

BYLAWS OF THE PA-UPSILON CHAPTER OF SIGMA PHI EPSILON

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ARTICLE I NAME AND OBJECTIVES

Section 1: This chapter shall be known as the PA-Upsilon Chapter of the Sigma Phi Epsilon Fraternity.

Section 2: The objectives of this organization are:

- a. To impress upon its members the true significance of fraternal relationships and to create and perpetuate friendship among all persons.
- b. To develop and strengthen the character of its members, promote the principles of Virtue, Diligence, and Brotherly Love, and preserve the ideals of sound mind and sound body of which the fraternity was founded.
- c. To instill those principles which are the responsibilities of an individual as a brother of Sigma Phi Epsilon, and to bestow them upon society and the local community of Clarion, Pennsylvania.

Section 3: This chapter shall be governed at all times by the provisions of the Grand Chapter Bylaws and Administrative Policies and Procedures of the Sigma Phi Epsilon Fraternity.

ARTICLE II MEMBERSHIP

Section 1: Membership in this chapter shall be subject to the provisions of the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Sections 1 to 6 inclusive.

Section 2: The right of membership shall be exclusively conferred upon the undergraduate chapter which has the right to grant or revoke membership in accordance with these bylaws. This right is retained unless the chapter grants the National Board of Directors the right to review such decisions.

Section 3: A member of any other chapter of Sigma Phi Epsilon attending this University shall be permitted to affiliate with this chapter in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 18.

Section 4: This chapter shall have the authority to initiate a candidate for honorary membership (Renaissance Brothers) in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 2(c).

Section 5: Any member of this chapter who ceases to be a student in this institution shall be regarded as an alumnus member in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 2(b).

Section 6: Any member initiated by this chapter and enrolled in this institution, or a member who has been properly affiliated and is enrolled in this institution, shall be considered a student member and included in the determination of the chapter's annual deposits to

the Housing Loan Fund and Chapter Investment Fund in accordance with Grand Chapter Bylaws and Administrative Policies and Procedures, Article VI, Section 7 and 8.

Section 7: Inactive membership shall not be permitted by this chapter in accordance with Article II, Section 5, of the Grand Chapter Bylaws and Administrative Policies and Procedures.

Section 8: All members shall maintain a cumulative Quality Point Average of 2.8 on a 4.0 scale to remain in good standing. A member not found in good standing after one semester will be sent to standards board for a suspension review. If a brother, who is already not in good standing, gets below a 2.25 QPA the following semester, they will be expelled without right of appeal but may be reinstated as shown below. If a brother falls below a 2.8 QPA for the third semester, they will be expelled without right of appeal but may be reinstated as shown below.

- a. New members that accept a bid with an overall Quality Point Average of a 2.60 – 2.79 on a 4.0 scale, must sign a contract that sates the following:
- b. New members that accept a bid with an overall Quality Point Average of a 2.60 – 2.79 on a 4.0 scale will be immediately placed on an Academic Plan upon joining. These members will have two semesters to bring their overall GPA to a 2.8 on a 4.0 scale or they will be sent to standards board for a suspension review. If said brother's grades fall below their initial cumulative GPA after their acceptance into Sigma Phi Epsilon, they will be immediately brought before standards board for an expulsion review.

A member who is expelled for grades may be reinstated when they achieve a term GPA of 2.8 or greater and a cumulative QPA of 2.8 or greater.

Section 9: Any member earning below a 2.0 grade point average in any given semester will automatically be placed in front of the Standards Board for an expulsion hearing.

Section 10: By the last meeting of each semester, all members must sign the membership agreement of the PA-Upsilon Chapter of Sigma Phi Epsilon, or within one month of initiation.

Section 11: The approval of membership is determined by the recruitment committee as outlined in Article VIII, Section 4, part a. Candidates for invitation to join shall be voted on no more than twice per Recruitment Committee and no more than three times total. Upon a candidate's third unsuccessful vote for invitation, he shall be permanently barred from membership and shall be notified as such.

