

Sigma Phi Epsilon Fraternity, Inc.

GRAND CHAPTER BYLAWS

AND

ADMINISTRATIVE POLICIES AND PROCEDURES

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GRAND CHAPTER BYLAWS

BYLAWS

PREAMBLE

Section 1.

Sigma Phi Epsilon (“SigEp”) is a national college social fraternal organization for male college students and alumni, and founded on the cardinal principles of Virtue, Diligence and Brotherly Love.

Section 2.

The overall SigEp experience results from three constituencies cooperating as separate legal entities to promote and foster SigEp’s cardinal principles.

Section 3.

The first constituency consists of Sigma Phi Epsilon Fraternity, Inc., a Virginia non-stock corporation (the “Fraternity”) and such other legal entities with which it might affiliate from time to time. Voting control of the Fraternity is vested in the Grand Chapter (defined in Article III, Section 2). The Grand Chapter elects a National Board of Directors (the “National Board of Directors”) to exercise other rights and powers as granted pursuant to these *Grand Chapter Bylaws* or by applicable law. The National Board of Directors hires a chief executive officer (the “CEO”) to hire and oversee the staff of a national headquarters office (“Headquarters”) to manage the day-to-day business of the Fraternity.

Section 4.

The second constituency consists of undergraduate chapters at host institutions, and which are established as independent unincorporated associations pursuant to a charter granted by the National Board of Directors. Undergraduate chapters are responsible for their own self-governance and operation. Membership in SigEp is conferred on individuals in accordance with these *Grand Chapter Bylaws*, and confers on members such rights, privileges and obligations as are provided in these *Grand Chapter Bylaws*. Undergraduate chapters are not agents of the Fraternity or its affiliates, nor are any of them authorized to act on behalf of any other chapter other than that with which they are affiliated. The authority granted to the Fraternity to impose “post-conduct sanctions” (including charter suspension or revocation) does not confer any authority to control a chapter’s day-to-day operations or to create an agency relationship between a chapter and the Fraternity (or any of its affiliates).

Section 5.

The third constituency consists of alumni and volunteer corporations (or AVCs) (as defined in Article V, Section 32), the purposes of which are to mentor undergraduates, cultivate alumni relationships, manage assets (including but not limited to chapter facilities), and execute appropriate corporate governance and compliance practices. Any authorization herein for the National Board of Directors to exercise jurisdiction over any members or to impose certain requirements on AVCs does not confer any authority to exercise control over an AVC’s day-to-day operations or to create an agency relationship between an AVC and the Fraternity (or any of its affiliates).

BYLAWS

ARTICLE I — PURPOSE AND DEFINITIONS

Section 1. Purpose.

The purpose of the Fraternity shall be to:

- (a) Create and encourage the perpetuation of friendship among its members;
- (b) Develop, strengthen and maintain a high moral character among its members;
- (c) Inculcate in its members those high moral principles which are essential in the proper discharge of the duties which naturally devolve upon an individual member as a member of society;
- (d) Promote the formation of such relationships among its members along scholastic, athletic and social lines;
- (e) To create and foster such sentiments to the upbuilding of a pure and noble manhood; and
- (f) To impress upon its members the true significance of fraternal relationship.

Section 2. Hazing prohibited.

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.

Section 3. Definitions.

Capitalized terms shall have the meanings defined below, in addition to the following:

- (a) “Grand Chapter Conclave” shall mean the biennial session of the Grand Chapter, convened and adjourned in accordance with the governing rules of parliamentary procedure.
- (b) “Grand Chapter Officer” shall mean, individually, any of the Grand President, the Grand Treasurer, or the Grand Secretary, unless the context reasonably indicates otherwise.

Section 4. Corporate governance of the Fraternity.

These *Grand Chapter Bylaws* serve as the rules and regulations of the corporate governance of the Fraternity.

Section 5. Administrative Policies and Procedures distinguished.

The Fraternity may promulgate written policies and procedures from time to time to further its purposes, and memorialize such policies and procedures in a document titled “Administrative Policies and Procedures of Sigma Phi Epsilon” (the “*Administrative Policies and Procedures*”). The process for amendments to the *Administrative Policies and Procedures* shall be governed by the terms of the *Administrative Policies and Procedures* and not these *Grand Chapter Bylaws*. The *Administrative Policies and Procedures* are located at the end of this document, but are intended to be distinct from and not a part of these *Grand Chapter Bylaws*. The *Administrative Policies and Procedures* serve as rules and regulations for certain operational aspects of the Fraternity and its affiliated entities, including undergraduate chapters and AVCs.

BYLAWS

ARTICLE II — MEMBERSHIP

Section 1. Defined.

A member of the Fraternity is a natural person who has been elected to membership pursuant to the provisions of these *Grand Chapter Bylaws*, applicable chapter bylaws, and such other criteria as may be adopted from time to time by the Grand Chapter. In all events, no candidate 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. Membership in the Fraternity is limited to a small, selective group of men, and the exclusion of women from membership is deemed to be consistent with the purposes for which SigEp was founded. In addition, such limitation also is intended to foster and develop (a) family-like ties of brotherhood, (b) members' collegial, social and emotional development, (c) members' academic commitment, (d) associational relationships, and (e) the conduct of members' lives consistent with the principles, values, and teachings of the *Ritual* (as defined in Article VII, Section 1 of these *Grand Chapter Bylaws*).

Section 2. Classes of membership.

There shall be three classes of members:

- (a) ***Undergraduate Members*** are those (a) individuals who have been admitted to membership in either a chartered undergraduate chapter or a Sigma Epsilon chapter in accordance with these *Grand Chapter Bylaws* or (b) members who have transferred to another university and have affiliated with a chapter in accordance with Section 8 below, and, in each case, are pursuing a baccalaureate degree program at the accredited college or university serving as host to the chapter.
- (b) ***Alumni Members*** are those undergraduate members in the chapter where they originally joined the Fraternity or were subsequently affiliated and who:
 - (i) graduate via a bachelor degree;
 - (ii) disaffiliate 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
 - (iii) face unique and extraordinary circumstances (including but not limited to military service, health, family, etc.) justifying the change in member status; and,
 - (iv) in the case of either (ii) or (iii), the following has been be satisfied;
 - (A) the member must be in good standing as defined in Article II, Section 3;

- (B) the member must complete a formal application in the form and content as established by the National Board of Directors; and
- (C) the request for status as an Alumni Member must receive a majority vote of the members in good standing of the affiliated undergraduate chapter, and the written consent of the president of the affiliated chapter's AVC and Chapter Counselor. In the absence of either an AVC president or Chapter Counselor, the District Governor's consent shall be required.

An Alumni Member may petition for reinstatement as an Undergraduate Member upon satisfying the requirements for membership as an Undergraduate Member and approval of his petition for reinstatement in accordance with Article II, Section 26 below.

- (c) ***Renaissance Members*** are those individual males 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 completed the ritual rite of passage prescribed by the *Ritual*. Unless otherwise approved by the National Board of Directors, Renaissance membership may only be offered by undergraduate chapters in good standing. The ritual rite of passage 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. Upon completion of the applicable rite of passage and payment of any applicable fees, a Renaissance Member shall be deemed an Alumni Member for all purposes.

Section 3. Good standing.

An undergraduate member in good standing is defined as one: (a) who is an Undergraduate Member, (b) whose membership is not restricted for academics pursuant to Article II, Section 6(b) of these *Grand Chapter Bylaws*, (c) who is not suspended for indebtedness pursuant to Article II, Section 18 of these *Grand Chapter Bylaws*, and (d) who is not subject to a penalty pursuant to Section 17 of this Article, or, in the case of such a sanction, the standards board states that the penalty is not intended to affect the member's good standing.

Section 4. Participation in Balanced Man Program.

All members must participate in the Balanced Man Program as established by the Grand Chapter and as implemented by the National Board of Directors. Pledging programs and all other member development models are expressly prohibited.

Section 5. Prohibited forms of membership.

Any type of membership not specifically provided herein, including inactive membership, is expressly prohibited.

ACADEMIC STANDARDS FOR MEMBERS

Section 6. Academic requirements.

Membership shall be subject to the following academic requirements:

- (a)** *Minimum National Academic Standards.* Each chapter, taking into consideration all relative statistics on its campus, shall establish a minimum grade point average for candidates for membership who are incoming freshmen and continuing college students, and subject to the following additional requirements:

 - (i)** The minimum high school grade point average for incoming freshman to be eligible for membership shall be at least 2.7 on a 4.0 scale (or its equivalent). The minimum college grade point average for continuing college students to be eligible for membership shall be at least a 2.7 cumulative GPA on a 4.0 scale (or its equivalent).
 - (ii)** Nothing shall prohibit a chapter from setting minimum member grade point averages that are higher than the standards set forth in subsection (a)(i) above, or from setting a lesser amount of term GPAs which subject the member to suspension and/or expulsion for academics. The Grand Chapter challenges individual chapters to establish a minimum GPA reflecting or exceeding their all-campus average.
 - (iii)** This minimum standard shall be established by each chapter no later than the first month of the academic year.
- (b)** *Membership Restriction for Failure to Meet Academic Standards.*

 - (i)** The membership of an Undergraduate Member with a term grade point average below 2.6 on a 4.0 scale (or the equivalent) for one term (semester/quarter) automatically, and without further action of the standards board, shall be membership-restricted (as defined below) for the duration of the next consecutive term of attendance.
 - (ii)** If a member whose membership is restricted pursuant to (i) above achieves less than a 2.25 GPA for the next consecutive term of attendance, the member shall be automatically expelled from the Fraternity with no right of appeal, but shall retain the right to be reinstated as provided in Section 26 below.
 - (iii)** If a member whose membership is restricted pursuant to (i) above achieves a term GPA above 2.25 but less than 2.6 for the term of attendance immediately following the term in which his membership was restricted pursuant to (i) above, the member shall continue to have his membership restricted for the duration of the next consecutive term of attendance.
 - (iv)** Any member who achieves a term GPA below 2.6 in each of three consecutive terms shall be automatically expelled with no right of appeal, but shall retain the right to be reinstated as provided in Section 26 below; provided however, that the member may not seek reinstatement until he has attained a term GPA (semester/quarter) of 2.6 or greater and a cumulative

GPA of 2.6 or greater.

For clarity, expulsions pursuant to paragraphs (iii) and (iv) above shall not require a membership trial under sections 13 through 16 of this Article unless there is a factual dispute over a member's GPA.

