrendered upon demand to the National Board of Directors by the individuals having custody of same.

**Section 29.** When a chapter has been dissolved, the Grand President shall notify all other chapters stating the reasons for dissolution.

**Section 30.** Undergraduate members of an undergraduate chapter which has had its charter surrendered or withdrawn shall become subject to the jurisdiction of the National Board of Directors until said members shall have affiliated with another undergraduate chapter or until the charter is reinstated.

## 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 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.
- Section 32.** 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.
- Section 33.** To be eligible for nomination or to hold an elected position in Sigma Phi Epsilon, a member must be in good standing and must maintain a cumulative grade point average of 2.80 or above on a 4.0 scale (or its equivalent). The local chapter bylaws may specify and encourage a requirement higher than 2.80.
- Section 34.** Each of the officers of an undergraduate chapter shall have such powers and perform such duties as prescribed in the *Grand Chapter 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 35.** 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. Further, the Alumni and Volunteer Corporation shall have the right to declare vacant the office of Vice President of Finance for non-performance of his stated duties and obligations.
- Section 36.** Each chapter shall support unrestricted and open expansion of North American Interfraternity Conference member organizations on its campus.
- Section 37.** No chapter may create, recognize, or support a women-only auxiliary group or program that is associated with said chapter.

## ALUMNI AND VOLUNTEER CORPORATIONS

- Section 38.** The alumni and volunteers in the area of an undergraduate chapter shall form a corporation for the purpose of assisting the undergraduate chapter in matters of finance, chapter house construction, maintenance, and operation. The Alumni and

Volunteer Corporation of an undergraduate chapter shall be referred to herein as Alumni and Volunteer Corporation, and the board of directors of an Alumni and Volunteer Corporation shall be referred to herein as an Alumni and Volunteer Board. Each Alumni and Volunteer Corporation shall provide in its corporate bylaws, initially or by amendment, a provision acknowledging that any and all assets, funds, or other property, whether personal or real, cash or non-cash, which are held by or titled to the Alumni and Volunteer Corporation or any of its affiliates or subsidiaries, are trust funds to be held and administered for the benefit of the local chapter of Sigma Phi Epsilon and that such property shall be held to promote the ideals and interests of the Fraternity and managed in accordance with the charter, *Grand Chapter Bylaws and Administrative Policies and Procedures* of the Fraternity. Further, each Alumni and Volunteer Corporation shall adopt and properly execute bylaws, initially or by amendment, which, where legally permissible, shall substantially comply with the form of local Alumni and Volunteer Corporation bylaws furnished by the Chief Executive Officer or Executive Director. In the event that an Alumni and Volunteer Corporation has executed any corporate charter, bylaws, or resolutions which contain any contrary, contradictory or overriding provision or otherwise fail to conform substantially to the form of local Alumni and Volunteer Corporation bylaws, such Alumni and Volunteer Corporation shall execute revised or amended bylaws which conform substantially.

#### **CHAPTER ASSETS**

**Section 39.** Legal title to the lands, buildings, and furnishings acquired for use by an undergraduate chapter, and all other Alumni and Volunteer Corporation property, shall be held by the Alumni and Volunteer Corporation or by the Alumni and Volunteer Corporation and an affiliate of the Fraternity in trust for the benefit of the respective undergraduate chapter (“Trust Assets”). Nothing in this section is intended to apply to assets held by an undergraduate chapter.

#### **ASSETS UPON CHAPTER CLOSURE**

**Section 40.** The Trust Assets shall, upon the dissolution, forfeiture, withdrawal, or suspension of the undergraduate chapter charter, be conveyed by the Alumni and Volunteer Corporation to, and held by, the Fraternity or its affiliates (by deed or by transfer of ownership and control of the Alumni and Volunteer Corporation), or in the alternative, be retained and held by the Alumni and Volunteer Corporation. In either event, the Trust Assets shall be held in trust for the subject Sigma Phi Epsilon chapter, as hereafter provided.

## **TRUST ASSETS HELD BY THE FRATERNITY**

**Section 41.** Trust Assets held by the Fraternity or its affiliates shall be held in accordance with the Chapter Continuation Fund of the Fraternity for a period of twenty-one (21) years for the purpose of reactivating and housing the subject undergraduate chapter. Accounting of the income and expenses of the Trust Assets shall be provided to the Alumni and Volunteer Corporation annually. If the subject chapter is not reactivated within 21 years, Trust Assets shall be used according to vote of the Grand Chapter in Conclave assembled.

## **TRUST ASSETS HELD BY THE ALUMNI AND VOLUNTEER CORPORATION**

**Section 42.** Trust Assets held by the Alumni and Volunteer Corporation shall be held for the reactivation and housing of the subject undergraduate chapter. If the subject chapter is not reactivated within 21 years, the Alumni and Volunteer Corporation shall do one of the following:

- (a) Convey part or all of its Trust Assets to an AVC of another Sigma Phi Epsilon chapter of its choosing; or
- (b) Convey part or all of its Trust Assets to the Fraternity, for use according to vote of the Grand Chapter in Conclave assembled.

**Section 43.** Accounting of the income and expenses of the Trust Assets shall be provided to the Fraternity annually. In the event that the Alumni and Volunteer Corporation is suspended, dissolved, or deactivated under the laws of its state of domicile, all Trust Assets are hereby assigned and conveyed to the Fraternity and shall be treated in the same manner as Trust Assets conveyed by any other Alumni and Volunteer Corporation.

## **TRUST TERMS AND NOTICE OF TRUST**

**Section 44.** Each Alumni and Volunteer Corporation shall execute a Trust Agreement and record, in the appropriate land records of the subject state, a Notice of Trust, which shall be subordinated to reasonable mortgages. The Trust Agreement, the Alumni and Volunteer Corporation charter or articles of incorporation, and the Alumni and Volunteer Corporation bylaws shall be drafted to conform to the requirements of Sections 37 through 44 of this Article. Sigma Phi Epsilon Fraternity, a Virginia corporation, and its affiliates, are hereby granted the authority to enforce the Trust, charter or articles, and bylaws.

- Section 45.** The Alumni and Volunteer Corporation shall collaborate with the undergraduate Vice President of Finance to install proper systems of financing and accounting.
- Section 46.** The Alumni and Volunteer Corporation shall have the power to recommend the qualifications and define the responsibilities and consideration to be granted by the undergraduate chapter, if any, of the Vice President of Finance.
- Section 47.** The Alumni and Volunteer Board shall submit an annual financial statement of the corporation to the undergraduate chapter and to the National Board of Directors, and shall explain said statement upon request.