Section 12: Promotion of a member in good standing to a new challenge shall be at the discretion of the Vice President of Member Development, whose decision may be appealed to the Standards Board

Section 13: All membership development activities performed by this chapter shall be of a constructive nature.

Section 14: A member in good standing is defined by one who is an undergraduate member, has not had his membership restricted for academics, and is not financially indebted to the undergraduate chapter, its Alumni and Volunteer Corporation, or the Fraternity, according to the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 3.

ARTICLE III EXECUTIVE OFFICERS

Section 1: Each of the executive officers of an undergraduate chapter shall have such powers and perform such duties as prescribed in the Bylaws and Administrative Policies and Procedures or the Ritual of the Fraternity, in the bylaws of the undergraduate chapter, or as may be directed by the Grand Chapter.

Section 2: To be eligible to hold an elected position in Sigma Phi Epsilon, a member must be in good standing and must maintain a cumulative quality point average of at least 3.0 on a 4.0 scale.

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

Section 4: The executive officers of an undergraduate chapter, and their duties, shall be as follows:

Chapter President:

- a. The president shall preside at all meetings of the chapter, all extra sessions, appoint special committees, decide in case of tie votes, impose fines, fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication.
- b. The president shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon.
- c. The Chapter President must maintain the membership records of the chapter in a form prescribed by the National Board of Directors. 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.

Vice President of Finance:

- a. The Vice President of Finance shall oversee collect all dues and other charges due from the members to the undergraduate chapter, and make disbursements subject to the order of the chapter president or the alumni board.
- b. The Vice President of Finance shall prepare, with the assistance of the alumni board and the chapter President, an annual budget of the

undergraduate chapter, and after it is approved by the alumni board, he shall transmit a copy to the undergraduate chapter, the district governor, and Headquarters.

- c. The Vice President of Finance shall be responsible for the prompt collection and transmittal to Headquarters of all monies due the Fraternity pursuant to Section 2, Subsection A, Paragraph 3 of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- d. Within one month after the conclusion of their terms of office, the Vice President of Finance shall turn over for audit to a qualified person appointed by the alumni board, in accordance with Section 2, Subsection A, Paragraph 3 of the Grand Chapter Bylaws and Administrative Policies and Procedures, all records pertaining to the financial operations of the undergraduate chapter.

Vice President of Programming

- a. The Vice President of Programming shall be responsible for the chapter's functions, programs, and the keeping of the chapter calendar.
- b. The Vice President of Programming shall assume all presidential duties in the absence of or the disability of the president, according to Section 2, Subsection A, Paragraphs 7 and 8 of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- c. The Vice President of Programming is the Ritualistic Vice President.

Vice President of Member Development

- a. The Vice President of Member Development is responsible to schedule and lead chapter retreats and enrichment programs.
- b. The Vice President of Member Development shall act to uphold, develop, and strengthen the character of the members and to preserve the ideals and principles of sound and sound body of which the fraternity as founded.
- c. The Vice President of Member Development is responsible for overseeing the challenge coordinators and ensuring that meetings are being held consistently and frequently.
- d. The Vice President of Member Development is responsible for meeting weekly with the challenge coordinators to review the progress of the challenges: including a synopsis of the last meeting for each challenge as well as what is to be done at the future weeks' meeting.

- e. All changes to the Balanced Man Program, as proposed by the Vice President of Member Development, must be approved by the Balanced Man Steward of the PA-Upsilon Alumni and Volunteer Corporation.

Vice President of Recruitment

- a. The Vice President of Recruitment shall be responsible for overseeing the Recruitment Committee and bring to vote the membership of all potential future members of the fraternity.
- b. The Vice President of Recruitment shall work with the Balanced Man Chair to run the Balanced Man Scholarship application cycle.

Vice President of Communications

- a. The Vice President of Communications shall be responsible for the dissemination of information concerning the undergraduate chapter to all external interested parties, except where prohibited by the Crisis Management Plan that is currently in effect.
- b. The Vice President of Communications will be responsible for overseeing the chapter website and updating it with all current information throughout the semester.
- c. The Vice President of Communications will be responsible for managing all social media outlets and frequently utilizing these outlets for advertisement of the Fraternity.
- d. The Vice President of Communications shall be responsible for constructing, or designating the construction of, the Chapter/Alumni Newsletter through cooperation with the AVC Secretary.