- (c) *Effect of Restriction for Academics.* Membership restricted for academics shall mean that the member whose membership has been restricted for academics shall be required to (i) meet with the chapter's Vice President of Learning Community to develop an academic support plan to improve his academic performance, and (ii) also obtain an academic mentor approved by the chapter's Vice President of Learning Community and meet with his academic mentor regularly to review his progress. Eligibility to hold chapter office or to serve as a committee chair in the case of a member whose membership is restricted for academics is governed by Article V, section 28 below.
- (d) *Summer Term.* For the purposes of this Section 6, a summer session shall not constitute a term, and summer session GPAs shall not be considered a "term GPA" for purposes of subsection 6(b) above. Notwithstanding the foregoing, grades earned during summer sessions shall be considered for the calculations of cumulative GPAs.
- (e) *Jurisdiction for Enforcement.* A chapter's standards board shall have the authority and responsibility for enforcing both the academic provisions of this Section and the process for reinstatement to good standing from any imposed sanctions for failure to meet the academic requirements for membership set forth herein.
- (f) *Amendment.* This Section 6 shall not be amended by the National Board of Directors, and may only be amended by a vote of the Grand Chapter pursuant to Article IX, Section 1 of these *Grand Chapter Bylaws*.

ELECTION TO MEMBERSHIP

Section 7. Selection of candidates; election to membership.

- (a) The selection of those candidates to be offered membership shall be completed by the undergraduate chapter or a committee of its undergraduate members, as established in the undergraduate chapter's bylaws.
- (b) 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 designated committee, as established in the undergraduate chapter's bylaws.
- (c) Each candidate shall meet the minimum academic standards set forth in Article II, Section 6 of these *Grand Chapter Bylaws*.
- (d) Each candidate shall be voted upon separately, and only members in good standing

shall be entitled to vote.

- (e) A candidate not offered membership by a chapter may be reconsidered at any subsequent meeting of the undergraduate chapter or the chapter's designated committee.

AFFILIATING TRANSFER MEMBERS

Section 8. Affiliation of transfer members from other institutions.

Each undergraduate chapter shall include in its chapter bylaws a procedure to affiliate transfer Undergraduate Members. To be eligible for affiliation, each member shall receive approval of the affiliating undergraduate chapter's members or designated committee as prescribed by the chapter's bylaws.

MEMBERSHIP JURISDICTION

Section 9. Undergraduate chapters.

Each undergraduate chapter shall have original jurisdiction over its undergraduate members (including Student Directors other than in their capacity as Student Directors) for violation of membership obligations subject to trial and punishment.

Section 10. National Board of Directors.

- (a) The National Board of Directors shall have exclusive jurisdiction over the Grand President, Grand Treasurer, Grand Secretary, National Directors (except that jurisdiction over Student Directors shall extend only to conduct in their capacity as National Directors), District Governors, Lieutenant District Governors, Chapter Counselors, Balanced Man Stewards and all other members appointed by it to offices and positions of responsibility.
- (b) The National Board of Directors shall have the power to assume original jurisdiction over any member, undergraduate or otherwise, (i) whose indebtedness to his chapter or to the Fraternity is ninety (90) days past due or (ii) who is subject to trial and punishment for violation of membership obligations, and shall have appellate jurisdiction over the decision reached in a trial conducted by an undergraduate chapter.
- (c) The National Board of Directors shall have the power to require an undergraduate chapter to receive and adjudicate allegations of violations of membership obligations against members under the jurisdiction of the chapter.

MEMBERSHIP DISCIPLINE

Section 11. Grounds for member discipline.

A chapter having jurisdiction over its undergraduate members shall exercise its jurisdiction in cases involving the following violations of membership obligations:

- (a) Offenses which constitute criminal activity under federal, state or local law, including but not limited to hazing, possession or use of controlled substances or other drugs, and assault or battery.
- (b) Common law offenses not made crimes by any statute.
- (c) Offenses against a chapter's charter, the bylaws of the member's chapter, these *Grand Chapter Bylaws*, the *Administrative Policies and Procedures*, or the Risk Management Policies.
- (d) Violations of a member's Oath of Obligation, as defined in the Ritual.
- (e) Misrepresentation of himself or another member for eligibility for a ritual rite of passage.
- (f) Revealing any information in the *Ritual* deemed secret.
- (g) Having knowledge of a member's violation of any of the preceding violations and not reporting such violation, and/or
- (h) Aiding any of the preceding violations.

SEXUAL ASSAULT, DOMESTIC ASSAULT OR INCIDENT INVOLVING PHYSICAL VIOLENCE

Section 12. Suspension pending allegations of sexual assault, domestic assault, or physical violence.

Any undergraduate member who is subject to an official investigation by an educational institution or law enforcement must report that investigation to the chapter's Chaplain and standards board immediately upon notification that they are the subject of said investigation. Any undergraduate member who is the subject of an official investigation by an educational institution or law enforcement related to sexual assault, sexual harassment, domestic assault or physical violence is to be immediately placed on a suspended status until investigation outcomes have been determined and communicated to the chapter's Chaplain and standards board, notwithstanding Article II, Section 17(d) of these *Grand Chapter Bylaws*. The suspension of the accused member under this provision of these *Grand Chapter Bylaws* shall not reflect a determination of guilt on the part of the accused member; the member is suspended in order to protect the rights of the member and the chapter during the pendency of the investigative process. The terms of the suspension are defined by Article II, Section 20 of these *Grand Chapter Bylaws*.

If a member graduates while under suspension pursuant to this Section 12, the chapter shall notify the CEO of the suspended status of the alumnus.

MEMBERSHIP TRIALS

Section 13. Notification of charges; formal complaint.

Any allegation that an Undergraduate Member committed any violation of his membership obligations must be reported to the Chaplain in the form of written charges, stating with specificity the alleged offenses. All members who are so accused shall have notice thereof, and each is entitled to an impartial trial.

Section 14. Trials generally.

A trial shall be a proceeding to adjudicate the allegations of the complaint in accordance with Sections 15 or 16 below, as applicable. In the case of an undergraduate chapter in good standing, a trial shall be conducted by the undergraduate standards board in accordance with Section 15 below. In the case of all members other than Undergraduate Members, and in the case of an undergraduate chapter not in good standing, the National Board of Directors, or its designee, shall have jurisdiction over the case in accordance with Section 16 below.

Section 15. Trial and appellate procedures.

Trials of undergraduate members charged with violations of membership obligations shall be conducted by the undergraduate chapter's standards board and presided over by the Chaplain (subject to Section 2.A.viii of the *Administrative Policies and Procedures*) according to the following procedures; provided, however, that the trial of a member under a suspension pursuant to Section 12 above shall be stayed pending completion of the investigative process:

(a) *Notice.*

- i)** Upon receipt of a complaint, the Chaplain shall call a meeting of the standards board at the earliest available opportunity to hold the trial. At least 48 hours prior to the standards board meeting, the Chaplain shall provide the complaint, as well as notice of the standards board meeting, to the member alleged to be in violation, and to the Chapter Counselor (in the absence of a Chapter Counselor, then to the chapter's AVC for referral to its designee).
- ii)** 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 request an alternate time, not to exceed 72 hours beyond the originally scheduled meeting. If the Chapter Counselor or original AVC designee cannot attend, then the Chapter Counselor or AVC, as applicable, may designate another volunteer to attend in their place.

(b) *Conduct of Trial.*

- i)** The Chaplain shall appoint a member of the standards board to record all minutes of and statements made or a summary thereof during any standards board meeting.
- ii)** All trials held by the standards board shall be closed to all other members, except that the standards board may consult with the Chapter Counselor or AVC designee. The standards board shall have the right to excuse the Chapter Counselor from being present during deliberations and any standards board

vote. For clarity, the Chapter Counselor or AVC designee may attend the trial, but only for the purpose of assisting the standards board to comply with all bylaws, policies and procedures, and neither the Chapter Counselor nor the AVC designee may vote, nor may either of them opine in the proceedings other than to advise the standards board regarding compliance with all bylaws, policies and procedures.

- iii) At the trial, the member alleged to have violated his membership obligations will be given the opportunity to state his position on the alleged violations.
- iv) During the trial, the member may represent himself, or the member may designate another current Undergraduate Member in good standing of the same chapter to represent him. The member shall not be entitled to be represented by an attorney in the trial.
- v) Should the member fail to appear for his trial, the standards board may still consider the facts and render a decision.
- vi) The standards board shall have the sole discretion to determine the exact order of the proceeding. The standards board may call any available witnesses for testimony, and all other evidence shall be considered. Any member-witness who fails to cooperate with the standards board upon request may be subject to discipline by the body with disciplinary jurisdiction over that member.
- vii) The member alleged to be in violation shall have the right to be present for the testimony of all witnesses unless an exception is made due to the reasonable risk of undue duress caused to the witness by making a statement in front of the member in question. Such an exception shall be requested by the witness and approved with a majority vote of the standards board. In this case, the member of the standards board taking minutes shall be responsible for making a record of the witness's statement which the member alleged to be in violation shall be permitted to read in full. Neither he nor his representative shall have the right to directly confront or cross-examine any witness.
- viii) Neither the member alleged to be in violation nor any witness shall be required to make testimony that would self-incriminate themselves.
- ix) The standards board shall deliberate by itself, subject to subsection (b)(ii) above, and determine whether it is more likely than not that a violation has occurred.
- x) If a violation is found, the standards board shall determine, from among the options set forth in Section 17 of this Article, the appropriate penalty to be imposed. All five members of the standards 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. The final decision must be delivered to the Chapter Counselor or AVC designee, as applicable, before

delivering the decision to the member.

- xi)** All decisions of the standards board, other than expulsion, shall be final and may not be appealed. Notwithstanding the foregoing, expulsions for indebtedness or failure to meet academic standards may not be appealed.

(c) *Appeals.*

i) *Preparation and Scheduling.*

- A)** Subject to the limitations in subsection 15(b) above, if the standards board votes to expel a member, that member shall have the right to appeal the decision to the chapter, subject to a vote by the chapter's Undergraduate Members in good standing. Should the member appeal, his membership rights shall remain suspended until the chapter has considered and decided upon his appeal.
- B)** 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 of the member's notice.
- C)** The chapter President shall furnish a copy of the appeal procedures contained in this Section, as well as a copy of the Trial and Appellate Procedure Manual, to both the member found in violation and the Chaplain.
- D)** The chapter shall hear the appeal at the next chapter meeting, either regular or special, occurring at least 96 hours after the appealing member notifies the chapter President of the appeal, at which a quorum of two-thirds (2/3) of the Undergraduate Members in good standing are present.

ii) *Conduct of Appeal.*

- A)** The chapter President shall be the presiding officer of trial appeals to the chapter. The Vice President of Communications shall 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 CEO, or his designee, of the outcome.
- B)** The Chaplain shall report the charges to the chapter. Following the report of the Chaplain, members of the chapter shall have a maximum of ten minutes, unless extended pursuant to the rules of parliamentary procedure governing the conduct of chapter proceedings, to direct

questions only toward the Chaplain. The presiding officer shall moderate this period of questioning.

