

CONSTITUTION OF GAMMA LAMBDA CHAPTER
SIGMA ALPHA MU FRATERNITY
NORTHERN ILLINOIS UNIVERSITY
TERMED “THE CODE” BY Amendment April 2015

ARTICLE I - IDENTIFICATION

- a. This organization at Northern Illinois University shall be known as the Gamma Lambda Chapter of Sigma Alpha Mu Fraternity. Any student who is initiated into the Gamma Lambda Chapter is a member of Sigma Alpha Mu.
- b. The Fraternity chapter house is located at 900 Greenbrier Road, DeKalb, Illinois, 60115.

ARTICLE II - PURPOSE

- a. It shall be the purpose of the Chapter to form a close social and fraternal union of the students at Northern Illinois University; to foster and maintain among its sons a spirit of fraternity, a spirit of mutual moral aid and support; to instill and maintain in the hearts of its sons love for and loyalty to Alma Mater and its ideals; to inculcate among its sons such ideals as will result in actions worthy of the highest precepts of true manhood, democracy, and humanity.
- b. The mission will be as stated by Sigma Alpha Mu, “to guide each undergraduate member toward a more meaningful life, to prepare members for responsible fraternity and community involvement, and to create social and service opportunities for its alumni.”
- c. It shall be the right and duty of the Gamma Lambda Chapter to carry out, fully, the provisions of the Blue Book and Constitution, the laws and customs of the Fraternity, the convention, the Octagon, the Supreme Council and the Chapter; to work and strive for the welfare and interests, influence, and dignity of the Fraternity; to perpetuate its existence by the addition to its ranks available, men possessing the necessary qualifications; to provide meetings for the membership; to create and maintain an atmosphere, and to promote an environment which is conducive to everlasting, ever faithful, brotherhood and friendship.

ARTICLE III - QUALIFICATION FOR MEMBERSHIP

- a. Any male student enrolled in twelve or more credit hours of classes at Northern Illinois University; or any faculty, faculty advisor(s), chapter advisor(s), or the landlord may become a member of Gamma Lambda.
- b. No member of any other social collegiate fraternity shall be eligible for membership in Gamma Lambda.
- c. All Candidates for membership must be in good standing at the college of Northern Illinois University and must achieve a semester GPA of 2.5 as well as maintain a 2.25 GPA on a 4.0 plus/minus scale.

ARTICLE IV- TYPES OF MEMBERSHIP

- a. There shall be five kinds of fraters; Active, Active-Alumni, Alumni, Faculty, and Special-Alumni
- b. Active: candidates initiated at Northern Illinois University meeting the qualifications as stated in *Article III Section C*
- c. Active-Alumni: fraters who have left school, but plans on returning may elect to pay dues and become an active-alumnus. These fraters will retain the same privileges as active members, but are not able to hold an elected position. Active-alumni status will change to Active status upon re-enrollment into Northern Illinois University provided they are in good standing.
- d. Alumni: fraters who have received a degree from the college of Northern Illinois University, or any other university; completed their degree program that had been in progress at the time of their initiation into Sigma Alpha Mu.
- e. Faculty: any persons categorized under Article III, Section A, whom is not a student may be considered a Faculty frater upon initiation into Gamma Lambda. Faculty fraters are also considered Alumni fraters.
- f. Special-Alumni: fraters who have become inactive, have left with their accounts in bad standing, or are voted out of the chapter shall be considered disaffiliated members; and therefore, may not attend chapter functions, participate in chapter events, or visit the chapter house.

ARTICLE V- MEMBERSHIP REVIEW

- a. All active members will be required to meet with the chapter council and an advisor for a membership review *at least once per semester*.
 - a. All members must sign a membership review contract in the meeting
 - b. Any incomplete or missing paperwork must be completed
 - c. At least two council members must be in attendance for any membership review meeting
 - d. Any advisory board member must be present for any membership review meetings