## **BYLAWS**

### **ARTICLE VI – FEES AND FUNDS**

#### **MEMBER REGISTRATION FEES**

- Section 1.** Continuing in August 2013, each undergraduate chapter shall submit to the Headquarters of the Fraternity a Lifetime Membership Fee of two hundred seventy-five dollars (\$275) for each person inducted to said chapter. Beginning July 1, 2014, each undergraduate chapter shall submit to the Headquarters of the Fraternity a Lifetime Membership Fee of three hundred dollars (\$300) for each person inducted to said chapter. From the Lifetime Membership Fee, ten dollars (\$10) shall be paid to Sig Ep National Housing, LLC (SENH), and thirty-five dollars (\$35) shall be deposited in the *Sigma Phi Epsilon Journal* Fund, for which such member shall receive a life subscription to the *Journal*. These fees and member registration forms shall be transmitted electronically to the Headquarters of the Fraternity not later than twenty-four (24) hours after accepting a bid for membership.
- Section 2.** If within 30 days of joining Sigma Phi Epsilon, a member chooses to leave the Fraternity, 50% of the Lifetime Membership Fee will be refunded. The form requesting a refund must be completed and received at Headquarters within 30 days of the member's joining date that was entered on his original member registration form. No other date will be accepted.
- Section 3.** For each individual initiated as a Renaissance member of any chapter of Sigma Phi Epsilon, a chapter shall pay to the Fraternity an initiation fee of twenty-five dollars (\$25).
- Section 4.** For each alumnus of a local fraternity initiated by or on behalf of a Sigma Epsilon chapter which was formerly a local fraternity, the Sigma Epsilon chapter shall pay to the Fraternity an initiation fee of twenty-five dollars (\$25) and, upon initiation

into Sigma Phi Epsilon, he shall be recognized as an alumnus brother. However, the initiation fee may be waived for all those who, before a local fraternity is colonized, had been members in good standing at the local fraternity and had, by colonization date, been graduated from college.

- Section 5.** The National Board of Directors is authorized to waive or suspend payment of all or a portion of the fees due at the time of induction and initiation when necessary to facilitate the re-chartering of a dormant chapter or to facilitate the merger by Sigma Phi Epsilon of undergraduate chapters of another national fraternity.

#### **ANNUAL FEES**

- Section 6.** Continuing in August 2013, each undergraduate chapter shall pay to the Fraternity a fee of seventy-five dollars (\$75) for each member in the chapter as of March 1. Beginning July 1, 2014, each undergraduate chapter shall pay to the Fraternity a fee of eighty-five dollars (\$85) for each member in the chapter as of March 1. In each subsequent year, this amount shall be increased by 4% or the previous yearly change in the Higher Education Price Index, whichever is less. There shall be no negative change in the per member fee.

- Section 7.** Annually, each undergraduate chapter shall pay to the Sig Ep National Housing, LLC (SENH), a fee of twenty-five dollars (\$25) for each undergraduate member in the chapter as of March 1 of each year.

- Section 8.** Each undergraduate chapter shall contribute into a restricted fund in its name, deposited with the Sigma Phi Epsilon Educational Foundation, in an amount not less than twenty dollars (\$20) for each undergraduate member in the chapter as of March 1 of each year.

#### **OTHER ASSESSMENTS AND FEES**

- Section 9.** Assessments for participation in the Fraternity's insurance program as set by the National Board of Directors shall be paid to the Fraternity.

- Section 10.** Fines for violation of any part of the Ritual, Bylaws, or Administrative Policies and Procedures by chapters or members shall be paid to the Fraternity.

- Section 11.** All reference to monies that may be payable to the Fraternity shall be expressed in United States currency. Remittances in other currencies shall be made in amounts equal to their values in United States currency at the time of remittance.

## OTHER REVENUES

**Section 12.** All revenues resulting from royalties and from the sale of publications or other items shall be paid to the Fraternity.

## FUNDS

**Section 13** The National Board of Directors shall provide for the establishment of two trust funds to be known as the *Sigma Phi Epsilon Journal* Fund, and the Sigma Phi Epsilon Chapter Continuation Fund (hereinafter known as the “Funds”) and for the management of these funds by an Investment Committee appointed by the National Board of Directors.

**Section 14.** The National Board of Directors shall provide for the establishment of an Operating Fund for the regular, ongoing needs of the Fraternity. This fund is to be managed by the National Board of Directors.

## INVESTMENT COMMITTEE

**Section 15.** The Investment Committee shall have the power to invest and reinvest the monies of the trust funds in a manner to promote the purposes for which each has been established.

**Section 16.** The Investment Committee shall consist of no fewer than three members appointed by the National Board of Directors. At least two of the members of the Investment Committee shall be members of Sigma Phi Epsilon. The chairman of the Investment Committee shall be designated by the National Board of Directors from among the Sigma Phi Epsilon members of the Investment Committee. Each member of the Investment Committee shall serve for a term of three (3) years and shall be eligible for re-appointment.

**Section 17.** Members of the Investment Committee serve at the pleasure of the National Board of Directors and may be removed with or without cause. Upon demand by a two-thirds vote of the Grand Chapter, the National Board of Directors shall remove any one or all of the members of the Investment Committee, and replace said removed members with new appointees.

**Section 18.** All members of the Investment Committee shall serve until their successors have been appointed, qualified, and installed.

**Section 19.** Each member of the Investment Committee shall serve without compensation.

**Section 20.** The Investment Committee shall have the authority to contract for and to provide for the compensation of part-time or full-time services of personnel, consultants, or advisors needed, if any, for the proper operation of the Funds, with compensation therefore to be paid from the income of the Funds.

**Section 21.** The Investment Committee shall have the authority to appoint such committees or agents as it may deem necessary, who shall have full power to act on behalf of the Investment Committee on matters and within limits so delegated or established by it.

**Section 22.** Each member of the Investment Committee shall be covered under the Grand Chapter's Directors and Officers Insurance coverage, for faithful performance of his duties and a proper accounting of all monies received and disbursed from the fund and for the proper and safekeeping of all securities and assets of the Funds entrusted to him.

#### **JOURNAL FUND**

**Section 23.** The principal and the income from the investment and reinvestment of the "Journal" Fund shall be applied to the maintenance of educational activities of the Fraternity.

#### **CHAPTER CONTINUATION FUND**

**Section 24.** The Chapter Continuation Fund shall be composed of property and assets devolving upon the Fraternity pursuant to Article V, Sections 39-43, of the Bylaws, which property shall be held by the Fraternity and administered by the National Board of Directors acting in a trust capacity. All property shall be held in accordance with Article V, Sections 39-43 of the Bylaws. The fund may be composed of real or personal property, and the Investment Committee shall have full power to invest and reinvest the same in such form and to the extent it deems advisable.