- C) After the completion of this question period, the appealing member shall have the opportunity to present his appeal. The member may represent himself, or the member may designate another current undergraduate member in good standing of the same chapter to represent him. The member shall not be entitled to be represented by an attorney in the appeal.
- D) Following the presentation of the appealing member, the chapter members in attendance shall have a maximum of ten minutes, unless extended pursuant to the rules of parliamentary procedure governing the conduct of chapter proceedings, for questions directed only to the appealing member. The presiding officer shall moderate this period of questioning.
- E) Upon completion of the question period, both the standards board and the appealing member shall leave the room. Following their departure, the presiding officer shall moderate a period of pro-con debate, not exceeding ten minutes, unless extended pursuant to the rules of parliamentary procedure governing the conduct of chapter proceedings.
- F) Following the debate period, the presiding officer will call for a vote by secret ballot as to whether the decision of the standards board to expel the member should be upheld. If two-thirds (2/3) of the Undergraduate Members in good standing in attendance vote to overturn the decision of expulsion, then the member shall not be expelled, and his violations shall be 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 shall be expelled, effective immediately.

iii) *Appeal to National Board of Directors.*

- A) A member expelled by his chapter shall have the right to file a final appeal to the National Board of Directors, or its designee. Any appeal must be filed in writing with the CEO, 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.
- B) No member may appeal his expulsion to the National Board of Directors until he has appealed it to the undergraduate chapter and that appeal has been decided by the undergraduate chapter.

- C) No such appeal to the National Board of Directors shall be accepted for consideration unless, within twenty (20) days of receiving the decision of the standards board to expel the member from the chapter, the appealing member notifies, in writing, the undergraduate chapter President of his intent to appeal the decision to the National Board of Directors. The chapter President shall notify the Chaplain of the appeal notice.
- D) Upon receipt of the appeal, the CEO or his designee shall notify the chapter President, 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.
- E) The CEO (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 CEO (or his designee).
- F) The CEO (or his designee) 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 shall be denied. If it is determined that the appeal has a reasonable basis, the National Board of Directors shall decide the appeal at its next regularly scheduled meeting.
- G) The National Board of Directors shall have the power to uphold the decision of the chapter or to vacate and remand the decision to the chapter's standards board. In the event that the National Board of Directors remands the decision 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 may impose any penalty at the conclusion of the second trial, including expulsion. In the event that the National Board of Directors remands the decision back to the standards board for any other reason, the standards board must impose an alternate penalty, or no penalty.

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

Section 16. Trials of members other than Undergraduate Members.

- (a) Whenever deemed necessary, the CEO may recommend that the National Board of Directors appoint Alumni Members in good standing to serve on an Alumni Standards Commission for the purposes of holding trials and determining membership violations for members other than Undergraduate Members. The Alumni Standards Commission

should constitute no fewer than three (3) Alumni Members, one of whom shall be the chairman.

- (b) Trials of any other members other than Undergraduate Members shall be held in the manner and form outlined in Section 15 above, as modified below:

 - i) Allegations shall be reported by written complaint to the CEO, not the undergraduate chapter Chaplain.
 - ii) All references to the standards board shall be replaced with the Alumni Standards Commission.
 - iii) Before a meeting of the Alumni Standards Commission, the CEO shall notify the Alumni Standards Commission chairman of the complaint within seven (7) days of receiving the complaint. The chairman shall randomly select two members appointed to the Commission from among those without a conflict of interest with the complaint in question to evaluate the complaint at their earliest convenience.
 - iv) The chairman of the Alumni Standards Commission shall fill the responsibilities delegated to the undergraduate chapter Chaplain with respect to the scheduling and execution of the trial.
 - v) All trials may be held by conference call or electronic meeting of the Commission when an in-person meeting is not possible.
 - vi) A member alleged to have violated his obligation shall have the right to be represented by any Alumni Member, provided the representative is not acting in the capacity of legal counsel.
 - vii) The intent to appeal shall be filed in writing with the CEO, not the chapter President.
 - viii) All appeals shall be heard directly by the National Board of Directors or its designee as set forth in Section 15 above.

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

PENALTIES

Section 17. Penalties enumerated.

The penalties that 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 twelve (12) months.
- (e) Expulsion from the Fraternity.

SUSPENSION AND EXPULSION FOR INDEBTEDNESS

Section 18. Suspension for indebtedness.

- (a) A member whose account (room, board, parlor fees or dues) with his undergraduate chapter or AVC is thirty (30) days past due shall be suspended automatically unless (i) a two-thirds (2/3) vote of the chapter's members in good standing allows an extension with respect to the member's chapter account, or (ii) its AVC allows an extension with respect to the member's AVC account.
- (b) A member suspended for indebtedness shall automatically be reinstated when his indebtedness is paid together with a fine of up to ten percent (10%) of the amount due and/or satisfaction of a separate sanction imposed by the chapter's standards board.

Section 19. Expulsion for indebtedness.

- (a) A member whose account (room, board, parlor fees or dues) with his undergraduate chapter or AVC is sixty (60) days past due shall be expelled automatically, unless (i) a two-thirds (2/3) vote of the chapter's members in good standing allows an extension with respect to the member's chapter account, or (ii) its AVC allows an extension with respect to the member's AVC account.
- (b) Expulsion for indebtedness shall become effective ten (10) days after written notice of the action has been sent to the member.

EFFECT OF SUSPENSION AND EXPULSION

Section 20. Effect of Suspension.

Suspension is the denial 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. A suspended member shall be reinstated to good standing automatically upon satisfactory completion of the terms of the suspension.

Section 21. Effect of Expulsion.

Expulsion is revocation of membership in the Fraternity and 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.

RESIGNATION

Section 22. Resignation.

A member at any time may tender his resignation from membership in the Fraternity in a manner prescribed by the CEO, and shall be effective upon notice to the CEO or his designee.

Section 23. Effect of Resignation.

The effect of resignation is the permanent relinquishment 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 24. Continuing jurisdiction.

Notwithstanding a member's resignation, jurisdiction over the resigning member for purposes of any proceedings permitted by these *Grand Chapter Bylaws* or the affiliated local chapter's bylaws against such member shall lie as if he had not resigned, including the possible imposition of sanctions as permitted under these *Grand Chapter Bylaws*. Resignation shall not relieve a member of any indebtedness to his undergraduate chapter or AVC. In the case of a member who submits his resignation after any amounts have been invoiced or he otherwise becomes liable for payment of any charges, the member shall remain subject to suspension and expulsion pursuant to these *Grand Chapter Bylaws* for non-payment of any such dues or charges as if he had not resigned.

NOTIFICATION

Section 25. Notification.

Written notification shall be submitted to the CEO by the undergraduate chapter or AVC when a member is suspended, expelled, has resigned, or has been reinstated.

REINSTATEMENT

Section 26. Procedure for reinstatement.

- (a) *Reinstatement following expulsion for indebtedness.* A member expelled for indebtedness may be reinstated, provided the following criteria are met:
 - i) *For Undergraduate Members:*
 - A) his petition for reinstatement is unanimously approved by his affiliated undergraduate chapter with respect to a debt to the chapter, or his affiliated chapter's AVC with respect to a debt to the AVC, and
 - B) his petition is accompanied by a reinstatement fee of fifty dollars (\$50.00) 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.

- ii) *For other members:*
 - A) his petition for reinstatement is unanimously approved by his affiliated chapter's AVC (or, in the absence of an affiliated AVC, the National Board of Directors), and
 - B) his petition is accompanied by a reinstatement fee of fifty dollars (\$50.00) 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.
- (b) *Reinstatement following expulsion for other than indebtedness.* A member expelled for any reason other than indebtedness may request reinstatement after six (6) months from the date of expulsion, and such request shall be granted only upon unanimous approval of his undergraduate chapter as to an Undergraduate Member, or the unanimous approval of the board of directors of his chapter's AVC as to an Alumni Member or Renaissance Member. In the event the undergraduate chapter or the AVC, as applicable, has been dissolved, the unanimous approval of the National Board of Directors is required for reinstatement.
- (c) *Reinstatement following resignation.* A member who has resigned may request reinstatement after six (6) months from the date of his resignation, and such request shall be granted only upon unanimous approval of his undergraduate chapter, as to an individual who has not yet graduated, or the unanimous approval of his affiliated chapter's AVC, as to an individual who has graduated. In the event the undergraduate chapter or the AVC, as applicable, has been dissolved, the unanimous approval of the National Board of Directors shall be required for reinstatement.
- (d) *Reinstatement from Alumni Member to Undergraduate Member.* A member who seeks to be reinstated as an Undergraduate Member must petition his chapter in a manner to be prescribed by the CEO.
- (e) *Notification.* The decision on any petition for reinstatement shall be reported to the CEO within seven (7) days of the decision.
- (f) *Reinstatement Fee.* Each undergraduate chapter shall pay a reinstatement fee of ten dollars (\$10.00) to the Fraternity when expelled or resigned persons are restored to membership. No more than one reinstatement fee shall be paid per reinstated individual.
- (g) *Petition to National Board of Directors.* If a petition to a chapter or an AVC for reinstatement is denied, the member may petition to the National Board of Directors for reinstatement.

BYLAWS

ARTICLE III — LEGISLATIVE GOVERNANCE (GRAND CHAPTER)

Section 1. Exercise of powers.

All corporate powers shall be exercised and the business and affairs of the corporation shall be managed by (a) the Grand Chapter when it is in session, and (b) the National Board of Directors when the Grand Chapter is not in session.

VOTING DELEGATES

Section 2. Composition of Grand Chapter; voting delegates.

The Grand Chapter shall consist of the following:

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

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

Section 3. Sigma Epsilon chapters.

Should a Sigma Epsilon chapter in existence for less than one year appoint an undergraduate delegate or alternate who has not attended a national leadership program, the 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. Chapters with suspended charters.

Each chapter operating with a suspended charter shall appoint an undergraduate delegate. This delegate shall have no voting privileges, but shall be eligible to attend all meetings of the Grand Chapter.

Section 5. Voting by alternate delegates.

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 appointed alternate delegate.

Section 6. Prohibition on National Directors and District Governors serving as chapter delegates or alternates.

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. Quorum for transacting business.

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. Generally; election of National Board of Directors.

The Grand Chapter (a) shall elect (i) the National Board of Directors, except those Directors elected by the National Board of Directors as Outside Directors under Article IV of these *Grand Chapter Bylaws*, (ii) the Grand President, and, (iii) the Grand Treasurer; and (b) shall possess all powers incident to a legislative assembly.

Section 9. Power to set fees.