Section 5: In cases of the absence of or inability of the Chapter President to discharge the duties of his office, the order of succession shall be as follows: Vice President of Programming, Vice President of Finance, Vice President of Member Development, Vice President of Recruitment, Vice President of Communications, Chaplain.

Section 6: In cases of the absence of or inability of any member of the Executive Committee except the Chapter President, the vacancy will be temporarily filled by an undergraduate member selected by a majority of the Executive Committee until Special Elections have been held for the position, consistent with the procedures outlined in Article V of these bylaws.

- Section 1: The judicial power of the undergraduate chapter shall be invested in the Standards Board, which shall consist of the Chaplain, the Senior Marshall, the Junior Marshall, the Guard, and the Guide.
- Section 2: The chapter, via election concurrent with executive officer elections, will elect the Chaplain, who shall be chairman of the standards board. The duties of the Chaplain include:
- a. The Chaplain will be responsible for planning and organizing all rituals that are held, and ensuring that the integrity of the ritual is upheld.
 - b. The Chaplain will oversee the Standards Board and have at least monthly meetings to discuss chapter behavior and any problems that may be occurring within the chapter at that time.
 - c. The Chaplain will be responsible for ensuring that all members sign a Membership Agreement once a semester.
- Section 3: The Chaplain shall nominate the other members of the Standards Board who shall take office upon confirmation by a majority vote of all members in good standing. All brothers in good standing shall be eligible to serve on the Standards Board, with the exception of the Chapter President, Vice President of Member Development, and Vice President of Programming.
- Section 4: The standards board shall be responsible to plan the use of the Ritual, inspect the Ritual equipment, review proper risk management for upcoming events, and practice the Ritual.
- Section 5: The marshals shall properly set up and remove Ritual equipment for formal meetings and/or initiations. It shall be their duty to make sure that all Ritual equipment is available for formal meetings and initiations. They shall arrange for proper storage facilities, cleaning and repair of the Ritual equipment.
- Section 6: The standards board shall also be responsible to enforce the chapter's standards agreement and resolve member disputes in accordance with the Trial Procedures of these bylaws.
- Section 7: All decisions of the Standards Board are final, except as in the case of expulsion or in suspensions of more than one semester, which may be appealed to the chapter as described in the Trial Procedures of these bylaws.
- Section 8: It shall be the duty of the Standards Board to maintain a list of all Chapter Members who are on any form of Probation (academic, social, etc.) as well as the terms and conditions of each member's probation.

ARTICLE V ELECTION OF OFFICERS

- Section 1: The term of all officers shall be for one year.

Section 2: At the first two regular chapter meetings in November, the President shall call for nominations for the following offices: President, Vice President of Programming, Vice President of Finance, Vice President of Member Development, Vice President of Recruitment, Vice President of Communications, Chaplain.

Section 3: A member shall be limited to accepting three nominations during the election process.

Section 4: Elections shall be held at the third regular chapter meeting in November by secret ballot.

Elections shall occur in the order of succession and shall take the following format:

Candidate for office shall speak in the order in which they were nominated.

Only one candidate for office shall be present before the chapter at any one time.

Five (5) minute opening statement

Ten (10) minutes for questions

A majority vote can extend time for question by five (5) minute increments, But cannot exceed two (2) additional five (5) minute increments (for twenty total minutes of questioning).

When all candidates have spoken before the chapter, there shall be a five (5) minute discussion period. Upon a majority vote of the brothers present, this time may be extended in five (5) minute increments, however the total allotted time for discussion shall not exceed twenty (20) minutes in length.

After discussion, all members present shall vote by secret ballot for one (1) candidate and present said ballot to the Chapter President. The Chapter President and Chaplain shall then independently tally the votes to reach an agreed upon total.

Section 5: If a candidate receives more than 50% of the total vote, that candidate shall be declared the winner. If no candidate receives more than 50% of the total vote, the two candidates with the most votes shall enter into a run-off election. The format for the run-off election shall be as follows:

There shall be a five (5) minute discussion period among the chapter without the two (2) candidates present.