#### **OPERATING FUND**

**Section 25.** The National Board of Directors may authorize expenditures from the Operating Fund for the general operation of the Fraternity, including the operation of the Headquarters, and for such other purposes as are specifically provided for in the *Grand Chapter Bylaws and Administrative Policies and Procedures*.

## BYLAWS

### ARTICLE VII – PUBLICATIONS AND INSIGNIA

#### RITUAL

- Section 1.** A book defined as the *Ritual and Guide of Sigma Phi Epsilon* shall be published by the Fraternity, with appropriate regulations for its distribution and possession to be prescribed by the National Board of Directors. Copies of the *Ritual and Guide of Sigma Phi Epsilon* remain as property of the Grand Chapter and must be returned upon request of the National Board of Directors.
- Section 2.** The Ritual shall be subordinate to the Charter, the Bylaws, and the Administrative Policies and Procedures.
- Section 3.** The Ritual shall contain the esoteric material of the Fraternity, including the prescribed forms for undergraduate chapter meetings, Ritual Rites of Passage of candidates, installation of officers, and the induction ceremony. Certain secret words and procedures shall not be printed or written, but shall be transmitted orally to the officers of the undergraduate chapter by a representative of the Fraternity.
- Section 4.** The Fraternity password, grip, and other secret identifications shall be as provided in the Ritual.

#### JOURNAL

- Section 5.** A publication to be known as the *Sigma Phi Epsilon Journal* shall be published by the Fraternity.
- Section 6.** The *Sigma Phi Epsilon Journal* shall be paid for from the revenue of the Fraternity. The Chief Executive Officer or Executive Director shall serve as Editor of the *Journal* and is authorized to select any additional editors or staff to assist with publishing as deemed appropriate.
- Section 7.** The editorial policy and all matters in connection with the publication of the *Journal* shall be subject to the approval of the National Board of Directors.

#### OTHER PUBLICATIONS

- Section 8.** Other publications may be issued periodically under the direction of the National Board of Directors, including a directory of members, a song book, and manuals on

Fraternity organization and procedure.

## **NAMES, MARKS, AND/INSIGNIA**

- Section 9.** Permission to use the fraternity's name, marks and insignia in accordance to the rules of the fraternity and consistent with the principles and ideals of the fraternity is given by the Grand Chapter to Sigma Phi Epsilon members, chapters, and Alumni and Volunteer Corporations of Sigma Phi Epsilon.
- Section 10.** Use of the Fraternity's name, marks, and insignia by members, chapters, or Alumni and Volunteer Corporations must be in accordance with the policies of the Grand Chapter. The Grand Chapter reserves the right to withdraw this permission should a member, chapter, or Alumni and Volunteer Corporation violate fraternity policies.
- Section 11.** A chapter's permission to use the Fraternity's name, marks, and insignia shall be automatically revoked upon suspension, withdrawal or surrender of that chapter's charter.
- Section 12.** An Alumni and Volunteer Corporation's permission to use the Fraternity's name, marks, and insignia shall be automatically revoked should the Alumni and Volunteer Corporation suspend operations, dissolve, or become inactive.
- Section 13.** The Fraternity shall permit only representatives of a licensed vendor to make sales or take orders for articles bearing the Fraternity name or insignia, and chapters and members shall purchase such items only from licensed vendors. In accordance with the policies of the fraternity, all items must support the principles and ideals of Sigma Phi Epsilon.

## **BADGES**

- Section 14.** The two official badges of the Fraternity shall be:
- (a) A heart of yellow or white gold, upon the center of which shall be a raised black enameled shield bearing in gold the Greek letters  $\Sigma$ ,  $\Phi$  and E above a skull and crossbones of gold, and all within a plain border of gold, or a border of pearls or diamonds, or both, set in gold; and
  - (b) A gold-clad, heart-shaped badge, upon the center of which shall be a raised heart-shaped black enameled shield bearing the Greek letters  $\Sigma$ ,  $\Phi$  and E

above a skull and crossbones of gold, and all within an eighth-inch gold-etched border, commonly known as the Founders Badge.

**Section 15.** The sweetheart badge of the Fraternity shall be a miniature replica of the official badge.

**Section 16.** Upon the death of a member of the Fraternity an undergraduate chapter may elect to have each of its members wear a black ribbon under his badge for a period of one week.

**Section 17.** The badges shall be worn as follows:

- (a) On a collared shirt; one-half inch on the diagonal from the innermost and uppermost corner of the shirt pocket or when there is no pocket, in the approximate location had there been a pocket on the shirt. The badge is to be placed approximately over the heart of the brother displaying it; and
- (b) When wearing a vested suit, the badge will be displayed on the vest in a location approximating the position of the heart; and
- (c) The chapter designation pin guard will be displayed below and to the left of the badge.

**Section 18.** The skull and crossbones shall be used only on the Fraternity badge and replicas thereof.

**Section 19.** The Balanced Man pin shall be a round pin embossed with the Balanced Man Symbol in gold upon a black background. The Balanced Man pin may be worn by any member of Sigma Phi Epsilon as an indication of membership in the Fraternity. The Balanced Man pin shall be worn in the same manner as the official badge or alternatively on the lapel of a jacket.

**Section 20.** The Fraternity coat of arms shall consist of a shield, a crest, and a scroll upon which shall be mounted the motto of the Fraternity. The heraldic description of the coat of arms shall be as follows:

SHIELD: Per Pale Purpure and Sanguine, In Chief a Mullet and a Roman Sword Erect Or, To Base a Cross Couped of the Like Charged with a Lamp of Knowledge Sable Flamed Gules.

CREST: A Ducal Crown Beneath a Demi Glory Or.

MOTTO: Sigma Phi Epsilon.

### FLAG

- Section 21.** The Fraternity flag shall be a field purpure, on a bend sanguine fimbriated or a mullet of the like.
- Section 22.** For display purposes, the Greek letters  $\Sigma$ ,  $\Phi$  and E shall appear in gold in the upper right-hand corner of the flag, and in the lower left-hand corner the Greek letter designation of the undergraduate chapter.

### COLORS AND FLOWERS

- Section 23.** The colors of the Fraternity shall be purple and red.
- Section 24.** The Fraternity flowers shall be red roses and purple violets.

**BYLAWS**  
**ARTICLE VIII – INDEMNIFICATION**

**Section 1.**

In any proceeding brought by or in the right of the Fraternity or brought by or on behalf of members of the Fraternity, no director or officer of the Fraternity shall be liable to the Fraternity or its members for monetary damages with respect to any transaction, occurrence, or course of conduct, whether prior to or subsequent to the effective date of this Article VIII, except for liability resulting from such person's willful misconduct or knowing violation of criminal law.