The Grand Chapter shall determine the sources of revenue to meet the expenses of the Grand Chapter, and shall fix the amount of fees, as may be required; except that charter fees and insurance assessments shall be set at the direction of the National Board of Directors.

Section 10. Uniform application.

The laws and regulations as adopted by the Grand Chapter and the National Board of Directors shall govern uniformly throughout the Fraternity.

Section 11. Prohibited legislative practices.

The Grand Chapter shall not 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, 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. Record of proceedings.

The Grand Chapter shall keep a correct record of its proceedings, which shall be made available to all chapters, District Governors and the 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. Generally.

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

Section 14. Voting.

- (a) **Majority vote; exceptions.** Questions presented to the Grand Chapter shall be decided by a majority vote, a quorum being present, except for the following, which shall be decided by a two-thirds (2/3) vote:
 - i) Questions involving the expenditure of money for which provision is not otherwise specifically made;
 - ii) The removal of or the imposition of punishment upon a member of the National Board of Directors;
 - iii) Changes to the text of the *Ritual*; and
 - iv) Those required by Robert's Rules of Order.
- (b) **Votes counted.** 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.
- (c) **Roll call vote.** 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.

REGULAR SESSION

Section 15. Fixing time/place of regular session.

The Grand Chapter shall fix the time and place for its next regular session; however, 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 16. Power to call special session.

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; however, no special session shall be called within thirty (30) days prior to the time fixed for a regular session of the Grand Chapter.

Section 17. Notice.

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; 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 18. Business to be transacted.

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 (2/3) 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. Composition.

The National Board of Directors shall be composed of at least three and not more than thirteen members (each, a “National Director”), to include (a) one Grand President, (b) one Grand Treasurer, (c) up to three Student Directors, (d) up to six Alumni Directors and (e) up to two Outside Directors, all of whom shall be selected in the manner set forth in these *Grand Chapter Bylaws*, subject to the provisions of the Code of Virginia of 1950, as amended, governing the election of such directors. One Alumni or Outside Director shall be Grand Secretary, subject to eligibility and selection as provided for in this Article.

Section 2. Staggered terms for Alumni Directors.

The terms of Alumni Directors shall be staggered such that every two years at the end of each regular session of the Grand Chapter, the regular terms of two Alumni Directors shall expire.

Section 3. Outside Directors.

The National Board of Directors may select up to two individuals with unique expertise relevant to higher education to serve as Outside Directors until the end of the next Grand Chapter Conclave. Such Outside Directors shall be selected before the completion of the Grand Chapter Conclave by a unanimous vote of the Alumni Directors and Student Directors. 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.

Section 4. Timing and manner of election.

The Grand Chapter shall elect the following National Directors by secret ballot on the last day of each regular session of the Grand Chapter: The Grand President, Grand Treasurer, two Alumni Directors to fill the vacancies on the Board of Directors normally occurring at such time, additional Alumni Directors as needed to fill any vacant Alumni Director offices for the unexpired portion of their terms, and three Student Directors. Outside Directors shall be selected by members of the National Board of Directors, other than the Outside Directors, and shall be approved by a vote of the Grand Chapter.

Section 5. Installation of Directors.

All Grand Chapter Officers and Directors elected who are present at such time shall be installed as the last order of business of the last meeting of the regular session of the Grand Chapter.

Section 6. Eligibility.

- (a) **Alumni Director.** To be eligible for election as Alumni Director, a candidate shall be an Alumni Member and shall not have served in the capacity of Alumni Director or Outside Director for a period equal to or in excess of twelve (12) years, except that service as Grand President or Grand Treasurer shall not be applicable to the term limit for purposes of determining eligibility.

- (b) ***Outside Director.*** To be eligible for selection as Outside Director, a candidate shall not have served in the capacity of Outside Director for a period equal to or in excess of twelve (12) years.
- (c) ***Student Director.*** To be eligible for election as Student Director, a candidate must be an Undergraduate Member in good standing and must have attained a 3.0 cumulative grade point average on a 4.0 scale (or the equivalent in other systems) and not previously served as a Student Director.
- (d) ***Grand President.*** To be eligible for election as Grand President, a candidate must be an Alumni Member and have served as a National Director for a minimum of four (4) consecutive years immediately preceding election as Grand President. The Grand President shall not be eligible for re-election.
- (e) ***Grand Secretary.*** To be eligible for selection as Grand Secretary, a candidate must (i) be an Alumni Member (ii) currently serve as an Alumni Director or Outside Director, and (iii) have served as a National Director for a minimum of two (2) consecutive years immediately preceding selection as Grand Secretary. The Grand Secretary shall be eligible for unlimited reelection to this office during his tenure as an Alumni Director or Outside Director.
- (f) ***Grand Treasurer.*** The Grand Treasurer shall be elected for a term of two (2) years and shall be eligible for unlimited re-election to this office. To be eligible for election as Grand Treasurer, a candidate must (i) be an Alumni Member, (ii) currently serve as an Alumni Director, Grand Treasurer, or Outside Director, and (iii) have served as a National Director for a minimum of two (2) consecutive years immediately preceding his first election as Grand Treasurer. The Grand Treasurer 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.

For clarity, a Student Director shall not be eligible to serve as Grand President, Grand Secretary, or Grand Treasurer.

Section 7. Selection of Grand Secretary.

At the first meeting of the National Board of Directors following a regular meeting of the Grand Chapter, the National Board of Directors shall select a Grand Secretary.

Section 8. Terms of office.

- (a) The term of office of the Grand President, Grand Secretary, Grand Treasurer, and Student Directors shall be two (2) years.
- (b) The term of office of Alumni Directors shall be six (6) years.
- (c) The term of office of Outside Directors shall be two (2) years or until the end of the

next Grand Chapter Conclave.

- (d) The term of the Grand Secretary shall be two (2) years or until his successor is selected by the National Board of Directors.

Section 9. Vacancies; inability to serve.

- (a) **Grand President.** 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. 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 as President pro tempore. For clarity, the Grand Secretary's service as President pro tempore shall not be applicable to the term limit established for service as Grand President.
- (b) **Grand Secretary.** A vacancy occurring in the office of the Grand Secretary between sessions of the Grand Chapter by reason of death, resignation or otherwise shall be filled by an appointee who is otherwise qualified to serve in the office of the Grand Secretary and selected by a majority of the remaining voting members of the National Board of Directors.
- (c) **Grand Treasurer.** Notwithstanding Section 6(f) above, a vacancy occurring in the office of the Grand Treasurer between sessions of the Grand Chapter by reason of death, resignation or otherwise shall be filled by any member of the Audit Committee or the Investment Committee by a majority of the remaining voting members of the National Board of Directors. The replacement so appointed shall hold office until the next regular session of the Grand Chapter.
- (d) **Alumni Director and Student Director.**
 - i) Any vacancy occurring in the office of Alumni Director, **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.
 - ii) Any vacancy occurring in the office of Student or Alumni Director, 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 National Directors, regardless of quorum, to serve until the installation of Grand Chapter Officers and National 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.
- (e) **Outside Directors.** 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 10. Removal from office.

- (a) ***By Grand Chapter.*** The Grand President, the Grand Treasurer, the Grand Secretary and any National Director may be removed from office by a two-thirds (2/3) vote of the Grand Chapter.
- (b) ***By Other Directors.*** The Grand President, the Grand Treasurer, the Grand Secretary and any National Director may be removed from office when the Grand Chapter is not in session by the vote of an aggregate of eight (8) Alumni Directors, Student Directors, and Outside Directors.

Section 11. Compensation; reimbursement.

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 12. Procedure for nominations.

The process for the nomination of certain Grand Chapter Officers and National 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 (collectively, 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 the Grand Chapter Conclave, and (ii) Student 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 each of the Nominating Committees. No member of either Nominating Committee may be a candidate for, accept nomination to, or be eligible to serve in, any office elected at that Grand Chapter Conclave.
- (e) The CEO shall solicit nominations for Grand Chapter Officer and National Director positions, 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 (i) no later than six (6) weeks before the Grand Chapter Conclave for Alumni Director and Grand Chapter Officer openings, and (ii) the Sunday prior to the opening of the Grand Chapter 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 the Grand Chapter Conclave, an undergraduate to replace the interim chairman.
- (g) In advance of the Grand Chapter 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 Nominating Committee, may seek the advice of any person(s) in the course of evaluating nominations. The Nominating 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 the Grand Chapter Conclave.
- (i) All “highly qualified” candidates shall be interviewed in person by the appropriate committee at the Grand Chapter 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 Nominating Committees, and the lists of nominees under consideration, shall be kept confidential until the reports of the Nominating Committees 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 applicable Nominating Committee as a whole, or ask any person to lobby on his behalf. A Nominating Committee, or any person designated by a Nominating Committee, may seek the advice of any person(s) in the course of its interviews and deliberations, but no person may address a Nominating 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 Grand Chapter 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 Nominating 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 Nominating Committee recommends more than one candidate for an

open Grand Chapter Officer or National 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 Nominating Committee, and only if their floor nomination is seconded by at least one voting delegate.

Section 13. Order of election.

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 14. Majority vote; acclamation.

A majority of votes cast shall be necessary to elect; however, when there is only one candidate for a Grand Chapter officer position or Alumni Director position, the Grand Chapter may elect by acclamation.

Section 15. Procedure for election; multiple candidates for one office.

- (a) The Alumni Nominations Committee shall recommend at least one candidate for each open Grand Chapter Officer position and each open Alumni Director position. If there are more than two candidates for any one officer or Alumni Director position, there shall first be a primary vote, and if no candidate receives a majority of the votes cast, all but the two leading candidates shall be dropped, and a vote shall then be taken on the two remaining candidates.
- (b) 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 16. Administration of election.

- (a) 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.
- (b) The tally clerk shall keep a tally of the votes cast and shall inform the Grand President or his designee of the results at the conclusion of the counting of the votes.

Section 17. Installation.

- (a) When the Grand Chapter Officers-elect and National Directors-elect are called for installation, the Grand President or anyone designated by him shall proceed with the installation according to the manner and form prescribed in the *Public Ceremonies of Sigma Phi Epsilon*.
- (b) In case of absence of any Grand Chapter Officer-elect or National 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 good standing in open meeting and be installed in accordance with the Installation Ceremony.

MEETINGS OF NATIONAL BOARD OF DIRECTORS

Section 18. Generally.

The National Board of Directors shall meet at least annually. Additional meetings may be called by the Grand President or by an aggregate of four (4) Alumni and Student Directors.

Section 19. Quorum.

Six National Directors shall constitute a quorum for the transaction of all business; except as permitted in Section 9(d)(ii) of this Article.

Section 20. Notice.