ARTICLE VI - CANDIDATE EDUCATION PROCEDURES AND GUIDELINES

- a. If a person has met the previously stated qualifications as stated in *Article III*, he shall then be given a formal bid for induction
- b. Upon signature of a candidate contract, the candidate shall be inducted into Gamma Lambda as a candidate at the start of the next candidate class
- c. During the candidate period, a candidate must learn all required information, which shall include: Our Creed, the Greek Alphabet, the Founding Fathers of the Fraternity, the National Officers, Government, Publications, Chapter Name, Important Dates, Awards, Fraternity Songs - Fast and Firm and the Sweetheart Song, Gamma Lambda Constitution, Parliamentary Procedures, and any other information at the discretion of the Candidate Educator and/or Chapter Executive Board.
- d. The candidate period shall last a maximum of eight weeks and a minimum of five weeks, unless special permission is granted by the National Office.
- e. At the final screen, all candidates must know all required information; have completed all interviews to the satisfaction of the candidate training committee, and the Chapter Executive Board; paid all Initiation fees less any National deferrals; and have grade statements available for inspection when applicable.
- f. The Prior and Candidate Educator shall inform all dropped candidates of their status at least twenty-four hours prior to the final candidate event.
- g. Upon successful completion of the Candidate Program, Neophytes have two semesters to be initiated under Active membership status, while attending Northern Illinois University. If Neophytes fail to comply with this requirement, with consent from the National office and at the discretion of the Chapter Executive Board, they may be dropped and no longer be affiliated with the Gamma Lambda Chapter or Sigma Alpha Mu Fraternity.
 - a. Once initiated under Active membership status, they will receive the Standards and Practices and must attend New Member education classes to transition themselves into the Fraternity.

ARTICLE VII - STRUCTURE OF GAMMA LAMBDA

- a. The following list will be of order of rank for the following chairmen:
 - a. The Executive Board shall consist of:
 - a. The Chapter Council
 - a. Prior
 - b. Vice Prior
 - c. Exchequer
 - d. Recorder
 - b. The Alumni Advisory Board
 - a. Alumni Advisors recommended by the Chapter Council and recorded as such by the National Office
 - b. Chapter Fiscal Agent
 - b. Chairman of Elected Positions
 - a. Risk Manager
 - b. Candidate Educator
 - c. Recruitment
 - d. Social
 - e. Brotherhood
 - c. Chairman of Exchequer Appointed Positions
 - a. Deputy Treasurer
 - d. Chairman of Vice Prior Appointed Positions
 - a. Scholarship

- b. Philanthropy
- c. Housing Managers
- d. Public Relations
- e. Alumni
- f. Historian
- g. Activities
- h. Athletics
- i. IFC Representative
- j. Webmaster
- k. Steward
- e. Faculty Advisors
- f. Active Members
- g. Alumni

ARTICLE VIII - HOUSE REGULATIONS

- a. Leases
 - a. All leases for rooms must be signed and submitted to the Chapter Council by November 1st for every upcoming school year or he will lose Age and Rank for room selections.
 - b. Must be a full time Northern Illinois University student to sign a lease unless it is required for the chapter to fill the chapter house.
 - c. Rent will be collected by the chapter Housing Corp. via three installments, as stated in the lease set by the Chapter Council.
 - d. If a lease is signed by a candidate and he, for any reason, withdraws from the candidate program, or does not meet active membership requirements, the Chapter Council reserves the right to break the lease for the welfare of the Fraternity.
 - e. The Chapter Council, and housing corporation, has the final decision on all subleases throughout the year.
 - f. Any Active frater must live in the chapter house until it is at a minimum capacity of 50.
 - a. Active fraters may opt out on an age and rank basis after the house has a capacity of 50.
 - a. Active fraters who have biological children may be allowed the option to live with their child at the discretion of the chapter council and Housing Corporation.
 - b. Active fraters who meet the age and rank opt out by having a lease count over 50, or are graduating in the fall semester of the lease term, may be given preference to opt out of their lease at the discretion of the chapter council and Housing Corporation.
 - c. Fall and spring candidates that have not met the GPA requirement to move into the chapter house by the lease finalization deadline will have to move into the dorms until they attain the required GPA, or may be granted a 6-month lease with the understanding that their lease may terminate if they do not attain their GPA in the given timeframe at the discretion of the chapter council and Housing Corporation.
 - b. Members who have not signed leases (if under 50 in house) shall have his membership terminated indefinitely.
 - c. All leasing decisions shall be finalized no earlier than July 31st.
- b. Room Assignments
 - a. Room assignments shall be assigned at the second summer chapter date.
 - a. The first installment must be paid by the second summer chapter date or the member shall lose his age and rank privileges for room selections at Council's discretion.
 - b. Order of room assignments are as follows
 - a. Prior has the choice of the Room 4 apartment and if he does not select it, the next highest Chapter Council member will have the right to select it.
 - b. Age and Rank
 - a. Year pledged
 - b. Rank in pledge class
 - a. Rank only applies to those individuals who successfully held a position (minimum of half a semester, or 8 weeks.)