After discussion, all members present shall vote by secret ballot for one (1) candidate and present said ballot to the President. The President and Chaplain shall then independently tally the votes, along with an alumni member, if available, to reach an agreed upon total. The candidate with the majority of the votes shall be declared the winner.

Section 6: Once elected, a member becomes ineligible for election to any other office for a period of one (1) month, regardless of whether the member accepts the office or not.

- Section 7: Should a member refuse election to office, the undergraduate chapter shall follow procedure in Article V, Section 2-5, of the PA-Upsilon bylaws.
- Section 8: Should an office become vacant, the Chapter President shall call for a Special Election to fill said vacant office. The Special Election shall be held in the same form as prescribes for Regular Elections, except that nominations shall be taken for the first two weeks following the announcement of the vacancy in open chapter meeting and the Special Election shall be held the third week following said announcement.
- Section 9: With the exception of the office of Chapter President, all current members of the Executive Committee are ineligible to be nominated to fill a vacancy on the Executive Committee.
- Section 10: The incoming officers of an undergraduate chapter shall be installed at the next regular meeting after their election, according to the manner and form prescribed in the Ritual.
- Section 11: The 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.
- Section 12: The chapter shall have the power, by a vote of two-thirds (2/3) of all its undergraduate members in good standing to impeach any officer of the chapter. Further, the Alumni and Volunteer Corporation shall have the right to declare vacant the office of Vice President of Finance for non-performance of his stated duties and obligations.

ARTICLE VI EXECUTIVE COMMITTEE

- Section 1: The Executive Committee shall consist of the Chapter President, Vice President of Finance, Vice President of Programming, Vice President of Recruitment, Vice President of Member Development, Vice President of Communications, and Chaplain.
- Section 2: The Executive Committee shall meet each week at a time chosen by the President at the beginning of the year or when called on by the President.
- Section 3: The Chapter President shall serve as chairman of the Executive Committee and shall report to this chapter any action recommended or taken by said committee at each chapter meeting.
- Section 4: It shall be the duty of this committee to plan the year's activities, establish the general overall policy, and goals subject to this chapter's approval and which are consistent with the Grand Chapter Bylaws and Administrative Policies and Procedures.
- Section 5: The Executive Committee shall serve to review fines, hear all grievances, and render final decision on all matters not falling under the jurisdiction of the Standards Committee; its action shall be binding unless overruled by a two-thirds vote of the entire membership.

Section 6: The chairman of the executive committee will develop a chapter meeting agenda from the discussion of the executive committee meeting and post the agenda for all members to become familiar with prior to the chapter meeting.

ARTICLE VII CABINETS

Section 1: The cabinets shall consist of each respective vice president and those members of all standing and special positions of the chapter under each respective vice president's jurisdiction.

Section 2: The cabinets shall meet weekly prior to the executive committee meeting and/or when called by the vice presidents. One member of each committee, other than the chairmen, must attend the first Executive Committee of each month.

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

Section 4: It shall be the duty of the cabinets to coordinate all chapter activities, to allow all chapter officers to analyze the chapter programs and select those best designed to achieve the desired results consistent with the principles of the Fraternity.

Section 5: The cabinets shall serve as a selective chapter sounding board for the introduction of new policies and programs and serve as a communications network from the executive committee to the general membership and back.

Section 6: Cabinet members shall be appointed by the various vice presidents and shall ensure the duties of his position while being overseen by his respected vice president.