Notices for meetings of the National Board of Directors shall be given to each National Director by mail, electronic mail, facsimile, or other means of written communication. A National Director's attendance at or participation in a meeting waives any required notice to the National Director of the meeting unless the National 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 21. Electronic means.

The National Board of Directors may permit any or all National 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 National Director participating in a meeting by this means is deemed to be present in person at the meeting.

Section 22. Actions in writing in lieu of meetings.

Action required or permitted to be taken at a meeting of the National Board of Directors may be taken without a meeting if the action is unanimous. The action shall be evidenced by one or more written consents stating the action taken, signed by each National 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 National Director signs the consent, unless the consent specifies a different effective date and states the date of execution by each National Director, in which event it shall be effective as to the date specified therein.

Section 23. Parliamentary procedure.

The rules contained in the then 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 these *Grand Chapter Bylaws*.

Section 24. Communication with CEO.

Whenever practicable, all matters to be presented for consideration by National Directors shall be presented by correspondence through the CEO.

POWERS AND DUTIES OF DIRECTORS

Section 25. Generally.

The National Board of Directors (collectively and individually) shall have such powers and perform such duties and take any and all actions necessary and proper as authorized by the Fraternity's Articles of Incorporation, these *Grand Chapter Bylaws*, the *Ritual*, and the laws of the Commonwealth of Virginia that are not inconsistent with these *Grand Chapter Bylaws* in order to carry out the purpose of the Fraternity. If a Grand Chapter Conclave is unable to be held, the National Directors elected through the prior Grand Chapter Conclave's nomination and election process will remain vested with all corporate powers and the authority to manage the business and affairs of the corporation. The extension of this authority shall remain in place only until the Grand Chapter Conclave can be held, at which time the nomination and election process shall be conducted by the procedures outlined in Article IV in these *Grand Chapter Bylaws*.

Section 26. Adjudicative Power.

The National Board of Directors shall have original and appellate adjudicative jurisdiction over all controversies arising between or among chapters and between or among members of different chapters, and over the trial of chapters or members as provided elsewhere in these *Grand Chapter Bylaws*.

Section 27. Service as committee chairs; other powers.

Upon appointment by the Grand President, each National Director may act as chairman of one or more committees or task forces on specific phases of the Fraternity's activities. Each National Director shall have such other powers and perform such other duties as may be assigned to such National Director by the Grand Chapter consistent with the powers and duties conferred pursuant to Section 25 above.

Section 28. Attendance of others at meetings; reimbursement.

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, and to provide reimbursement for their reasonable and necessary expenses from the funds of the Fraternity.

Section 29. Other appointments.

- (a) ***Other offices and positions of responsibility.*** The National Board of Directors shall have full power and authority, without further action by the Grand Chapter, to appoint individuals to offices and positions of responsibility to fulfill the purposes of the Fraternity and satisfy the requirements of the *Ritual*, and to comply with these *Grand Chapter Bylaws*, including the appointment of a CEO, and to prescribe the appointee's duties and to provide for their compensation and reimbursement of reasonable and necessary expenses.
- (b) ***Licensed vendors.*** 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 30. Transfer of funds.

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 these *Grand Chapter Bylaws*, 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. All transfers of monies made under these sections shall be clearly indicated in the annual audit of the Fraternity.

Section 31. Management, collection, disbursement and accounting of fees.

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 32. Establishment of funds.

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 33. Reporting to Grand Chapter upon request.

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 34. Establishment of publications.

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 GRAND CHAPTER OFFICERS

Grand President

Section 35. Power and duties of the Grand President.

The Grand President shall preside at any sessions of the Grand Chapter and at any 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 National Directors when required for ritualistic or ceremonial purposes. He shall have the power to convene an undergraduate chapter at any time when the host institution 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 36. Power and duties of the Grand Treasurer.

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 direction of the National Board of Directors.

Grand Secretary

Section 37. Power and duties of the Grand Secretary.

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.

Executive Committee

Section 38. Designation; composition.

Following the Grand Chapter Conclave, the National Board of Directors shall designate members of the Executive Committee of the National Board of Directors, which shall be comprised of the Grand President, Grand Secretary, Grand Treasurer, and a current Student Director elected by the Student Directors.

Section 39. Presiding officer.

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 40. Powers and duties.

The Executive Committee shall have such powers and responsibilities 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 National Board of Directors all action that it has taken since the preceding meeting of the National 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 41. Standing committee.

The SigEp National Advancement Council ("SNAC") shall be a standing committee of the Grand Chapter.

Section 42. Purpose.

SNAC shall support the development and implementation of the Fraternity's fundraising strategy.

Section 43. Composition and appointment.

SNAC shall consist of up to twelve (12) members appointed by the National Board of Directors to serve staggered six (6)-year terms at the pleasure of the National Board of Directors. SNAC members are eligible to serve multiple terms.

Section 44. Chairperson.

The National Board of Directors shall appoint a chairman of SNAC at each Grand Chapter Conclave. The SNAC chairman shall serve a two (2)-year term at the pleasure of the National Board of Directors and be eligible to serve multiple terms.

District Governors**Section 45. Generally.**

The National Board of Directors shall appoint at least twenty (20) and not more than forty-five (45) District Governors with such powers, responsibilities and terms of office as prescribed by the National Board of Directors. District Governors shall serve at the pleasure of the National Board of Directors. In the event of a District Governor vacancy, the CEO, or his designee, shall assume such powers and responsibilities, but shall not be entitled to cast votes as a member of the Grand Chapter.

Section 46. Lieutenant District Governors.

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 that District Governor's district. Additional Lieutenant District Governors may be appointed at the discretion of the National Board of Directors.

Section 47. Appointment of Chapter Counselors and Balanced Man Stewards.

For each chapter in the District Governor's district, a District Governor shall have the power to appoint (and remove) a Chapter Counselor and Balanced Man Steward, who shall have such powers and responsibilities as prescribed by the National Board of Directors.

Ritual Committee**Section 48. Standing Committee.**

The National Board of Directors shall maintain a Ritual Task Force as a standing committee.

Section 49. Composition.

The Grand President shall appoint a chairman and members of the Ritual Committee. The Ritual Committee shall consist of a member of the National Board of Directors, a member of Headquarters Staff, one or more undergraduate members, and one or more alumni members or volunteers. All members shall serve at the pleasure of the Grand President.

Section 50. Duties.

The Ritual Committee shall advise the Grand Chapter, the National Board of Directors, Headquarters staff, and fraternity volunteers on the proper implementation, execution, performance, and study of Sigma Phi Epsilon's Ritual. This shall include, but is not limited to, advice relating to training, modifications, equipment, and performance at the Grand Chapter Conclave.

Section 51. Reporting.

Regularly, the Ritual Committee shall report on its activities and recommendations to the Grand Secretary. Additionally, the Ritual Committee shall submit a biennial report of its activities and recommendations to the Ritual Committee of the Grand Chapter at each regular session thereof.

Section 52. Authority.

The Ritual Committee shall have the power to publish guidance and training for Ritual implementation and execution and to make sourcing decisions regarding Ritual equipment of the Fraternity from time to time. The Ritual Committee shall not have the power to amend the Rite of Brotherhood in the *Ritual and Guide of Sigma Phi Epsilon* or any public ceremonies of the Fraternity except through the processes established in Section 14 of Article III, Legislative Governance.

BYLAWS

ARTICLE V — CHAPTERS, CHARTERS AND AVCs

UNDERGRADUATE CHAPTERS

Section 1. Classification.

An undergraduate chapter of the Fraternity shall be categorized as either:

- (a) A Sigma Phi Epsilon chapter holding a charter granted by and in a status as determined by the National Board of Directors; or
- (b) A Sigma Epsilon chapter established by the National Board of Directors in anticipation of the chapter petitioning for a Sigma Phi Epsilon charter.

Section 2. Chartered chapter designation.

Chartered undergraduate chapters shall be designated by the State (or District) 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 3. Sigma Epsilon chapter designation.

Sigma Epsilon chapters shall be designated by the name of the host institution paired with the designation “SEC.”

Section 4. CEO power to direct cease of operations.

When, in the sole discretion of the CEO, 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 CEO, 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 conducting an investigation into violation(s).

Section 5. Dissolution of chartered chapters.

A chartered Sigma Phi Epsilon chapter may be dissolved only by the withdrawal or surrender of its charter in accordance with these *Grand Chapter Bylaws*.

Section 6. Dissolution of Sigma Epsilon chapters.

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.

CHARTERING

Section 7. Grant of charter.

A Sigma Epsilon chapter may 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 National Board of Directors 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 Headquarters, prior to installation, the ritualistic equipment required by the *Ritual*.

Section 8. Chapter installation.

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

CHARTER STATUS

Section 9. Charter status.

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

- (a) In good standing (defined as having been duly issued by the National Board and with respect to which none of (b) through (f) below are applicable),
- (b) Subject to charter action,
- (c) Alumni Advisory Council,
- (d) Suspended,
- (e) Withdrawn or
- (f) Surrendered.

Section 10. Effect of good standing.

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

SUBJECT TO CHARTER ACTION

Section 11. Matters resulting in charter action.

A chartered undergraduate chapter becomes subject 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 host institution 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 these *Grand Chapter Bylaws* or the *Administrative Policies and Procedures*;
- (f) Departure from the procedures set forth in the *Ritual*;
- (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 established by the Grand Chapter for academics, manpower, and other areas of chapter operations;
- (l) Failure to make reports as required by the *Grand Chapter Bylaws* or the *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 these *Grand Chapter Bylaws* or the *Administrative Policies and Procedures*;
- (o) Failure to conform to the constitution and bylaws of any local Interfraternity Council of which the undergraduate chapter may be a member; provided that the National Board of Directors may grant an exemption; or
- (p) Failure to implement the Balanced Man Program.

Section 12. Process for charter action.

A National Director, member of the Headquarters staff, the chapter's District Governor, the chapter's AVC governing body, or the chapter's Chapter Counselor may recommend that the CEO pursue charter action against a chapter alleged to have violated one or more of the provisions outlined in Section 11 of this Article. Upon such recommendation, the CEO shall:

- (a) Notify the chapter President of the charges with respect to violation(s); and
- (b) Allow the chapter fifteen (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. National Board of Directors determination.

- (a) 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 National Board of Directors shall reserve the right to request additional information before making any such decision.
- (b) The suspension, withdrawal, or surrender of a charter, and 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 subsection (c) below.
- (c) The provisions in Sections 11-12 of this Article and subsection (b) above 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 14. Appointment of Alumni Advisory Council.

When surrender, suspension or withdrawal of the chapter charter may be avoided by alumni and volunteer 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 published by the National Board of Directors.

CHARTER SUSPENSION

Section 15. Suspension in lieu of withdrawal.