- c. No one can use Age and Rank to take someone else's room that they have moved into during the Fall or Spring semester, however, at the discretion of the Chapter Council, rooms may be reassigned to another member.
- d. The house shall not be full until a total occupancy of fifty is met. To meet this occupancy, the lowest ranking members will be required to double until occupancy is met.
- e. The Chapter Council shall have final discretion regarding all rooming use and assignments.
- c. Social Event Policy
 - a. All events must be registered with Student Involvement and Leadership Development (SILD).
 - a. All events must be registered the Thursday prior to the week of the planned events through HuskieLink.
 - b. There is a maximum of two registered events per weekend.
 - b. There must be at least one Executive Member and one sober monitor for every 25 people on the guest list, assigned at the discretion of the Risk Manager.
 - a. On Thursday, the event must end no later than 1 AM.
 - b. On Friday and Saturday, the event must end no later than 2 AM.
 - c. High Risk Weekends, as stated by the NIU Off-Campus Social Event Policy, must have security provided by Northern Illinois University.
 - d. The Social Chairman and Deputy Treasurer are in charge of all financial responsibilities correspondingly to the event.
 - e. There must be a minimum of one designated driver on Thursday, Friday, and Saturday nights to provide to the members from 10 PM to 2 AM.
 - a. Assigned by the Risk Manager at the chapter Council's discretion.
 - b. Designated driver must drive members to or from the chapter house.
 - a. Has the right to refuse any ride that does not have the chapter house as a beginning or ending destination.
- d. Cleaning
 - a. The Housing Managers must assign members housing tasks on a daily basis.
 - a. Must be assigned with at least 24 hour notification.
 - b. The Housing Managers or Chapter Council may schedule a required full-chapter house clean.
 - a. Must be assigned with at least 24 hour notification.
 - c. Only the Chapter Council or Candidate Educator shall have the right to require candidates to clean with the membership at their discretion.
 - a. Individual rooms are excluded.
 - d. It is up to in house members to maintain daily cleanliness to avoid group charges.
 - a. Group charges to the chapter shall be allocated fairly to all parties encompassed with the specific damages.
- e. Bill Payment
 - a. All bills must be paid to the chapter no later than the due date discussed by the Exchequer, or within 30 days, whichever is less.
 - b. All members must sign and execute an Omega Financial (Omegafi) contract.
 - c. The Chapter Council shall have the right and responsibility to enforce financial obligations by any legal and rational means available.
 - d. The Chapter Council may indefinitely suspend any member who fails to meet his financial obligations to the chapter.
- f. Parking
 - a. The only individuals allowed to park in the lot are those who purchase a parking pass for the lot.
 - b. Parking spots will be assigned by Age and Rank in the house.
 - a. Passes shall be purchased at the first summer chapter for \$50 for the duration of the year.
 - b. Individuals must be in attendance in order to utilize age and rank privileges for parking passes.
- g. Summer Policy
 - a. At least one member of the Executive Board must live in the house for the summer months.
 - b. No non-members can live or sublease in the chapter house.
- h. Physical Damage
 - a. The chapter's Property Management Company is Greco Consulting Partners (GrecoCP.)

- b. All physical damages and property maintenance service requests are to be submitted to Greco Consulting Partners.
 - a. Service requests should be documented and submitted via online form at www.grecocp.com/service.
- c. Anyone who damages the property must pay for the necessary repairs.
- d. Damage to property may also result in a fine determined by the Landlord, Property Manager, Housing Managers, or Chapter Council.
- e. Any out of house member that damages anything in the house is not allowed on the premises until the full balance is paid.
- i. Pets
 - a. Pets are not allowed in the chapter house.
 - b. Under terms set by the Property Management company and lease agreement, a \$50 fine per day shall be assessed to any member housing a pet in the chapter house.