Section 7: The cabinets of the various officers shall be as follows:

Chapter President

- a. Secretary
- b. Director of Risk Management
- c. IFC Representatives

Vice President of Programming

- a. Events Coordinator
- b. Special Events Coordinator
- c. Intramural Director
- d. Service Learning Chair
- e. Philanthropy Chair

Vice President of Member Development

- a. Academic Chair
- b. Development Chair
- c. Retreat Chair
- d. Speaker Chair

- e. Sound Mind / Sound Body Chair
- f. Sigma Challenge Coordinator
- g. Phi Challenge Coordinator
- h. Epsilon Challenge Coordinator
- i. Brother Mentor Challenge Coordinator

Vice President of Recruitment

- a. Recruitment Chair
- b. Balanced Man Scholarship Chair
- c. Recruitment Committee

Vice President of Communications

- a. Alumni Relations Director
- b. Public Relations Chair
- c. Webmaster
- d. Historian
- e. Newsletter Chair

Chaplain

- a. Senior Marshal
- b. Junior Marshal
- c. Guard
- d. Guide

ARTICLE VIII COMMITTEES

- Section 1: The vice presidents shall appoint, with the approval of a majority vote by the Executive Committee, the chairmen and members of the following standing committees:
Recruitment Committee.
- Section 2: The chairman of each committee shall make a report to the chapter at each weekly meeting, and it shall be submitted to the vice presidents at the cabinet meetings before the regularly scheduled executive meeting for its approval. The secretary shall preserve these written reports.
- Section 3: Upon the recommendation of the vice president, any committee chairman or committee member may be removed by majority vote of the Executive Committee who, in the vice president's opinion, is not satisfactorily doing the duties for which he has been appointed.
- Section 4: The duties of the standing committees shall be as follows:
- a. Recruitment Committee – The committee shall formulate, with the approval by majority vote of the undergraduate chapter, the requirements of a potential candidate for an invitation to join the undergraduate chapter, subject to a vote of 2/3 of the Recruitment Committee. On a split decision the Vice President of Recruitment will have the deciding vote, if yes, the potential new member is approved for a bid for membership. In the event that the Vice President of

Recruitment votes no, the potential new member shall be tabled and brought to the next regular chapter meeting to be discussed.

Section 5: The Chapter President shall create other committees when he deems it to be for the benefit of this chapter.

ARTICLE IX CHAPTER MEETING

Section 1: A regular meeting of this chapter shall be held each week at a time decided on by the President at the beginning of the semester.

Section 2: A regular meeting of the undergraduate chapter shall be held each week when the university is in session, except that upon a two-thirds vote, the chapter may omit a regular meeting, but not more than two regular meetings in succession.

Section 3: This chapter shall have formal meetings, with the use of all official Ritual equipment, on the following occasions, as prescribed by the Fraternity Ritual:

- a. The first regular meeting of each month.
- b. Rites of Passage.
- c. Installation of officers.
- d. At the option of the Chapter President.
- e. At the request of a representative of the Grand Chapter.

Section 4: Formal attire is defined by dress shirts, ties, slacks, dress shoes, and pins. The Executive Committee will decide members dress to informal meetings. Members are required to follow these guidelines, and reprimands for not following will be decided by the Chapter President.

Section 5: A special meeting may be called by the Chapter President or by a two-thirds vote of the members of this chapter.

Section 6: The Creed of Sigma Phi Epsilon Fraternity is to be recited at the first chapter of each semester. The Oath of Obligation is to be recited at the third chapter meeting of each semester for those eligible to hear it.

Section 7: No ~~food~~, alcoholic beverages, or forms of tobacco may be permitted during chapter meetings. No cellular phones or other forms of technology will be permitted without prior approval by the chapter president.

Section 8: The Chapter President shall have authority to suspend from the meeting any member for conduct unworthy of Sigma Phi Epsilon or unbecoming to a gentleman.

Section 9: Attendance shall be required of all members; any member who is absent from a chapter meeting shall present his excuse in writing to the Chaplain no later than 24 hours before the meeting.

Immediately excused absences are as follows:

- a. Illness
- b. Family emergency
- c. Military Obligation

All other absences must be presented to the chapter at the subsequent chapter meeting. A majority vote of the chapter will determine the acceptance or rejection of the motion. Unexcused absences will carry with them a fine of ten (10) dollars.

Two unexcused absences and/or absence from a majority of the chapter meetings shall subject the offending member to disciplinary actions, which can include a maximum penalty of social probation for the remainder of the semester and fines. These are mandated by the standards board.