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 16. Terms of suspension.

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 17. Generally.

For any of the causes enumerated in Section 11 of this Article, and, pursuant to the process outlined in Sections 12-13 of this Article, the National Board of Directors may withdraw the charter of a chapter.

Section 18. Notification.

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

Section 19. Appeal.

- (a) 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 the decision to withdraw the charter.
- (b) The petition shall be in a manner and form as prescribed by the National Board of Directors.
- (c) 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.

- (d) The National Board of Directors, by a two-thirds (2/3) majority vote, shall take such action in granting 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 20. Reinstatement of chapter.

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

CHARTER SURRENDER

Section 21. Petition for charter surrender.

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 National Board of Directors may require. The chapter's Alumni and Volunteer Corporation shall have the opportunity to petition the National Board of Directors to instead appoint an Alumni Advisory Council.

Section 22. National Board of Directors authority.

The National Board of Directors shall consider the petition and shall have the authority, by a majority vote, to receive the surrender of the charter and dissolve the chapter or appoint an Alumni Advisory Council.

DISSOLVED CHAPTERS

Section 23. Effect of dissolution.

When the National Board of Directors has withdrawn a charter, accepted the voluntary surrender of a charter or dissolved a Sigma Epsilon chapter, this action shall be conclusive upon the chapter and the members thereof. All official books and papers and copies of the *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 24. Notification of dissolution.

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

Section 25. Jurisdiction over members of dissolved chapters.

Undergraduate members of an undergraduate chapter which has had its charter surrendered or withdrawn and members of a dissolved Sigma Epsilon chapter 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 26. Local governance.

Each undergraduate chapter shall have authority to enact bylaws for its self-governance. These local chapter bylaws shall contain only those provisions necessary for local governance and be consistent with these *Grand Chapter Bylaws* and the *Administrative Policies and Procedures*, and shall follow the outline recommended by the National Board of Directors. A copy of such undergraduate chapter bylaws shall be filed with the CEO or his designee.

Section 27. Chapter meetings.

Each undergraduate chapter shall hold a regular meeting each week when the host institution is in session. Upon a two-thirds (2/3) vote, a chapter may omit a regular meeting, but no chapter shall omit more than two consecutive meetings.

Section 28. Eligibility for chapter office.

To be eligible for nomination or to hold an elected position in a chapter, a member must be in good standing and 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. A member not in good standing or whose membership has been restricted for academics shall not be eligible to stand for election to be an officer of the chapter or to serve as a committee chairman or in any other position of trust appointed by a chapter officer. If a member ceases to be in good standing or his membership becomes restricted for academics while he is serving as an officer, a committee chair, or in a position of trust, he shall relinquish his office subject to replacement by a chapter vote in the case of an officer, or replacement of a committee chair or position of trust by appointment of the chapter officer with the power of appointment.

Section 29. Powers and duties of chapter officers.

Each of the officers of an undergraduate chapter shall have such powers and perform such duties as prescribed in these *Grand Chapter Bylaws*, the *Administrative Policies and Procedures*, the *Ritual*, the bylaws of the undergraduate chapter or as may be directed by the Grand Chapter.

Section 30. Power to declare office vacant.

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 affiliated AVC shall have the right to declare vacant the office of Vice President of Finance for non-performance of his stated duties and obligations.

Section 31. Women's auxiliary groups.

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 32. Alumni and Volunteer Corporations.

The alumni and volunteers of an undergraduate chapter may organize (each, an “alumni and volunteer corporation” or “AVC”) for the purpose of mentoring undergraduate chapters and their members, managing assets, and promoting alumni relations. Each AVC shall provide in its governing documents, 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 AVC or any of its affiliates or subsidiaries, are trust funds to be held and administered for the benefit of the local chapter of the Fraternity, and that such property shall be held to promote the ideals and interests of the Fraternity and managed in accordance with the charter and these *Grand Chapter Bylaws*. Further, each AVC shall adopt and properly execute bylaws, initially or by amendment, which, where legally permissible, shall substantially comply with the form of local AVC bylaws furnished by the CEO. In the event that an AVC has executed any corporate charter, bylaws or resolutions that contain any contrary, contradictory or overriding provision, or otherwise fail to conform substantially to the form of local AVC bylaws, such AVC shall adopt revised or amended bylaws that conform substantially.

MENTOR COMMITTEE

Section 33. Mentor Committee.

The Chapter Counselor or designee shall serve as the chair of the chapter’s Mentor Committee. The Mentor Committee shall be responsible for overseeing mentorship initiatives and ensuring that chapter members are provided with appropriate guidance and development opportunities in line with the purposes and objectives of the Fraternity. A minimum expectation of the Mentor Committee is that each undergraduate chapter officer will have a designated mentor. It is acceptable for one committee member to mentor more than one officer.

Section 34. Appointment of Mentor Committee Members.

The Chapter Counselor or designee shall have the authority to appoint and remove members of the Mentor Committee. Committee members shall be selected based on their qualifications to contribute to the mentorship and development of chapter members.

CHAPTER ASSETS

Section 35. Title to chapter assets.

Legal title to the lands, buildings, and furnishings acquired for use by an undergraduate chapter, and all other AVC property, shall be held by the AVC or by the AVC together with 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 36. Transfer of title to trust upon chapter closure.

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

TRUST ASSETS HELD BY THE FRATERNITY

Section 37. Assets held in trust.

Trust Assets held by the Fraternity or its affiliates shall be held in accordance with the Chapter Continuation Fund 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 AVC annually. If the subject chapter is not reactivated within twenty-one (21) years, Trust Assets shall be used according to a vote of the Grand Chapter in regular session.

TRUST ASSETS HELD BY THE ALUMNI AND VOLUNTEER CORPORATION

Section 38. Purpose of trust.

Trust Assets held by the AVC shall be held for the reactivation and housing of the subject undergraduate chapter. If the subject chapter is not reactivated within twenty-one (21) years, the AVC 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 a vote of the Grand Chapter in Conclave assembled.

Section 39. Income and expenses of trust assets.

Accounting of the income and expenses of the Trust Assets shall be provided to the Fraternity annually. In the event that the AVC 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 AVC.

TRUST TERMS AND NOTICE OF TRUST

Section 40. Execution of trust agreement.

Each AVC 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 *bona fide* mortgages. The Trust Agreement,

the AVC charter or articles of incorporation, and the AVC bylaws shall be drafted to conform to the requirements of Sections 35 through 39 of this Article. The Fraternity and its affiliates are hereby granted the authority to enforce the applicable Trust, charter or articles, and bylaws.

OVERSIGHT OF CHAPTER FINANCES

Section 41. Collaboration with VPF.

The AVC shall collaborate with the undergraduate Vice President of Finance to install proper systems of finance and accounting.

Section 42. Power to recommend qualifications; define responsibilities of VPF.

The AVC shall have the power to recommend the qualifications and define the responsibilities of the Vice President of Finance.

Section 43. AVC financial reporting to Headquarters.

The AVC's governing body shall submit an annual financial statement of its operations to the affiliated undergraduate chapter and to the National Board of Directors, and shall explain the statement upon request.

BYLAWS

ARTICLE VI — FEES AND FUNDS

MEMBER REGISTRATION FEES

Section 1. Generally.

Beginning August 5, 2013, each undergraduate chapter shall submit to Headquarters a Lifetime Membership Fee of three hundred dollars (\$300.00) for each person inducted to said chapter. In each subsequent year, at the discretion of the National Board of Directors beginning July 1, 2024, the Lifetime Membership Fee for each person inducted to said chapter can be adjusted based on the Higher Education Price Index with a cap of no more than 4%. There shall be no negative change in the Lifetime Membership Fee. Headquarters shall communicate to chapters no later than May 1 of each calendar year the amount of the Lifetime Membership Fee for the following fiscal year. From the Lifetime Membership Fee, an amount shall be allocated to SigEp National Housing, LLC (“SENH”) and an amount shall be allocated to the *Sigma Phi Epsilon Journal* Fund, for which such member shall receive a life subscription to the *Journal*. These fees shall be invoiced directly to and payable by the undergraduate chapter. A new member shall be reported to Headquarters not later than twenty-four (24) hours after the individual accepts an invitation for membership. This policy shall be reviewed by the Grand Chapter every other Conclave, beginning with the 60th Grand Chapter Conclave.

Section 2. Refund.

If within thirty (30) days of registering with the Fraternity, a new member resigns, the full amount of the Lifetime Membership Fee invoiced will be credited to the chapter, and, if already paid, refunded to the chapter. The form requesting a refund must be completed and received at Headquarters within thirty (30) days of the resigning member’s registration date. No other date will be accepted.

Section 3. Renaissance Members.

For each individual initiated as a Renaissance Member of any chapter, the chapter shall pay to the Fraternity an initiation fee of twenty-five dollars (\$25.00).

Section 4. Alumni of former local fraternities.

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 (\$25.00) and, upon completion of the applicable rite of passage, he shall be recognized as an Alumni Member for all purposes. 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. Waiver/suspension of new member fees.

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. Annual fees generally.

Beginning July 1, 2014, each undergraduate chapter shall pay to the Fraternity a fee of eighty-five dollars (\$85.00) for each member in the chapter as of March 1 of each year. 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. SENH fee.

Annually, each undergraduate chapter shall pay to the SENH a fee of twenty-five dollars (\$25.00) for each Undergraduate Member in the chapter as of March 1 of each year, in addition to the amount payable to SENH pursuant to Section 1 above.

Section 8. Annual Chapter Investment Fund contribution.

Each undergraduate chapter shall contribute into a restricted fund in its name, held and managed by the Sigma Phi Epsilon Educational Foundation, an amount not less than twenty dollars (\$20.00) for each undergraduate member in the chapter as of March 1 of each year.

OTHER ASSESSMENTS AND FEES

Section 9. Assessments for insurance.

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 imposed by chapter standards board.

Except for fines expressly payable to the Fraternity, any fine imposed by a chapter's standards board for violation of these *Grand Chapter Bylaws*, the *Administrative Policies and Procedures*, or the *Ritual* by chapters or members shall be paid to the chapter imposing the fine.

Section 11. Funds payable in U.S. currency.

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. Royalties from publications and other sources.

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

FUNDS

Section 13. Establishment of Journal Fund and Chapter Continuation Fund.

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.

(a) Journal Fund.

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.

(b). Chapter Continuation Fund.

The Chapter Continuation Fund shall be composed of property and assets devolving upon the Fraternity pursuant to Article V, Sections 35-40, of these *Grand Chapter 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 35-40 of these *Grand Chapter 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.

Section 14. Establishment of Operating Fund.

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. 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 these *Grand Chapter Bylaws*.

INVESTMENT COMMITTEE

Section 15. Investment committee powers.