ARTICLE IX - QUALIFICATIONS FOR POSITIONS

- a. Chapter Council
 - a. Must be enrolled in college credit courses at Northern Illinois University.
 - b. Must be an active member in good standing with the chapter.
 - c. Must have maintained a 2.5 cumulative GPA on a 4.0 plus/minus scale.
 - d. Must have been an initiated frater for at least one year.
 - e. Must have held at least one previous position.
 - f. Must have been a representative to at least one Chapter Leadership Day or at least one National Convention.
 - g. Must be elected by a simple majority of the ballots cast during Gamma Lambda Elections.
 - h. Must live in the Chapter House during the term elected.
 - i. Chapter may motion for an exemption for no more than two of the stated criterion, upon a three-fifths (60%) vote, any motion shall pass for that current election.
 - a. Grades shall not be exemptible criteria.
- b. Chapter Elected Positions
 - a. Must be enrolled in college credit courses at Northern Illinois University.
 - b. Must be an active member in good standing with the chapter.
 - c. Must have maintained a 2.5 cumulative GPA on a 4.0 plus/minus scale.
 - d. Must have been an initiated frater for at least one semester.
 - e. Must have served on the chairman's standing committee.
 - f. Must be elected by a simple majority of the ballots cast during Gamma Lambda Elections.
 - g. Must live in the Chapter House during the term elected.
 - h. Chapter may motion for an exemption for no more than two of the stated criterion, upon a three-fifths (60%) vote, any motion shall pass for that current election.
 - a. Grades shall not be exemptible criteria.
- c. Vice Prior Appointed Positions
 - a. Must be enrolled in college credit courses at Northern Illinois University.
 - b. Must be an active member in good standing with the chapter.
 - c. Must have maintained a 2.5 cumulative GPA on a 4.0 plus/minus scale.
- d. Non-Chairman
 - a. It is mandatory that any member of the Fraternity join a committee of another chairman.
- e. Alumni Advisory Board
 - a. The Alumni Advisory Board will consist of Alumnus who have distinguished themselves scholastically by completing a bachelor's degree program; have real world experience and have proven themselves independently capable in society (i.e. gainful employment and/or community service)
 - b. There will be a minimum of three and a maximum of five Alumni on the Board at any one time.
 - a. Positions are not elected by the Chapter, but are nominated by a consensus of the alumni advisory board, and presented prior to appointment barring any valid negative findings the appointment will take place upon presentation, and terms are not limited.
 - b. No position will be greater than another.

ARTICLE X - COMMITTEE STRUCTURE AND GUIDELINES

- a. Formation of a committee
 - a. Committees must submit a formal budget prior to the deadline set by the Executive Board
 - b. Committees must submit a "Funding Request Form" to the Chapter Council within three days of the event or payment deadline.
 - a. Under special circumstances, the Prior may reduce the requisition period to a minimum of twenty-four hours.
 - c. Each Active member must serve on at least one permanent committee.
 - a. Each Active member shall indicate the committee(s) of his preference, as far as it is possible within the outlines of this Constitution.
 - a. In the event an Active member does not indicate preference to the Vice Prior within seven days after an election, the Active member will be assigned a committee by the Vice Prior.
- b. Structure and duties of a standing committee member
 - a. Chairman
 - a. Carries out the tasks outlined in *Article X*.
 - b. Vice Chairman
 - a. Appointed by the Chairman.
 - b. Records minutes and submits them to the Vice Prior.
 - c. Committee Member
 - a. Attends all committee meetings called upon by the Chairman.
- c. Structure of a committee meeting
 - a. The agenda will be outlined by the Chairman and the Vice Chairman will record minutes
 - b. Motions, resolutions, or proposals
 - a. All motions, resolutions, or proposals not acted upon at a general chapter meeting shall be referred to the proper committee for study, consideration, and recommendations.
 - b. Each committee shall consider the motion or resolutions referred to it and report on the outcome of the following recommendations to the Chapter
 - a. The motion, resolution, or proposal passes
 - b. The motion, resolution, or proposal does not pass
 - c. The motion, resolution, or proposal does pass as amended
 - c. No motion, resolution, or proposal shall be reported without a recommendation. The report shall show both the numerical vote and the roll call vote on the motion.
 - d. Each resolution or proposal submitted to committee shall be reported to the Chapter Council within thirteen days from the time it has been assigned to the committee.
 - a. If a committee fails to report on a resolution of motion recommendation within the required time, that bill may be considered by the Executive Board without committee recommendations.
 - e. Ad-Hoc committees may be created by the Chapter Council, or upon the adoption of a resolution creating such a committee by the chapter.
 - a. Members shall be appointed in the same manner as standing committees.

ARTICLE XI - DUTIES, POWERS, RESPONSIBILITIES OF CHAIRMEN

- a. The Chapter Council
 - a. Must be at least one Chapter Council member at any house event.
 - a. In the case that no Chapter Council members can attend the event, the chapter Prior or acting Prior must be in charge.
 - b. Prior
 - a. Must call for chapter and council meetings on a regular basis, or at the request of the Executive Board.
 - b. Shall preside at all meetings of the chapter.
 - c. Shall have one additional vote in case of a tie.
 - d. Shall have the power necessary to command any frater to do which, at the Prior's discretion, may benefit the chapter and the Fraternity.
 - e. Shall manage all other council positions.
 - f. Shall be responsible to the Octagon for the welfare and actions of the chapter and its adherence to the Blue Book and Sigma Alpha Mu Fraternity regulations.