- Section 10: The order of business shall be as follows:
- a. Call to Order.
 - b. Roll call.
 - c. Approval of minutes from previous meeting
 - d. Call for additions to the agenda
 - e. Executive Board Reports
 - 1. Chapter President's Report
 - 2. Vice President of Programming's Report
 - 3. Vice President of Finance's Report
 - 4. Vice President of Member Development's Report
 - 5. Vice President of Recruitment's Report
 - 6. Vice President of Communication's Report
 - 7. Chaplain's Report
 - f. IFC Representative Report
 - g. Joint Report
 - g. Bacchus Gama Report
 - h. Advisor's Report
 - i. Chapter Counselor Report
 - i. Standards Board Report
 - j. Unfinished Business
 - k. New Business
 - l. Announcements
 - m. Gavel Pass
 - n. Adjournment

- Section 11: Robert's Rules of Order shall be the authority on all parliamentary questions where they do not conflict with these bylaws or the Bylaws and Administrative Policies and Procedures of the Grand Chapter.

ARTICLE X ASSESSMENTS, FINES, AND FEES

- Section 1: The new membership fee shall be an amount as determined by the Grand Chapter. It shall be sent to Headquarters within 24 hours after joining, along with the membership form, in accordance with Article VI, Section 1, of the Grand Chapter Bylaws and

Administrative Policies and Procedures, in addition, the new member's account with the chapter must be paid in full before said new member may be inducted.

- Section 2: This chapter shall deposit \$20.00 per member per year to the Chapter Investment Fund and \$25.00 per member per year to the Housing Loan Fund in accordance with Article VI, Section 7 and 8, of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- Section 3: All members shall pay equal monthly fees and assessments as provided in the budget prepared by the Vice President of Finance and alumni board and said charges shall not be changed without the approval of the alumni board.
- Section 4: All chapter fees and bills shall become due and payable as defined in the Membership Agreement of the PA-Upsilon chapter. If the bill has not been paid within 30 days of the date it was due, the member shall be immediately suspended from the chapter, as defined in the Trial Procedures. If the bill has not been paid within 60 days of the date it was due, the member shall be immediately expelled from the chapter, as defined in the Trial Procedures. The preceding actions are in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Sections 34 and 35.
- Section 5: A member suspended for indebtedness shall automatically be reinstated when his indebtedness is paid in addition to a fine of up to ten percent (10%) of the amount due or another punishment deemed appropriate by the chapter's Standards Board, as stated in Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 37.
- Section 6: A member expelled for indebtedness may be reinstated provided his petition for reinstatement is unanimously approved by the undergraduate chapter, as to a student member, and its Alumni and Volunteer Corporation Board of Directors, and provided his petition is accompanied by a reinstatement fee of fifty dollars (\$50) or twenty-five percent of the amount of his indebtedness, whichever is greater, in addition to the amount of his indebtedness, none of which shall be refunded if the petition is denied. This is in the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 38.
- Section 7: The bookkeeping system employed by this chapter shall be that prescribed by the Grand Chapter and/or other systems with the approval of the National Board of Directors.
- Section 8: The Executive Committee shall revise the chapter bylaws for each academic year which it shall present to the chapter at the first meeting in every other February. The membership shall either approve the proposed standards by majority vote, or reject them, in which case the previous year's standards shall be in effect until such time as the executive committee shall present a revised Chapter Standards for approval of the general membership.

ARTICLE XI ACCOUNTS AND INVESTMENTS

Section 1: On September 29, 2013, the Chapter voted to create the Leadership Conference Investment Fund (LCIF). The purpose of this fund is to provide brothers with opportunities to attend Sigma Phi Epsilon's Leadership Continuum Events. Each semester, the chapter will deposit \$280 into the LCIF Account. The money in the LCIF Account can be used for the following conferences:

- a. Carlson Leadership Academy: Half of the transportation cost (gas and tolls) will be covered by the fund and the other half will be paid by brothers going on the conference, after the reimbursement from Sigma Phi Epsilon headquarters. The fund will cover the registration and the lodging fee for 7 Executive Board Members.
- b. Conclave: Half of the transportation cost (airfare) will be covered by the fund and the other half paid for by the brothers attending, after the reimbursement of Sigma Phi Epsilon headquarters.
- c. For all other conferences (RUCK, Tragos Quest to Greece, and Life After College) brothers will need to request the funds to attend the conferences and will receive the funds only with a majority vote

ARTICLE XII TRIAL PROCEDURES

Section 1: When a member is alleged to be in violation of his membership obligations, a written complaint shall be presented to the Chaplain detailing the member in question, the alleged violation, and a brief statement of fact regarding the violation. The Chaplain shall call a meeting of the Standards Board at the earliest available opportunity to hold the trial.