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

Section 16. Composition and term.

The Investment Committee shall consist of no fewer than three (3) members appointed by the National Board of Directors. At least two (2) of the members of the Investment Committee shall be members of the Fraternity. The chairman of the Investment Committee shall be designated by the National Board of Directors from among the Alumni Members of the Investment Committee. Each member of the Investment Committee shall serve for a term of three (3) years, or until their successors have been appointed, qualified, and installed, and shall be eligible for re-appointment.

Section 17. Removal of committee members.

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 (2/3) 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 the removed members with new appointees.

Section 18. No compensation.

Each member of the Investment Committee shall serve without compensation.

Section 19. Personnel, consultants and advisors.

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 20. Committees and agents.

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 21. Coverage under D&O policy.

Each member of the Investment Committee shall be covered under the Fraternity's Directors and Officers Insurance coverage for faithful performance of such member's 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.

BYLAWS

ARTICLE VII — PUBLICATIONS AND INSIGNIA

RITUAL

Section 1. The *Ritual and Guide* generally.

A book titled the *Ritual and Guide of Sigma Phi Epsilon* (the “*Ritual*”) 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* remain the property of the Grand Chapter and must be returned upon request of the National Board of Directors.

Section 2. Subordination.

The *Ritual* shall be subordinate to the *Grand Chapter Bylaws* and the *Administrative Policies and Procedures*.

Section 3. Content.

The *Ritual* shall contain the esoteric material of the Fraternity, including but not limited to the prescribed forms for ritual rites of passage. 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. Token and sign.

The Fraternity token and sign shall be as provided in the *Ritual*.

Section 5. Ritual rites of passage.

- (a) Each member of the Fraternity shall experience the ritual rites of passage in the manner and form prescribed in the *Ritual*. Chapters shall implement ritual rites of passage strictly in the manner and form prescribed in the *Ritual*.
- (b) Only a member in good standing is eligible to be a candidate for, attend, or serve in an official role in a ritual rite of passage.
- (c) The Vice President of Member Development shall have the final authority to determine a member’s eligibility as a candidate for a ritual rite of passage.
- (d) A chapter may make a written request to another undergraduate chapter that such other chapter conduct ritual rites of passage for and in the name of the requesting chapter for members of the requesting chapter.

JOURNAL

Section 6. The *Sigma Phi Epsilon Journal*.

- (a) A publication to be known as the *Sigma Phi Epsilon Journal* (the “*Journal*”) shall be published by the Fraternity.

- (b) The *Journal* shall be paid for from the revenue of the Fraternity. The CEO or his designee shall serve as Editor of the *Journal* and is authorized to select any additional editors or staff to assist with publishing as deemed appropriate.
- (c) 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 7. Other publications.

Other publications may be issued periodically under the direction of the National Board of Directors, including the *Public Ceremonies* guide, directory of members, a song book, and manuals on Fraternity organization and procedure.

NAMES, MARKS AND INSIGNIA

Section 8. Rules of use of names, marks and insignia.

- (a) The Grand Chapter grants permission to members, chapters, and AVCs to use the Fraternity's name, marks and insignia in accordance with the policies and procedures promulgated by the Fraternity and the Grand Chapter, and consistent with the principles and ideals of the Fraternity. The Grand Chapter reserves the right to withdraw this permission should a member, chapter or AVC violate Fraternity policies.
- (b) 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.
- (c) An AVC's permission to use the Fraternity's name, marks and insignia shall be automatically revoked should the AVC suspend operations, dissolve or become inactive.
- (d) 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. All such items must support the principles and ideals of the Fraternity.

BADGES

Section 9. Official badges.

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 Σ, Φ 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 Σ , Φ 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 10. Sweetheart badge.

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

Section 11. In memoriam recognition.

An undergraduate chapter may elect to have each of its members wear a black ribbon under his badge for a period of one week upon the death of a member of the Fraternity.

Section 12. Proper placement of badges.

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 13. Proper display of skull and crossbones.

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

Section 14. Balanced Man Pin.

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 15. Coat of arms.

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 16. Fraternity Flag.

- (a) The Fraternity flag shall be a field purpure, on a bend sanguine fimbriated or a mullet of the like.
- (b) For display purposes, the Greek letters Σ , Φ 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 17. Colors.

The colors of the Fraternity shall be purple and red.

Section 18. Flowers.

The Fraternity flowers shall be red roses and purple violets.

BYLAWS

ARTICLE VIII — INDEMNIFICATION

Section 1. Director and officer liability.

In any proceeding brought by or on behalf of the Fraternity or brought by or on behalf of members of the Fraternity, no National Director or Grand Chapter 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. Indemnification of directors and officers.

- (a) 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 a Grand Chapter Officer, National 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 the National Board of Directors in respect to 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 National Board of Directors is hereby empowered, by a majority vote of a quorum of disinterested directors, to enter into a contract to indemnify any National Director or Grand Chapter 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 National Director or Grand Chapter Officer in connection with any proceeding initiated by or on behalf of such director or officer.
- (b) 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 National Board of Directors.
- (c) 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.
- (d) 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 National Board of Directors.

- (e) 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. The applicant's financial ability to repay is not required.

Section 3. Agency status.

- (a) Members of the Fraternity are not agents of the Fraternity or the Grand Chapter and shall have no authority to act on behalf of the Fraternity or the Grand Chapter unless the individual is serving in a duly elected or appointed position as expressly provided in these *Grand Chapter Bylaws* and the *Administrative Policies and Procedures*.
- (b) Undergraduate chapters and AVCs are not agents of the Fraternity or the Grand Chapter and shall have no authority to act on behalf of the Fraternity 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.

Section 4. Insurance.

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 National Board of Directors may determine, on behalf of any person who is or was a National Director, Grand Chapter 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. Grand Chapter in session.

When the Grand Chapter is in session in accordance with the applicable rules of parliamentary procedure, a proposed amendment to these *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 (except for where a higher threshold is required pursuant to these *Grand Chapter Bylaws* or the laws of the Commonwealth of Virginia) of the Grand Chapter shall be declared in full force and effect.

Section 2. Grand Chapter not in session.

When the Grand Chapter is not in session, the National Board of Directors may submit amendments to these *Grand Chapter Bylaws* directly to the voting members of the Grand Chapter, with each of the foregoing entitled to one vote as if in regular session. Voting members may submit written comments electronically within fifteen (15) days after distribution of the proposed amendments, and which the National Board of Directors shall distribute electronically to the other voting members unabridged, together with an electronic ballot for such vote. Voting members shall cast votes within (20) days after distribution of the proposed amendments. Only members entitled to vote may submit comments. Any written comments shall not exceed one page. Any amendments approved by a majority (except where a greater threshold is required) of those voting shall be declared in full force and effect, provided that at least two-thirds (2/3) of those eligible to vote shall have cast ballots.

Section 3. Emergency powers.

When the Grand Chapter is not in session and in the event of an emergency, the National Board of Directors shall have the authority to amend these *Grand Chapter Bylaws* by a three-fourths (3/4) 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 and initiated within ten (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

PREAMBLE

A. These *Administrative Policies and Procedures* govern certain procedural and administrative aspects of the Fraternity's operations.

B. Except as specifically defined in these *Administrative Policies and Procedures*, capitalized terms shall have the meanings defined in the *Grand Chapter Bylaws*.

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 *Grand Chapter 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 (2/3) vote.
- C. The Grand Chapter may, at any time, by a two-thirds (2/3) vote, go into executive session, during which all persons other than members of the Grand Chapter may be excluded.
- D. Each delegate or alternate delegate is required to attend all regular business meetings of the Grand Chapter when in session in accordance with the applicable rules of parliamentary procedure, unless excused by the presiding officer.
- E. Each undergraduate chapter in good standing shall be reimbursed from the funds of the Grand Chapter for the average mileage cost of operating an automobile round trip between the undergraduate chapter and the Grand Chapter session; 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:
 - Alumni Nominations
 - Audit
 - Bylaws and Administrative
 - Policies and Procedures
 - Credentials
 - Ritual
 - Resolutions
 - Standards
 - Student Nominations
 - Ways and Means
- 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 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 that have made arrangements with the Grand Treasurer to have such arrearages eliminated.
- J. At the regular session of the Grand Chapter convened in accordance with the applicable rules of parliamentary procedure, 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 Grand Chapter 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 Grand President shall be an ex-officio, non-voting member of each committee or task force.
- L. 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.

- M. 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 each 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 of the chapter. He shall have the power to (a) appoint members to committees other than those to which other officers have the power to make such appointments, (b) decide in case of tie votes, (c) impose fines and (d) sign all papers requiring authentication. He shall have authority to eject from a chapter meeting any member for conduct unworthy of a member of the Fraternity. 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 programming committee, which shall oversee events, philanthropic and service-learning activities, intramurals, and, in coordination with the Vice President of Member Development, Sound Mind, Sound Body programming relevant to all chapter members. He shall serve in the role of Vice President in all ritual rites of passage.
 - (iii) The Vice President of 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 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 AVC 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 a copy of the filing 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 *Grand Chapter 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 AVC, all records pertaining to the financial operations of the undergraduate chapter for review by such person as is designated by the AVC. Should the chapter President or the affiliated AVC be concerned that financial improprieties are occurring, they may ask the Vice President of Finance for an independent audit of the chapter's finances at any time. If an audit is requested, the Vice President of Finance shall have thirty (30) calendar days to prepare for this audit.

- (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 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, 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 recruitment 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 AVC 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 meetings.
- (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 the Fraternity, the *Grand Chapter Bylaws*, these *Administrative Policies and Procedures*, and the local undergraduate chapter's bylaws. Understanding the value of the *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 tempore until 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 the vacant 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 responsibilities due to his involvement or another conflict of interest. The Chaplain shall be chairman of the standards board. The standards board shall be responsible for planning the use of the *Ritual*, inspecting the *Ritual* equipment, reviewing proper risk management for upcoming events and practicing the *Ritual*. The standards board shall also be responsible for enforcing Grand Chapter and local undergraduate chapter bylaws and resolve member disputes.
- D. In the event that the Chaplain is unable to fulfill his responsibility in a membership trial due to his involvement or another conflict of interest, the line of succession to serve as acting Chaplain for the purposes of that trial shall be (in descending order): the Senior Marshal, then the Junior Marshal, then the Guide, then the Guard.
- E. In the event a member of the standards board other than the Chaplain is unable to fulfill his responsibilities due to his involvement or another conflict of interest, the elected alternate shall serve in his place. In the event members of the standards board are unable to fulfill their responsibilities due to involvement or another conflict of interest and insufficient alternates are available to have at least five standards board members, the remaining members must select 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 the temporary members. In the event all members of the Executive

Committee are involved in the trial, the temporary members shall be selected by a majority chapter vote.