- g. Shall be responsible to the Octagon for the welfare and actions of the chapter and its adherence to the regulations of Northern Illinois University.
- h. Shall sign all checks issued by the Fraternity.
- i. Shall preside over all induction, initiation, and activation ceremonies.
- j. Shall be responsible to communicate with the National Sigma Alpha Mu Fraternity office.
- k. Shall be responsible to speak on the behalf of the fraternity.
- c. Vice Prior
 - a. Shall be the Prior Pro-tempore during the absence of the Prior.
 - b. Shall supervise all Chairmen.
 - a. If the Prior delegates it, the Vice Prior must have membership on each committee.
 - c. Must call upon Chairman Reports during each chapter meeting.
 - d. Must attend all authorized Chairmanship meetings.
 - e. Must compile a house calendar of all chairmen events.
 - f. Shall assist the Prior in carrying out policies and regulations.
 - g. Shall remove from office those Chairmen who are negligent in carrying out the duties and fulfilling responsibilities of their particular position.
- d. Exchequer
 - a. Shall be the Prior Pro-tempore during the absence of the Prior and Vice Prior.
 - b. Shall collect and keep, in trust, all funds belonging to the chapter.
 - c. Shall sign all Fraternity checks.
 - d. Shall be in charge of all rent and debt collection for the Fraternity house.
 - e. Shall prepare a budget on a semester and yearly basis.
 - f. Shall maintain and update all Fraternity financial books and records.
 - g. Must issue and keep a copy of all receipts for all monies paid to or by the chapter.
 - h. Must submit financial reports as may be required by the Octagon and/or Regional Governor.
 - i. Shall work with the chapter fiscal agent and Alumni Advisory Board to ensure the financial well-being of the chapter.
 - j. Shall submit an audit at the request of the chapter, Chapter Council, or Alumni Advisory Board.
 - k. Shall be responsible for the communication of all financial responsibilities, obligations, and deadlines to all chapter members.
- e. Recorder
 - a. Shall be the Prior Pro-tempore during the absence of the Prior, Vice Prior, and Exchequer.
 - b. Must take minutes at every meeting, or delegate an assistant to record the minutes of any meeting that the Recorder might not be able to record.
 - c. Must maintain all Fraternity rosters.
 - d. Must make available to any frater in good standing, an agenda prior to a regularly scheduled meeting.
 - e. Must maintain all records pertaining to candidates for affiliation and the records of all men who have signed biographies.
 - f. Must oversee and ensure that all candidates complete GreekLifeEDU.
 - g. Must ensure that the paperwork for all initiations of candidates is complete and corresponds to the standards as prescribed in the Blue Book.
 - h. Must notify all actives in good standing of any schedule general meeting or event, or delegate such responsibility to an assistant.
 - i. Shall submit, as required by the Octagon and/or Regional Governor, written reports pertaining to activities during chapter meetings and events.
 - j. Shall destroy the ballots after an election of a frater to a position.
 - k. Shall provide the Octagon through the National Fraternity office, any and all updates to the Chapter Constitution.
- b. Elected Positions
 - a. Risk Manager
 - a. Shall ensure all aspects of the NIU Off-Campus Social Policy are followed during all social events hosted by the chapter.
 - b. Must establish a safe and secure environment for all social events.
 - c. Must manage and preside over any Judicial Board hearings.
 - d. Shall hear any Judicial Board cases and appoint Active members as jury members.