Section 2: If the member in question is a member of the Standards Board, the Chaplain shall immediately recuse that member for the purposes of adjudicating the matter and replace him with the alternate. If the member in question is the Chaplain, the Trial Procedures shall apply except that the Senior Marshall shall receive the complaint, immediately recuse the Chaplain, and serve as acting Chaplain for the purposes of adjudication. The Alternate will then replace the Senior Marshall.

Section 3: Once the complaint is referred to the Standards Board for adjudication, a written notice of the complaint, along with the time and place for the hearing shall be provided to the member to be alleged in violation within seventy-two (72) hours. The hearing shall take place within one (1) week of written notice being provided to the member alleged to be in violation.

Section 4: All meetings of the Standards Board while hearing complaints shall be closed to all other members. The Guide shall make a detailed record of the procedures, including the minutes of the hearing and a summary of all statements made by witnesses before the Standards Board. The Standards Board shall have the power to call before it any witness it deems necessary to properly adjudicate the matter, receiving any testimony and evidence that it sees fit. The accused shall have the absolute right to testify in his

defense before the Standards Board and shall have the right to call to testify before the Standards Board any witnesses in his defense.

- Section 5: Any member who refuses to cooperate with the Standards Board shall be found in contempt and subject to discipline as consistent with these Trial Procedures.
- Section 6: Once all testimonies are heard and all evidence collected, the Standards Board shall deliberate amongst themselves as to the guilt or innocence of the accused. All members are to be considered innocent until proven guilty of a specific offence. Only upon a majority (3/5) vote for guilt of the Standards Board shall a member be found guilty of an offence. Upon a majority (3/5) vote for innocence of the Standards Board shall a member be found innocent.
- Section 7: Should, in the opinion of the Chaplain, the Standards Board be hopelessly deadlocked, the Chaplain shall notify the Chapter President as such. The Chapter President shall then meet with the Standards Board to make a determination as to whether more deliberation would be beneficial or if the Standards Board is hopelessly deadlocked. In the case of the latter, the Chapter President shall declare a mistrial. In the case of a mistrial, the accused shall be declared innocent and no retrial shall be permitted.
- Section 8: If the accused is found guilty of the alleged violation, the Standards Board shall determine the penalty for such violation. A vote of the majority of the members of the Standards Board shall determine the punishment, except in the case of expulsion, in which case a unanimous vote of the Standards Board shall be necessary.
- Section 9: The penalties which may be imposed for violations of membership obligations shall be as follows:
- a. Reprimand or censure in open meeting
 - b. Imposition of a fine to a maximum of one hundred (100) dollars
 - c. Denial of specific privileges
 - d. Suspension for a definite time, not to exceed one (1) year
 - e. Expulsion from the Fraternity
- Section 10: Suspension is defined to be the denial, for a definite period, of the privileges and benefits of membership, including the wearing or displaying of the Fraternity insignia, the attending of this chapter's functions and meetings, or otherwise identifying oneself as a member of the Fraternity, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 31.
- Section 11: Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including those specifically enumerated in the preceding section, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 32.
- Section 12: The Standards Board shall have the sole and exclusive power to impose those penalties as provided for in these bylaws. The decisions of the Standards Board shall be final and not subject by any member to appeal, except as provided in these bylaws.