**Section 2.**

The Fraternity shall indemnify against liability and reasonable expenses incurred by any individual who is, was, or is threatened to be made, a party to a proceeding (other than a proceeding by or in the right of the Fraternity or a proceeding in which he was adjudged liable on the basis that personal benefit was improperly received by him) because he is or was serving in his official capacity as an officer, director or employee of the Fraternity or of any other legal entity on behalf of the Fraternity or was serving on a committee created by the Fraternity (whether by the Board of Directors of the Fraternity or otherwise) to consider and report to the Fraternity or its Board of Directors in respect of any matter, if he conducted himself in good faith and believed that his conduct was in the best interests of the Fraternity or otherwise met the requirements of §13.1-876 of the Code of Virginia of 1950, as amended. The Board of Directors is hereby empowered, by a majority vote of a quorum of disinterested directors, to enter into a contract to indemnify any director or officer with respect to any proceedings arising from any act or omission, whether occurring before or after the execution of such contract. Notwithstanding anything to the contrary contained herein, the Fraternity shall neither indemnify nor provide advancement to a director or officer in connection with any proceeding initiated by or on behalf of such director or officer.

**Section 3.**

Status as a member, brother, or alumnus of Sigma Phi Epsilon Fraternity does not grant an individual status as an agent of the Fraternity unless the individual is serving in a duly elected or appointed position as decreed in the Fraternity's *Grand Chapter Bylaws and Administrative Policies and Procedures*.

**Section 4.**

An undergraduate chapter and Alumni and Volunteer Corporations are not agents of the Grand Chapter and cannot act on behalf of the Fraternity. The Grand Chapter's ability to impose "post-conduct sanctions," including charter suspension or revocation, is not provided with intent to control day-to-day operations or to create an agency relationship.

- Section 5.** The termination of any proceeding by judgment order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the applicant is not entitled to indemnification.
- Section 6.** Indemnification shall be made by the Fraternity only as authorized in the specific case upon a determination that indemnification is proper because the prospective indemnitee has met the appropriate standard of conduct. This determination shall be made by disinterested directors or special legal counsel selected by the Board of Directors.
- Section 7.** The Fraternity may pay for or reimburse the reasonable expenses incurred by any applicant made a party to a proceeding in advance of final disposition of the proceeding if the applicant provides: (i) a written statement of his good faith belief that he has not engaged in willful misconduct or knowing criminal violations; (ii) a written undertaking on his behalf to repay any funds advanced if it is determined he did not meet such standard of conduct. Such written undertaking shall be an unlimited general obligation and need not be secured. Applicant's financial ability to repay is not required.
- Section 8.** The Fraternity may purchase and maintain insurance to indemnify it against the whole or any portion of the liability assumed by it in accordance with this Article VIII and may also procure insurance, in such amounts as the Board of Directors may determine, on behalf of any person who is or was a director, officer, employee or agent of the Fraternity, or is or was serving at the request of the Fraternity as a director, officer, employee or agent of another corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, against any liability asserted against or incurred by him in any such capacity or arising from his status as such, whether or not the Fraternity would have power to indemnify him against such liability under the provisions of this Article VIII.

**BYLAWS**  
**ARTICLE IX – AMENDMENTS**

- Section 1.** When the Grand Chapter is in session, a proposed amendment to the *Grand Chapter Bylaws* of the Fraternity shall be presented in writing at a regular session of the Grand Chapter and shall set forth the Article and Section it is proposed to amend. Each proposed amendment shall be referred to a committee for its consideration and recommendation, and each proposed amendment approved by a majority vote of the Grand Chapter shall be declared in full force and effect.
- Section 2.** When the Grand Chapter is not in session, the National Board of Directors may submit amendments to the Bylaws directly to the chapters, District Governors, and National Directors, with each of the foregoing entitled to one vote. A time limit of 15 days shall be allowed for written comments to be submitted electronically, which will be distributed electronically unabridged upon request of the submitter along with an electronic ballot for such vote, and a time limit of 20 days thereafter shall be fixed within which votes shall be cast. Written comments shall not exceed one page and shall be acceptable only from each member entitled to vote. Any amendments approved by a majority of those voting shall be declared in full force and effect, provided that two-thirds of those eligible to vote shall have cast ballots.
- Section 3.** When the Grand Chapter is not in session, the National Board of Directors, in the event of an emergency, shall be empowered to amend the Bylaws by a three-fourths vote of all Directors eligible to vote. Such an amendment must be ratified by a Grand Chapter vote, the vote to be in accordance with the procedures set forth in Article IX, Section 2, of the Bylaws initiated within 10 days of such amendment, or by vote at the next Grand Chapter Conclave, whichever can be accomplished first, or the emergency amendment becomes null and void.

**ADMINISTRATIVE POLICIES AND PROCEDURES**

**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**SECTION 1 – LEGISLATIVE GOVERNANCE (GRAND CHAPTER)**

**GRAND CHAPTER RULES OF ORDER**

- A. The rules contained in the current edition of Robert’s Rules of Order shall govern the Grand Chapter in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of the Grand Chapter.
- B. The rules of order of the Grand Chapter shall not be suspended at any time except by a two-thirds vote.
- C. The Grand Chapter may, at any time, by a two-thirds vote, go into executive session, during which all persons other than Grand Chapter officers, National Directors, District Governors, and delegates may be excluded.
- D. Each delegate or alternate delegate is required to attend all regular business meetings of the Grand Chapter unless excused by the presiding officer.
- E. Each accredited undergraduate chapter shall be reimbursed from the funds of the Grand Chapter for the average mileage cost of operating an automobile round trip between his undergraduate chapter and the Grand Chapter; total mileage and per-mile costs shall be determined by the National Board of Directors. In order to receive reimbursement, the delegate or alternate must attend all legislative sessions unless excused by the presiding officer.
- F. The Standing Legislative Committees of the Grand Chapter shall include:

Bylaws and Administrative	Credentials
Policies and Procedures	Audit
Ritual	Resolutions
Alumni Nominations	Ways and Means
Student Nominations	Standards
- G. All members of committees of the Grand Chapter shall be appointed by the Grand President from the membership of the Grand Chapter, and each committee shall present its report in writing to the Grand Chapter at the session for which it was appointed.
- H. The Grand President, National Board of Directors, or Grand Chapter may establish such other committees, standing or special, as are deemed necessary to carry on the business of the Grand Chapter.