- a. Judicial Board cases must be processed within one week of a Judicial Board Hearing Request form submission.
- e. Must appoint or select any Active member for sober monitor duties at registered events and days at his, or the Council's discretion.
 - a. Selection of sober monitors
 - a. Volunteer
 - b. Punishments
 - c. Random selection
 - f. Must appoint at most, two designated drivers, as outlined in *Article VII, Section d.*
 - g. Shall be responsible for ensuring all Sammy Safe Line phones are working properly.
 - h. In conjunction with the Housing Managers, he must make sure the Fraternity house is up to Dekalb City Code.
 - a. Must enforce any rules pertaining to members in the Fraternity house.
- b. Candidate Educator
 - a. Shall perform his responsibilities under the supervision of the Executive Board.
 - a. Reports directly to the Prior or his delegate.
 - b. Must turn over all signed candidate biographies to the Recorder.
 - c. Is responsible by the chapter for the execution of the chapter's written candidate program.
 - a. Changes may be accepted provided that they are submitted to the Executive Board one week prior to the Candidate Program start.
 - d. Is responsible for the teaching of all required material to candidates during their candidate process.
 - e. Is empowered to assign candidate fathers with the approval of the Chapter Council.
 - f. Is responsible for the welfare and safety of all candidates.
 - g. Is empowered to bar any Active frater or Alumnus from a candidate meeting.
 - a. Excludes the Prior or his official delegate.
 - h. Must attend and see through all candidate events to their completion.
- c. Recruitment Chairman
 - a. Must coordinate all aspects of the recruitment program.
 - b. Must work in conjunction with any necessary chairman.
 - c. Must plan and execute events for potential new members.
 - d. Must obtain and follow any leads to potential new members.
 - e. Must maintain the "Master Potential List", designated the "MPL".
 - f. Must delegate responsibilities to Active fraters.
 - g. Must promote NIU and the Greek System as a whole.
- d. Social Chairman
 - a. Is responsible for oversight of all social events.
 - a. Must properly register all events deemed social related
 - a. Events must be registered on HuskieLink in accordance with the NIU Off-Campus Social Event Policy.
 - b. Is responsible for informing the Executive Board of all intended social events prior to a chapter meeting.
 - c. Must inform the Recorder of finalized events at least five days before the said event.
 - d. Must plan a monthly social calendar and distribute the calendar to the Executive Board and the rest of the chapter if requested.
 - e. Is responsible for planning for Homecoming and Anchor Splash.
 - f. Is responsible for the set up and management of all social events.
 - g. Is responsible for preparing food and water for social events.
 - h. Is responsible for getting wristbands from NIU for all social events.
 - i. Is responsible for submitting a guest list at least 1 hour prior to any social event.
 - j. Must work in conjunction with the Brotherhood Chairman for all tailgates or any NIU Athletic events.
- e. Brotherhood Chairman
 - a. Is responsible for planning all brotherhood events.
 - b. Is responsible for the New Member Education process.
 - a. Must hold at least one New Member Education class per week.
 - b. Must bring in every chairman to explain their jobs in detail and other in house functions.

- c. Exchequer Appointed Positions
 - a. Deputy Treasurer
 - a. Is responsible for the collection, possession, and use of all chapter operational dues.
 - b. Is responsible for the monetary collection of any Gamma Lambda event.
 - c. Must properly maintain any collected money in an organized fashion or budget.
 - d. Must present to any member, by request, the funds allocated for any event.
- d. Vice Prior Appointed Positions
 - a. Scholarship Chairman
 - a. Must work in conjunction with the Candidate Educator to collect all candidates' grade statements prior to initiation, and to maintain a high scholastic level during the candidate program.
 - b. Must maintain the Scholarship Cabinet or Drive for any referencing data.
 - a. Must collect any data at the end of the semester to file in the Scholarship Cabinet or Drive.
 - c. Must manage study tables for any member of Gamma Lambda.
 - d. Must set up at least bi-weekly meetings with members who are on Academic Probation.
 - e. Must monitor the condition and cleanliness of the chapter study room.
 - b. Philanthropy Chairman
 - a. Is responsible for setting up community service events on a weekly basis.
 - b. Is responsible for keeping track of members' community service hours on a weekly basis.
 - c. Must set up a philanthropy event per semester to raise money for Gamma Lambda's philanthropy, The Judy Fund.
 - d. Must seek out other philanthropy events from other organizations and sign members up.
 - c. Housing Manager
 - a. Is responsible for planning and managing weekly cleaning duties for members.
 - b. Shall preside, with Council, over all full-chapter house cleans.
 - c. Must supply the house with cleaning supplies.
 - d. Must fill out any necessary service requests to Greco Consulting Partners for damages to the house or maintenance requests to avoid loss in security deposit.
 - e. Is responsible for housing projects to improve the house with a deadline set by the Vice Prior
 - d. Public Relations Chairman
 - a. Is responsible for relations with other organizations, both Greek and non-Greek, and the University.
 - b. Is responsible for exploring and creating advertisement for any Gamma Lambda sponsored events.
 - a. Must work in conjunction with the Webmaster to post events or any Gamma Lambda related articles to the website.
 - c. Must inform the chapter of any outside organization's philanthropies, Founders Day's, or any other events in the Northern Illinois University community.
 - d. Is responsible for maintaining and managing all social media accounts related to Gamma Lambda.
 - e. Alumni Chairman
 - a. Is responsible for maintaining and making additions to the Alumni Contact List.
 - b. Is responsible for writing an Alumni newsletter to be sent out every semester.
 - a. Must make sure any highlighted events, news, and important dates are listed in the newsletter.
 - c. Is responsible for coordinating Alumni events on at least a semester basis.
 - f. Historian Chairman
 - a. Is responsible for the Composite at the end of the scholarly year.
 - a. Must communicate with the composite company to schedule photography sessions for members and ensure the composite is proofed before production
 - b. Must inform the chapter of all photography sessions for the chapter composite.
 - b. Is responsible for the documentation of every Gamma Lambda event.
 - c. Must maintain and update any historical data of Gamma Lambda.
 - g. Activities Chairman
 - a. Is responsible for the planning and execution of major Gamma Lambda events such as the chapter's Annual Parent's Day, Semi-Formal, and Formal.
 - b. Is responsible for assisting other Chairman with Gamma Lambda events such as social or philanthropic events.
 - h. Athletics Chairman