- F. A vacancy occurring in the office of any member of the standards board other than the Chaplain by resignation, expulsion, suspension or otherwise shall first be 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 (2/3) 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 Public Ceremonies Guide.
- H. In the event that one or more of the elected officers is unable to complete their respective term of office, and subject to Section 2(A)(x) and (xi) above, 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, committee chair 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 (2/3) vote of the members in good standing of the chapter.
- M. The chapter 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 serve as the presiding officer at a meeting of an undergraduate chapter, except to serve in a role designated in the *Ritual* or *Public Ceremonies* of the Fraternity, except that a Student Director may serve in the role to which he was duly elected by his chapter.
- O. During each month of the academic year, an undergraduate chapter shall hold at least one *Ritual Meeting* as described in the *Ritual*.

- P. Questions regarding the interpretation of the undergraduate chapter bylaws, the *Ritual*, *Grand Chapter Bylaws*, or the *Administrative Policies and Procedures* shall be decided by the chapter President, but there shall be the right of appeal as follows:
- (i) A two-thirds (2/3) vote of the chapter is required to overrule the chapter President's decision, such vote to be taken by the Vice President of Communications.
 - (ii) The chapter President may appeal the chapter's override 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 the *Administrative Policies and Procedures*.
 - (ii) The *Ritual*.
 - (iii) The bylaws of the local 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. Insignia protected by trademark and copyright law are property of the Fraternity.
- 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 CEO.
- D. The Fraternity, chapters, AVCs and members shall not permit trademarked and copyrighted insignia to be printed, inscribed or used on items containing any text, image or design that 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

SIGMA PHI EPSILON’S PHILOSOPHY ON MEMBERS AND SAFETY

The Fraternity takes brotherly love seriously. We care about the safety and well-being of our brothers and our friends. Members of the Fraternity take an oath to exhibit respect, care and concern for themselves and others. Fulfilling this oath ensures all members have a rich and meaningful SigEp experience.

The duties of every Fraternity member are to remember his Oath of Obligation, which does not have an expiration date; 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 every Fraternity member 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.

The Fraternity is committed to eliminating risky behaviors associated with alcohol and drug use, hazing, sexual misconduct and physical assault, and has adopted the following risk management policies.

These policies apply to all Fraternity entities and all individuals involved, including Fraternity undergraduate members, alumni, and volunteers, in any activity.

Failure to comply with these policies may result in individual and chapter disciplinary action, including expulsion and charter revocation. All members and volunteers should review the following policies carefully.

The National Board of Directors reserves the right to modify these Risk Management Policies at its discretion.

SIGMA PHI EPSILON FRATERNITY RISK MANAGEMENT POLICIES

In the event these Risk Management Policies conflict with any federal, state, or local policies or laws, the strictest policy shall prevail.

These Risk Management Policies shall apply to and during any activity or event sponsored or endorsed by the Fraternity, regardless of location. If violations of these policies are observed, there is a duty to report the activity to local authorities if an undergraduate’s safety is at risk or in the case of a non-emergency, to the CEO or his designee.

HOW TO REPORT A VIOLATION OF THE RISK MANAGEMENT POLICIES

All Fraternity members and volunteers have a duty to report violations of these Risk Management Policies immediately to the CEO or his designee, and, if an undergraduate's safety is at risk, to local authorities.

If anyone's safety is in danger, or in the case of an emergency, always call 911.

If reporting a violation that is not an immediate safety issue, contact SigEp Headquarters at 804.353.1901. (If during business hours, press 0. If after business hours, press 1.)

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 that 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 that interfere with scholastic activities; and any other activities that 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 MISCONDUCT

All members must comply with all federal, state and local laws relating to sexual misconduct. This includes, but is not limited to, laws regarding consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking and sexual exploitation.

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 members, individually or acting together.

No member 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 “entertainers” at a Fraternity event is prohibited.

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.

PHYSICAL ABUSE

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

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 passage as outlined in the *Ritual* and the Public Ceremonies Guide. 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 (that are not owned by the driver) for transportation to and from Fraternity events or programs will not be covered under the Fraternity's General Liability insurance policy.

GOOD SAMARITAN POLICY

The Fraternity 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. The Fraternity 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.

Individuals should never hesitate to call 911 when concerned for someone's well-being.

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

Individual

If a member(s) assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol or 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 the Fraternity 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 or drugs, or any medical emergency, shall be eligible for mitigation of charges related to violations of the Fraternity'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.

NATIONWIDE SUBSTANCE-FREE FACILITIES

All 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, its host institution or its AVC. This includes all outdoor spaces associated with or adjacent to the chapter facility, including parking lots.

It will not be a violation of the substance-free policy for there to be up to six (6) events hosted by the AVC 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 the Fraternity’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 shall follow the substance-free policy regardless of who makes use of those facilities, be they the chapter members, the AVC or Fraternity alumni, inclusive of all guests and the public.

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.

Staff will provide resources and support pertaining to substance education and safe programming to all chapters. 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 Grand Chapter 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 leaders, both within the chapter and in the community.

FRATERNITY AND ALUMNI VOLUNTEERS

In addition to the foregoing, all Alumni Members and volunteers shall comply with the following:

ALCOHOL AND DRUGS

Alumni members and volunteers must comply with all federal, state and local laws relating to alcohol and drugs. Any inappropriate acts, including, but not limited to, purchase of alcohol by the Alumni Member or volunteer for underage undergraduates, intoxication by the Alumni Member or volunteer in the presence of undergraduates, and criminal activity by the Alumni Member or volunteer relating to or in the presence of the undergraduates, are grounds for discipline, including, but not limited to, expulsion and penalties as provided in the *Grand Chapter Bylaws* and the *Administrative Policies and Procedures*.

(1) Every Alumni Member and volunteer must comply with all federal, state and local laws. No person under the legal drinking age may be provided alcoholic beverages at any activity or event sponsored or endorsed by the Fraternity or any of its affiliates.

(2) Every Alumni Member and volunteer must comply with federal, state and local laws regarding illegal drugs and controlled substances. No undergraduate may be provided illegal drugs or other controlled substances at any activity or event sponsored or endorsed by the Fraternity or any of its affiliates.

(3) Alumni Members and volunteers must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances to underage minors.

SEXUAL MISCONDUCT

For clarity, in addition to Undergraduate Members, Alumni Members and volunteers must comply with all federal, state and local laws relating to sexual misconduct. This includes, but is not limited to, laws regarding consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking and sexual exploitation.

No Alumni Members or volunteers shall engage in, tolerate or condone any form of sexist or sexually abusive behavior, be it physical, mental or emotional in nature. Any actions that are demeaning to any person including, but not limited to, verbal or physical harassment and sexual assault or advances or contact of a sexual nature between the Alumnus or volunteer and the undergraduates are strictly prohibited, regardless of initiation or consent.

ASSAULT AND BATTERY

Alumni Members and volunteers must comply with all federal, state and local laws relating to physical contact. This includes but is not limited to, simple assault, aggravated assault and battery, sexual assault, domestic violence, and aggravated assault.

DISCIPLINARY ACTION

Any of the prohibited acts contained in these Risk Management Policies or criminal activity by the Alumni Member or volunteer relating to or in the presence of the undergraduates are grounds for discipline, including, but not limited to, expulsion and penalties as provided in the *Grand Chapter Bylaws* or the *Administrative Policies and Procedures*. The National Board of Directors reserves the right to modify these Risk Management Policies at its discretion

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 jeopardize their coverage under the Fraternity's insurance program. These individuals may be personally liable and must retain their own attorneys for their defense in the event of any litigation or investigation. Further, they waive their right to indemnity from the Fraternity if a claim or legal action is made against them and the Fraternity's insurer has denied them coverage due to any violation of this policy.

GOVERNING LAW AND VENUE

Any legal action or challenge with respect to the interpretation, application and/or enforcement of these Risk Management Policies by the Fraternity shall be governed by the laws of the Commonwealth of Virginia, and any legal action with respect to these Risk Management Policies shall be brought exclusively in the state and/or federal courts located in Richmond, Virginia.

ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION 5 — RECRUITMENT OF POTENTIAL LEGACIES

Each chapter must invite potential legacy candidates to chapter recruitment activities and formally evaluate them for potential membership in the Fraternity 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 *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 shall provide a copy of the correspondence to its AVC President, Chapter Counselor and Headquarters staff.

ADMINISTRATIVE POLICIES AND PROCEDURES
SECTION 6 — 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.

ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION 7 — CHAPTER TAX-EXEMPT STATUS

Sigma Phi Epsilon chapters are organized as unincorporated associations and eligible for recognition as an exempt organization under section 501(c)(7) of the Internal Revenue Code. Revenue is generally tax-exempt under this designation.

All chapters must operate on a fiscal year beginning July 1 and ending June 30.

Each chapter is required to file an annual tax return with the IRS, reporting all necessary financial and organizational information to maintain tax-exempt status. Tax returns must be filed annually by the 15th day of the 5th month after the close of the fiscal year, November 15.

Tax returns must be filed under the chapter's legal name, using the following format:

Sigma Phi Epsilon <State Postal Code> <Greek Letter Designation>

Example: Sigma Phi Epsilon VA Alpha

The Vice President of Finance, or their designee, is responsible for ensuring the appropriate Form 990 is prepared and submitted annually to the IRS utilizing SigEp's online accounting service provider or SigEp's chosen billing service or by providing a copy of their filed Form 990 to Headquarters Staff no later than December 31.

If a chapter misses a required filing but its tax-exempt status remains active, the chapter must file the return promptly and submit a copy to Headquarters staff and the Alumni and Volunteer Corporation (AVC).

If a chapter's tax-exempt status is suspended or revoked by the IRS or a state agency, the Vice President of Finance, in coordination with the AVC, will work with Headquarters staff to initiate accounting services with SigEp's chosen billing service.

If a chapter's tax-exempt status is suspended or revoked by the IRS or state agency, and after the chapter's status has been returned to good standing, the chapter has the autonomy to determine if SigEp's online accounting service provider, SigEp's chosen billing service or another service best suits the chapter's accounting needs. If a chapter determines an alternative platform better fits their needs, the chapter will be required to provide a copy of their filed Form 990 to Headquarters Staff no later than December 31 each year.

ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION 8 — AMENDMENTS

These *Administrative Policies and Procedures* may be amended by either: (a) a two-thirds (2/3) vote of the National Board of Directors (except where a higher threshold is required pursuant to these *Administrative Policies and Procedures* or *Grand Chapter Bylaws*); or (b) when the Grand Chapter is in session, by a proposed amendment that shall be presented in writing at a regular session of the Grand Chapter and shall set forth the 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.