- Section 13: Should the Standards Board impose a penalty of expulsion, the member in question shall have the right to appeal to the undergraduate chapter. Upon appeal, the member in question shall stand suspended until the vote of the chapter on his appeal.
- Section 14: To exercise his right of appeal, the appealing member shall notify in writing the Chapter President within seventy-two (72) hours of the Standards Board of his intention to appeal. At the next regular meeting following written notice of appeal, the undergraduate chapter shall hear the appeal. The Chaplain shall first present the case for expulsion in fifteen (15) minutes, followed by the appellant presenting his case in fifteen (15) minutes. Questioning of either the Chaplain or appellant is prohibited. Immediately following the presentation of the appellant's case, the President shall call for a vote, by secret ballot, without discussion as to whether the appealing member is to be expelled.
- Section 15: If two-thirds (2/3) of the members in good standing vote to overturn the decision of expulsion, then the member shall not be expelled and the matter shall be referred back to the Standards Board for a decision of a penalty other than expulsion. If two-thirds (2/3) of the members in good standing do not vote to overturn the decision for expulsion, then the member is expelled, effective immediately.
- Section 16: In the event an expelled member wishes to appeal to the National Board of Directors, then this right is automatically granted to the National Board of Directors by the chapter. Such appeal must be filed in writing within seven (7) days of the chapter vote for expulsion. The appellant shall be considered suspended until such time as the National Board of Directors acts upon his appeal.
- Section 17: Written notification shall be submitted to the Executive Director by the undergraduate chapter or Alumni and Volunteer Corporation when a member is suspended, expelled, or reinstated. This is in the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Section 39.
- Section 18: The record of all hearings conducted by the Standards Board shall be sealed, except for the member in question and the Standards Board. Should a member be acquitted of the alleged violation, the Chaplain shall announce in chapter meeting the alleged member was tried and acquitted, providing the terms and conditions of the decision including the offense for which the member was tried. Should a member be found guilty of the alleged violation, the Chaplain shall announce in chapter meeting that the alleged member was tried for a specific offense and found guilty, providing the terms and conditions, including the penalty for such violation.
- Section 19: All fines assessed by the Standards Board shall be recorded by the Guide and the Vice President of Finance shall cause these amounts to appear on the bill the first of the following month.

ARTICLE XIII RISK MANAGEMENT AND CRISIS PROCEDURES

Section 1: The President, or his designate, shall perform a review of the crisis management procedure for all existing members by October 1 of each year. He, or his designate, shall also educate all new members of the crisis management procedure within one (1) month of joining.

Section 2: In the event of a crisis, the President is in charge. Should the President be absent, the next highest office in order of succession shall be in charge.

Section 3: The initial steps to take in a crisis:

- a. Call emergency response; call 9-1-1
- b. Notify the Chapter Counselor
- c. Notify Headquarters
- d. Notify appropriate campus officials
- e. Assemble all members in a group. Advise them
 1. To remain calm
 2. That there is an emergency, but that it is under control
 3. That members that only the President can speak for the Fraternity
 4. That speculation on details can cause harm, as litigation often follows crisis
 5. That their names, phone numbers, and e-mail addresses are needed in case they are needed as eyewitnesses

Section 4: Members should at all times fully cooperate with appropriate authorities

Section 5: If a member is contacted by a member of the media, the following guidelines should be used:

- a. Only the President can speak for the chapter
- b. Avoid 'no comment'. Instead, this simple statement should be used:

"We are aware that an incident occurred and are cooperating fully with the police and university officials who are investigating. All other questions should be directed toward the President of the Chapter."

- c. Never release names or admit liability

Section 6: In the event of a serious injury or death of a member:

- a. Do not notify the family. Trained professionals will handle this.
- b. Do not remove any personal items from the member's room

Section 7: An Incident Report Form should be filled out and sent to Headquarters within twenty-four (24) hours of the incident.

ARTICLE XIV BYLAW INTREPRETATION

Section 1: Any provision of these bylaws may be suspended by a vote of 2/3 of all undergraduate members in good standing, except for those provisions contained in Article XI.

Section 2: In the case of ambiguity in the interpretation of these bylaws, the judgment of the Chaplain shall be final unless a vote of 2/3 of the members in good standing present override his ruling.

ARTICLE XV AMENDMENTS

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

Last revised October 2018.