- a. Is responsible for relations with the NIU Campus Recreation Center.
 - b. Is responsible of informing and signing up members of any Intramural Sport.
 - a. Has final discretion of any sports final roster.
 - c. Is responsible for signing up for any athletic related philanthropy events.
- i. IFC Representative
 - a. Is responsible for attending all IFC meetings.
 - a. Must inform the chapter of any news from IFC meetings.
 - b. Is responsible for voting in any IFC meetings.
- j. Webmaster
 - a. Is responsible for maintaining and updating the chapter's website on a regular basis.
 - b. Is responsible for posting any news to the website on a weekly basis.
- k. Steward
 - a. Is responsible for the organization of the mailbox and must properly file any mail to members.
 - b. Is responsible for the condition and upkeep of the kitchen at the chapter house.
 - c. Is responsible for the exploration and execution of a meal plan.
- e. All Chairman
 - a. Must submit a budget on a semester basis to the Exchequer.
 - b. If any funding is requested, the chairman must submit the proper forms and receipts to the Exchequer.
 - c. Can be removed by the Vice Prior if he deems the chairman did not execute his position to the fullest.
 - a. Will be given three chances or strikes until he is removed.
 - d. May be censured by the chapter for being negligent in his duties or responsibilities.

ARTICLE XII - DUTIES AND RESPONSIBILITIES OF MEMBERS

- a. Active Fraters
 - a. Must represent and work for the best interests of the fraternity at all times.
 - b. Shall have the right to vote on all chapter related business.
 - c. Must seek out prospective members.
 - d. Must follow all National, University, and Chapter Risk Management Policies.
 - e. Must join at least one standing committee.
 - f. Must attend, to the best of his abilities, all chapter meetings and provide input.
 - g. Must attend all required ceremonies.
 - h. Must attend any required events set by the Chapter Council.
 - i. Must meet his financial obligations to the chapter on time.
 - j. Must promote brotherhood and the fraternity at all times.
 - k. Must maintain a cumulative GPA of at minimum, a 2.25 on a 4.0 scale.
 - l. Must live in the chapter house until a minimum capacity of 50 active, good standing, members is reached and may opt out via age and rank.
 - a. Must adhere to and meet all exemption requirements.
- b. Neophytes in good standing
 - a. May vote on chapter business at the discretion of the Chapter Council.
 - b. May run for a position if the qualifications outlined in *Article VII* have been met.
 - c. May attend any chapter meetings and chapter event.
 - d. May be eligible for scholarships.
 - e. Shall be eligible for Activation once all dues amounts are paid to the chapter, the semester minimum 2.5 GPA has been met, and cumulative minimum 2.25 GPA has been met.
- c. Neophytes in bad standing
 - a. May not vote.
 - b. May not run for positions.
 - c. Must attend study tables.
 - d. May not attend any social events.
 - e. Is not required to attend any chapter event.
 - f. May be suspended or expelled at the Chapter Council's discretion.
- d. Housing
 - a. All Active Members must live in the chapter house until a minimum capacity of 50 active, good standing, members is met.

- b. Will be subject to fees, restrictions, and membership termination if he does not meet the chapter house live-in requirement.
 - a. In addition to out of house dues, he may be required to pay a parlor fee at the councils discretion.
 - b. May not hold an elected chair.
- e. Graduate Students
 - a. May live at the chapter house at the Chapter Council's discretion.
 - b. May hold a chair at the chapter's discretion.
 - c. May be required to pay dues at the discretion of the Chapter Council.
 - d. May be barred from attending any chapter events or visiting the chapter house at the discretion of the Chapter Council.
- f. Alumni
 - a. Must fill out an Alumni Form after leaving Northern Illinois University.
 - b. Shall continue to maintain a positive image for Sigma Alpha Mu after graduation.
 - c. Is welcome to attend any Alumni events if they leave in good standing.
- g. Alumni Advisory Board
 - a. Shall actively work with the Gamma Lambda Alumni Club.
 - b. Shall have voting privileges.
 - c. Shall oversee housing operations.
 - d. Shall be partially responsible for soliciting alumni involvement with the chapter.
 - e. Shall represent Gamma Lambda Alumni at Sigma Alpha Mu Convention.
 - f. Members of the Alumni Advisory Board must maintain regular contact with the Chapter Council, and must make every effort to attend at least one meeting per month.
 - a. They are also expected to be at major chapter events such as Inductions, Initiations, Elections, and Candidate Education Proceedings.
 - g. Shall have supervisory responsibilities of all chapter business and have not only approval, but also veto, powers of all pertinent matters and motions.
 - a. In the event of a veto, a detailed explanation will be given to the Chapter Council and when at all possible be delivered at a chapter meeting.
 - b. A veto must be delivered with supporting explanations within 48 hours of the initial vote.
 - h. Shall mediate and assist the Executive Board in making decisions where individual Active Members are concerned.
 - a. Including but not limited to disciplinary issues or any issues created by any member which puts the chapter in harm.