- I. The Legislative Committee on Credentials shall examine, certify, and report upon the credentials for all chapters whose accounts with the Grand Chapter are in arrears and which have not made previous arrangements with the Grand Treasurer to have such arrearages eliminated.
- J. At the regular session of the Grand Chapter, the following rules of order shall be observed:
  - I. Call to order.
  - II. Roll call of delegates.
  - III. Report of Committee on Credentials.
  - IV. Adoption without reading of the minutes of the previous session as printed, unless objection is made to specific errors.
  - V. Appointment of Conclave Committees.
  - VI. Presentation in writing of resolutions, memorials, petitions, communications, amendments, etc., which, after being read, shall be placed, without discussion, with the Grand President for reference to the proper committees.
  - VII. Reports of Grand Chapter officers.
  - VIII. Report of National Board of Directors.
  - IX. Reports of committees.
  - X. Special order of business.
  - XI. Election of Grand Chapter officers and National Directors, with but one seconding speech allowed to each nomination.
  - XII. Installation of Grand Chapter officers and National Directors.
  - XIII. Closing of the Grand Chapter session.
- K. The Legislative Committee on Credentials shall examine and report upon the correctness of all certificates of all delegates to the Grand Chapter, certifying credentials only for those chapters whose accounts with the Grand Chapter are not in arrears and those chapters

which have made arrangements with the Grand Treasurer to have such arrearages eliminated.

- L. Between sessions of the Grand Chapter, the National Board of Directors may appoint members to such committees or task forces as are deemed necessary to carry out the work of the Fraternity, and each such committee or task force shall present its reports in writing to the National Board of Directors.
- M. The Grand President shall be an ex-officio, non-voting, member of each committee or task force.
- N. Each committee or task force shall have power to demand any books, papers, or other articles that may be in the possession of any member of the Fraternity, as it may deem necessary to gain a correct understanding of the subject under consideration, or to the business with which it shall have been entrusted; such a committee or task force also shall have power to summon before it any member of the Fraternity to give testimony or to otherwise aid in the discharge of its duties. Any member so notified to appear in person, or to present books, papers, or other articles, shall comply with the terms of such notice, and if his attendance is required by the terms of such notice he shall appear and continue his attendance, until dismissed, or otherwise subject himself to a charge of contempt and punishment upon conviction by the National Board of Directors.
- O. Each member of each committee or task force, upon completion of the work for which his committee was appointed, shall return all books, papers, or other articles to the persons from whom they were obtained, or as directed by the National Board of Directors.

**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**SECTION 2 – CHAPTERS, CHARTERS, and AVCs**

**OFFICERS — POWERS AND DUTIES**

- A. The Executive Committee of the undergraduate chapter shall include, at a minimum, each of the following undergraduate officers. The duties of each shall be as follows:
- (i) The President shall preside at all meetings and extra sessions of the chapter. He shall appoint committees, decide in case of tie votes, impose fines, and sign all papers requiring authentication. He shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon. The President shall be chairman of the Executive Committee and shall be responsible for ensuring representation on the Interfraternity Council, if applicable.
  - (ii) The Vice President of Programming shall be responsible for the chapter's events and programs and shall coordinate the chapter calendar. He is chairman of the programs committee, which shall implement events, philanthropic and service learning activities, intramurals, and, in coordination with the Vice President of Member Development, Sound Mind and Sound Body programming relevant to all chapter members. He shall serve as the ritualistic Vice President.
  - (iii) The Vice President of the Learning Community is responsible for creating a learning environment, either in the chapter facility or on campus, and ensuring the space is used by faculty and university staff. The Vice President of the Learning Community is the chief coordinator of the Learning Community program and is responsible for leading and implementing the Learning Community committee. Additionally, he is responsible for understanding and communicating to his chapter the various aspects of the Learning Community program.
  - (iv) The Vice President of Finance shall be responsible for the chapter's financial affairs. He is chairman of the finance committee. The finance committee shall collect all dues and other charges due from the members to the undergraduate chapter, and the Vice President of Finance shall make necessary and appropriate disbursements as required. The finance committee shall prepare, with the assistance of the Executive Committee and their volunteers, an annual budget of the undergraduate chapter, and after it is approved by the Executive Committee, he shall transmit a copy to the undergraduate chapter and the Alumni and Volunteer Corporation and make available a copy for the District Governor and Headquarters. The Vice President of Finance shall be responsible for filing an annual tax return with the Internal Revenue Service and submitting said return to Headquarters. He shall also be responsible for the prompt collection and

transmittal to Headquarters of all monies due the Fraternity pursuant to Article VI of the Bylaws. Within one month after the conclusion of their terms of office, the Vice President of Finance and his committee shall, upon request, make available to the Alumni and Volunteer Corporation, all records pertaining to the financial operations of the undergraduate chapter for review by such person as is designated by the Alumni and Volunteer Corporation. Should the chapter president or the chapter's volunteers be concerned that financial improprieties are occurring, they may ask for an audit independent of the Vice President of Finance of the chapter's finances at any time. Should it be necessary the Vice President of Finance shall have 30 calendar days to prepare for this audit. In the event that the chapter's tax-exempt status is suspended or revoked by the IRS, or a state taxing authority, the vice president of finance, in conjunction with the AVC and a mentor for the Vice President of Finance, must immediately move to resolve the issue and obtain reinstatement of the chapter's non-profit tax by adopting the Fraternity's preferred financial platform vendor for all dues collection and tax filing services for at least three years from the date of the suspension or revocation. In the event there is no mentor for the Vice President of Finance, one shall be appointed by the AVC or the District Governor in the absence of an AVC. A chapter can opt out of the preferred platform's services by proving reinstatement progress within 3 months of tax-exempt suspension or revocation with support of a local certified professional accountant or tax professional.

- (v) The Vice President of Member Development shall be responsible for the comprehensive experience provided to undergraduate members of the chapter. He is chairman of the development committee, which includes the SigEp Learning Community Chairman, the Challenge Coordinators, or their equivalents, and other members as necessary to implement academic and development programming. The Vice President of Member Development is responsible for planning chapter retreats and Sound Mind and Sound Body programming. 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.
- (vi) The Vice President of Recruitment shall be responsible for recruiting new members into the chapter. He is chairman of the recruitment committee, which includes the Balanced Man Scholarship Chairman and other members as necessary to implement formal and year-round recruitment. The committee shall conduct the chapter's new member recruitment by establishing and maintaining programs to recruit undergraduate members. It shall also coordinate the process to extend bids for membership to potential new members.
- (vii) The Vice President of Communications shall be chairman of the communications committee, which shall be responsible for public relations, social media, chapter

history, and technology. The committee shall coordinate with the Alumni and Volunteer Corporation 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. 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 a record of the history of the chapter. He shall call the roll and keep the minutes of each meeting. He shall have charge of the seal, books, papers, and records of the chapter, except those in the charge of other officers. He shall conduct all correspondence and bring all legislation before the chapter. He is also responsible for the minutes of the Executive Committee meeting.

- (viii) The Chaplain shall oversee the chapter's standards and Ritual. He shall be responsible for the proper and regular performance of the Ritual. He shall also be the chair of the standards board, which holds members accountable to the high standards of Sigma Phi Epsilon, the Grand Chapter Bylaws, and the chapter bylaws. Understanding the value of Sigma Phi Epsilon's Ritual, communicating the importance of establishing and upholding chapter standards, and effectively managing the chapter's standards board is the foundation of the office.
  - (ix) In the event the Chapter President is unable to perform the duties of his office at any meeting or other occasion, the Vice President of Programming shall act as President pro-tem until such time as the Chapter President can resume the duties of his office.
  - (x) A vacancy occurring in the office of Chapter President by resignation, expulsion, suspension, or otherwise shall be temporarily filled by the Vice President of Programming until such time that the undergraduate chapter elects a new Chapter President.
  - (xi) A vacancy occurring in the office of Chaplain or any Vice President by resignation, expulsion, suspension, or otherwise shall be temporarily filled by an undergraduate member selected by a majority of the Executive Committee until such time that the undergraduate chapter holds an election for said office.
- B. 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.

#### **STANDARDS BOARD — POWERS AND DUTIES**

- C. 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 the Guide. Additionally, the chapter shall elect at least one alternate to serve in the event that any member of the Standards Board is unable to fulfill his responsibility due to his involvement or another conflict of interest. The Chaplain will be chairman of the Standards Board. The Standards Board shall be responsible for planning the use of the Ritual, inspect the Ritual equipment, review proper risk management for upcoming events, and practice the Ritual. The Standards Board shall also be responsible for enforcing Grand Chapter and local chapter bylaws and resolve member disputes.

- D. In the event that the Chaplain is unable to fulfill his responsibility due to his involvement or another conflict of interest, the Senior Marshal shall serve as acting Chaplain for the purposes of said trial. In the event that both Chaplain and Senior Marshal are unable to fulfill their responsibility, then the Junior Marshal followed by the Guide followed by the Guard shall serve as acting Chaplain.
- E. In the event that a member of the Standards Board other than the chaplain is unable to fulfill his responsibility due to his involvement or another conflict of interest, the elected alternate shall serve in his place. In the event that members of the Standards Board are unable to fulfill their responsibility due to involvement or another conflict of interest and insufficient alternates are available to have at least five Standard Board members, the remaining members must draft other members of the chapter not on the Executive Committee to serve on a temporary basis. A majority of the Executive Committee members not involved in the trial(s) requiring this process shall approve of the temporary members.
- F. A vacancy occurring in the office of any member of the Standards Board by resignation, expulsion, suspension, or otherwise shall be first filled by the elected alternate by order of succession, then if no alternates are available, by the chapter election process.

#### **ELECTION OF UNDERGRADUATE CHAPTER OFFICERS**

- G. The officers of an undergraduate chapter shall be elected annually by secret ballot provided, however, that they may be elected by an alternate calendar cycle if two-thirds of the undergraduate members of the chapter vote in its favor, and the cycle is approved by the District Governor. These officers shall be installed according to the manner prescribed in the Ritual.
- H. In the event that one or more of the elected officers is unable to complete their term of office, the undergraduate chapter shall hold a special election to fill any or all vacancies with members who shall serve until the next annual election.
- I. Only a member in good standing shall be eligible to hold an office or position of trust in any undergraduate chapter.

- J. 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.

### **UNDERGRADUATE CHAPTER MEETINGS**

- K. Undergraduate chapter meetings shall be conducted in accordance with Robert's Rules of Order.
- L. Special meetings may be called by the president or by a two-thirds vote of the members in good standing of the chapter.
- M. The president shall give reasonable notice of a special meeting, stating the business to be transacted, and no other business shall be transacted at such special meeting except by a two-thirds vote of members in good standing.
- N. No Grand Chapter officer shall preside at a meeting of an undergraduate chapter except during the ceremonies of installation, Ritual Rites of Passage, or during elections.
- O. During each month of the academic year, an undergraduate chapter shall hold at least one formal meeting as described in the Ritual.
- P. Questions regarding the interpretation of the undergraduate chapter bylaws, Ritual, Bylaws, or Administrative Policies and Procedures shall be decided by the president of the undergraduate chapter, but there shall be the right of appeal as follows:
- (i) A two-thirds vote of the chapter is required to overrule the president's decision, such vote to be taken by the Vice President of Communications.
  - (ii) The decision of the chapter may be appealed to the National Board of Directors.

### **UNDERGRADUATE CHAPTER BOOKS AND RECORDS**

- Q. Each undergraduate chapter shall obtain and keep the following books and records:
- (i) The Grand Chapter Bylaws and Administrative Policies and Procedures of the Fraternity.
  - (ii) The Ritual.
  - (iii) The bylaws of the undergraduate chapter.

- (iv) Trial and appeals procedures manual
- (v) The minutes of the chapter's meetings.
- (vi) Financial records of the chapter.
- (vii) Robert's Rules of Order

**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**SECTION 3 – PUBLICATIONS AND INSIGNIA**

**LICENSED VENDORS**

- A. In consideration of their appointment as Licensed Vendors of the Fraternity by the National Board of Directors, each of the Licensed Vendors so appointed shall pay to the Fraternity such royalties or commissions, as determined by the National Board of Directors, on all articles of every description sold by each of them to any of the chapters or members of the Fraternity.
- B. Trademarked and copyrighted insignia are property of the Grand Chapter.
- C. Any commercial use of these insignia shall be through a licensed vendor approved by the National Board of Directors with a list of licensed vendors maintained and published by the Chief Executive Officer or Executive Director.
- D. Sigma Phi Epsilon shall not permit trademarked and copyrighted insignia to be printed, inscribed, or used on items containing any text, image, or design which reflects a negative image of the Fraternity or is otherwise contrary to the ideals of the Fraternity.

**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**SECTION 4 – RISK MANAGEMENT POLICIES OF SIGMA PHI EPSILON**  
**FRATERNITY**

Sigma Phi Epsilon cares about the safety and well-being of its members. Members of SigEp take a ritual oath to exhibit respect, care and concern for themselves and others. Fulfilling this oath ensures all members have a rich and meaningful SigEp experience.

SigEp is committed to eliminating risky behaviors associated with alcohol and drug use, hazing, sexual abuse and physical assault and has adopted the following risk management policies. These policies apply to all Fraternity entities and all levels of Fraternity membership.

Failure to comply with these policies signifies a conscious decision to forfeit insurance coverage and can result in individual and chapter disciplinary action, including charter revocation. All members and volunteers should review the following policies carefully.

**ALCOHOL AND DRUGS**

1. The possession and/or use of alcoholic beverages while participating in any Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity must be consistent with all campus regulations; city, county, state, and federal laws; and must comply with all of SigEp’s Risk Management policies and supplemental policies for BYOB or third-party vendor events.
2. No alcoholic beverages may be purchased with chapter funds, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Pooling of funds, “passing the hat,” or maintaining “slush funds” is not permitted. The purchase and/or use of a bulk quantity or common source(s) of alcoholic beverages (e.g., kegs, case(s) of beer/wine) is prohibited.
3. No Fraternity members, individually or collectively, shall purchase for, serve, or sell alcoholic beverages to any minor (i.e., those under the legal drinking age).
4. No chapter can associate the Fraternity’s name with any event sponsored by an alcohol distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
5. No chapter can co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
6. No alcohol may be present at any event associated with Fraternity recruitment.

7. No alcohol may be present at any “open event” where there is unrestricted access by non-members of the Fraternity.
8. No member shall permit, encourage or participate in “drinking games.” Drinking games include but are not limited to the consumption of shots of alcohol, liquor or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong;” “century club;” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
9. No alcohol is allowed at any member development activity or Ritual ceremony. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, Ritual Rites of Passage and initiation.
10. The possession, sale or use of illegal drugs or controlled substances, including prescription drugs obtained without a prescription, is strictly prohibited.

### **HAZING**

No member or chapter shall engage in, tolerate or condone any act of hazing involving any member or non-member of the Fraternity. Condoning includes both willful participation and failure to report hazing. Acts of hazing are defined as:

“Any action taken or situation created, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law or ritual, the regulations and policies of the educational institution or applicable local, state, or federal law. Permission or approval by a person being hazed is not a defense.”

### **SEXUAL ASSAULT, HARASSMENT AND ABUSE**

No member or chapter shall engage in, tolerate or condone any form of sexist or sexually abusive behavior, be it physical, mental, or emotional in nature. This includes any actions that are demeaning to any person including, but not limited to verbal or physical harassment and sexual assault by individuals or members acting together.

No members or chapter shall encourage, support or participate in any action that demeans, belittles, or damages, in any manner, another person. The employment or use of strippers, exotic dancers or similar, at a fraternity event is prohibited.

## **PHYSICAL ASSAULT AND ABUSE**

No member or chapter shall engage in, tolerate or condone any form of fighting or physically abusive behavior.

## **FIRE, HEALTH AND SAFETY**

1. Members and chapters must comply with all local fire and health codes.
2. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as the Rites of Passages as outlined in The Ritual and Guide of Sigma Phi Epsilon and the Public Ceremonies of Sigma Phi Epsilon Fraternity. Additionally, the chapter *may* host events with fire pits and grills but will need to secure Special Event coverage if hosting events with bonfires. Please contact the Headquarters staff Member Safety Director to learn more.
3. The use of self-constructed pools, ponds, towers, slip and slides, rope bridges or similar structures is strictly prohibited on Fraternity property, at any Fraternity event or at any event an observer would associate with the Fraternity. Additionally, the use of any form of slip and slide, even if it has been rented and/or is being supervised by a third-party vendor, is strictly prohibited, and all claims will not be covered.
4. The possession and/or use of firearms or explosive devices on chapter premises are expressly forbidden.
5. Members (both undergraduate and alumni) operating rental vehicles or non-owned vehicles (which are not owned by the driver) for transportation to and from Fraternity events or programs will not be covered under SigEp's General Liability insurance policy.

## **LIABILITY INSURANCE COVERAGE**

Individuals in violation of the Risk Management Policies of Sigma Phi Epsilon; those acting outside of the scope of their membership duties; and/or those in violation of federal, state, county, city, local or institutional laws and regulations may void their protection under the Fraternity's insurance program. These individuals will be personally liable and must retain their own attorneys for their defense. Additionally, their actions may jeopardize other members, individuals and/or entities protected by SigEp's General Liability Insurance Policy.

The National Board of Directors is authorized to amend or modify these policies in order to meet the contractual needs of the Fraternity's insurance policy.

## **GOOD SAMARITAN POLICY**

SigEp cares about the safety and well-being of its members and is committed to eliminating risky behaviors associated with alcohol and drug use, hazing, sexual abuse and physical assault. Undergraduate brothers should never hesitate to call 911 when concerned for someone's well-being.

To promote this focus on member safety, SigEp has adopted the following Good Samaritan policy:

SigEp expects all brothers to uphold our Cardinal Principles, especially that of brotherly love, by acting immediately and responsibly to ensure the well-being of others.

### **Individual**

If a member(s) assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or any medical emergency, then that member(s), as well as those who are assisted, shall not be subject to individual disciplinary action from Sigma Phi Epsilon with respect to the incident. This policy applies regardless of whether the member(s) who is assisting was a contributing factor to that emergency.

### **Chapter**

A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or any medical emergency, shall be eligible for mitigation of charges related to violations of SigEp's policies. To be eligible for mitigation, the chapter will be required to meet in person or by phone with a national staff member, an alumni volunteer, and an appropriate university official no more than 24 hours after the event.

**ADMINISTRATIVE POLICIES AND PROCEDURES  
ADDENDUM TO THE RISK MANAGEMENT POLICIES AND PROCEDURES**

**IMPROVE THE FRATERNAL EXPERIENCE THROUGH NATIONWIDE  
SUBSTANCE-FREE FACILITIES**

No later than August 1, 2020, all SigEp chapters must implement a substance-free chapter facility policy.

Substance-free shall be defined to prohibit the possession, use, distribution, or consumption of all illegal and illicit substances, alcohol, marijuana, or controlled substances without an appropriate prescription issued to the user by a licensed professional.

Chapter facilities shall be defined to include all facilities and grounds owned, operated, or leased by the chapter directly, by their host institution or their Alumni and Volunteer Corporation (AVC).

Common areas shall be defined as communal spaces, study spaces, dining facilities, any area of a chapter facility that is open for common or public use, and all outdoor spaces associated with or adjacent to the chapter facility, including parking lots.

No later than August 1, 2018, all chapters must adopt a policy restricting the presence, consumption, and use of alcohol to private rooms of members of legal drinking age and all common areas must be substance-free. Chapters shall prohibit substance use in common areas and prohibit events involving substances with the exception of an approved special event as defined in Resolution 2 proposed and adopted at the 55th Grand Chapter Conclave.

It will not be a violation of the substance-free policy for there to be up to 6 events hosted by the Alumni and Volunteer Corporation permitted by approved application per calendar year where, using chapter facilities (except rooms reserved as “alcohol-free” pursuant to SigEp Learning Community standards), alcoholic beverages may be served, provided the following provisions are met.

1. Events must be primarily aimed towards socialization with alumni, parents, or faculty.
2. All alcohol is bought, sold, and distributed by a third-party vendor.
3. All events must be approved by three of the following persons: the AVC President, the faculty fellow, the university Greek life coordinator, or the appropriate campus official.
4. All events must follow SigEp’s Risk Management Policies, as well as be in accordance with all national, state, and local laws or ordinances, host institution policies and third-party vendor guidelines.
5. The application, which shall be made to the individuals outlined in point 3 above, shall include, but not be limited to, the following information: a detailed description of the

event, including the date, start and end times, number of guests, and third-party vendor information.

Chapter facilities will follow the substance-free transitional policy between August 1, 2018, and July 31, 2020, and follow the complete substance-free policy after August 1, 2020, regardless of who makes use of those facilities, be they the chapter membership, the AVC, or fraternity alumni, inclusive of all guests and the public.

The Headquarters staff will support all chapters as they transition to a substance-free model by providing augmented resources to educate undergraduates and volunteers at all Carlson Leadership Academies, all Cox Volunteer Institutes, all Ruck Leadership Institutes, all Grand Chapter Conclaves, and augmented education from Regional Directors on substance-free programming and risk management policies, in addition to current education on recruitment, member development, and chapter leadership, paying special attention to the requests of chapters transitioning to substance-free facilities from current non-substance-free facilities on non-dry campuses.

The National Board of Directors and Headquarters Staff will establish an educational grant program to offset the chapter cost of shifting recruitment models and facilitation of third-party education on substance abuse and interpersonal violence prevention.

The Headquarters staff will develop a regional peer-mentorship network to connect the leadership of chapters which have currently elected to embrace a substance-free policy with those in the process of adopting substance-free policies in accordance with Resolution 2, proposed and adopted at the 55th Grand Chapter Conclave, so they may share best practices and support one another in this time of change.

The Headquarters staff will support all chapters as they transition to a substance-free policy by providing augmented resources and education to fraternity alumni on the implementation of Resolution 2, proposed and adopted at the 55th Grand Chapter Conclave, and how they can be supportive of undergraduate chapters. Staff will provide resources and support pertaining to substance education and safe programming to all chapters as they transition to a substance-free facility model. Staff will provide educational resources to all undergraduate members pertaining to liability and insurance coverage, including the reasoning behind the current substance rules.

The National Board of Directors and Headquarters staff will advocate for the universal adoption of similar substance-free policies among all National Greek Letter Organizations at the national and regional levels.

The Executive Committee and trusted officers, in conjunction with or in addition to representatives of the AVC, regional directors, and other volunteer organizations related to local chapters, will advocate for the universal adoption of similar substance-free policies among all

National Greek Letter Organizations at the local level as a step toward building balanced men both within the chapter and in the community.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **SECTION 5 – STATEMENT ON RELATIONSHIPS**

The duties of every Sigma Phi Epsilon are to remember his Oath of Obligation; to follow the teachings of the Ritual; to uphold Virtue, Diligence, and Brotherly Love for the betterment of himself and his brothers that our lives may bring everlasting glory to Sigma Phi Epsilon. The role of the alumnus and volunteer should be that of selfless service and often requires personal sacrifice. This role is not one of exploitation and self-gratification to the detriment of the undergraduate chapter and its membership.

Any inappropriate acts, including, but not limited to, purchase of alcohol by the alumnus or volunteer for undergraduates; intoxication by the alumnus or volunteer in the presence of undergraduates; advances or contact of a sexual nature between the alumnus or volunteer and the undergraduates, regardless of initiation or consent; financial conflicts of interest; and criminal activity by the alumnus or volunteer relating to or in the presence of the undergraduates, are grounds for discipline, including, but not limited to, dismissal and penalties as provided in the Grand Chapter Bylaws and Administrative Policies and Procedures. Such acts and attitudes are directly contrary to the cardinal principles of Virtue, Diligence, and Brotherly Love.

The very reason for providing mentoring, leadership, and alumni and volunteer involvement is to share talent and experience with the undergraduate members for the overall betterment of Sigma Phi Epsilon.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **SECTION 6 – AMENDMENTS**

Section 1. These Administrative Policies and Procedures may be amended by either: (a) A two-thirds (2/3) vote of the National Board of Directors; or (b) When the Grand Chapter is in session, by a proposed amendment which shall be presented in writing at a regular session of the Grand Chapter and shall set forth the Article and Section it is proposed to amend. Each proposed amendment shall be referred to a committee for its consideration and recommendation, and each proposed amendment approved by a majority vote of the Grand Chapter shall be declared in full force and effect.

**ADMINISTRATIVE POLICIES AND PROCEDURES  
SECTION 7 – RECRUITMENT OF POTENTIAL LEGACIES**

Each chapter must invite potential legacy candidates to chapter recruitment activities and formally evaluate them for potential membership in Sigma Phi Epsilon based on objective recruitment standards agreed upon by the chapter.

- Potential legacy candidates are defined as a brother, son or grandson of a member in good standing, as defined in the Sigma Phi Epsilon Grand Chapter Bylaws.

Chapters may deny membership to a potential legacy if the chapter determines the candidate is not interested in the Balanced Man Program experience or has acted in a manner conflicting with our cardinal principles or fails to meet objective recruitment standards agreed upon by the chapter and used to evaluate other candidates.

Should a chapter choose to withhold the offer of membership from the candidate, the chapter president or vice president of recruitment must notify the alumnus, or the family member, related to the candidate of the reasoning behind it before the end of the academic term. The chapter is required to provide a copy of the correspondence to the AVC President, Chapter Counselor, and Headquarters staff.

**ADMINISTRATIVE POLICIES AND PROCEDURES,  
SECTION 8 – PROTECT AND HONOR OUR NATIVE LANDS**

All chapters and members thereof will act as stewards of the lands and communities that their chapter facilities reside within. Members will consider the impacts of their actions and work to protect the natural environments they inhabit, acknowledging that they were not the first to occupy those lands, nor will they be the last to do so. Additionally, chapters will seek to align their operations to add value to the college campus and other local communities.