ARTICLE XIII - ELECTION PROCEDURES AND GUIDELINES

- a. Election Procedure
 - a. The Chapter Council will be elected no later than four weeks prior to the end of the fall semester.
 - a. The Passing of the Gavel will occur at the last fall chapter meeting.
 - b. The newly elected Chapter Council will work with the outgoing Council during the transition period.
- b. Nominations and Declarations
 - a. Any Active Member or Neophyte, in good standing, may be nominated if they meet the qualifications in *Article VII*.
 - a. They must be nominated by any Active Member in good standing or a member of the Alumni Advisory Board.
 - b. Must be seconded by another Active Member.
 - a. The nominee may elect to accept the nomination or decline it.
 - b. Following nominations, any Active Member deemed qualified may declare himself a candidate.
 - a. The Chapter Council shall ask all declared candidates if the nomination will be accepted.
 - c. Elections will take place the next chapter meeting.
- c. Elections
 - a. Each candidate will give a speech with a time limit set by the Prior.
 - b. Three questions will be asked following the speech.
 - a. First priority will be given to the current chairman, then by Age and Rank.
 - c. After each candidate has given a speech and the question and answer period has ceased, a discussion chaired by the Risk Manager for the Chapter Council, or the Vice Prior for every other position will be held.
 - a. A time limit will be set and can be extended.

- b. Each member may speak once before they can speak again if time allows.
- d. Voting Procedure
 - a. All voting shall be carried by closed ballot.
 - a. Only Active Members of good standing can vote.
 - b. Only the Prior or his official delegate and the Recorder or his official delegate shall count the votes.
 - a. Members of the Alumni Advisory Board are considered official delegates.
 - c. If a candidate runs unopposed, he must receive a vote of acclamation.
 - a. He must receive a majority vote of eligible voters present.
 - b. If he does not receive the majority vote, the floor will be reopened for nominations and declarations.
 - d. If two or more candidates run for an office, the candidate receiving the simple majority of votes cast by eligible voting members shall be declared elected.
 - e. If the top two candidates tie for first, there will be a run-off vote.
 - a. If there can be no break in the tie, the Prior, or the highest ranking chairman counting the vote shall have a second vote.
- e. Chapter Council Vacancies
 - a. If a Chapter Council position becomes vacant during a term of office, the position must be filled during the next possible chapter meeting.
 - b. Any Chapter Council member may run for a vacated position without forfeiting his present position.
 - a. If he wins the vacated position, elections shall take place for his old position in the next chapter meeting.
 - c. If the office of Prior becomes vacant, the Vice Prior may declare his intention to run for Prior.
 - a. He must be ratified by a majority favorable vote of quorum.
 - a. If he is not ratified, then regular elections shall be held.
 - d. If any Chapter Council member except for the Prior becomes vacated, regular elections shall be held.

ARTICLE XIV – CENSURE OR IMPEACHMENT OF ELECTED OFFICERS

- a. To impeach an office, a two-thirds majority of those Active members in attendance at a chapter meeting is necessary.
- b. Any two Chapter Council members or three Active members in good standing may petition for the impeachment of chapter officers.
 - a. The Alumni Advisory Board may petition for the impeachment of chapter officers, given supporting evidence of misconduct or inability to perform is presented to the chapter at the time of petition.
 - a. After discussion with the Active members, the Alumni Advisory Board will have to ability to remove or retain the chapter office.
- c. The two Chapter Council members or three Active members must give written grounds for impeachment, and provide the written petition and evidence to the chapter at a regularly scheduled general chapter meeting.
- d. After the petition and evidence has been delivered, the office in question's duties and powers are given to the Vice Chairman of that committee.
 - a. In the case of the Exchequer being impeached, the books will be turned over to the Advisor Fiscal Agent or Vice Prior to carry on with business as usual.
- e. At the meeting following the delivery of the impeachment petition, both sides shall present their respective cases.
 - a. The members who formed the impeachment petition will present their case.
 - b. The defendant will present their case.
 - c. At the discretion of the Vice Prior, a limit on questions can be set.
 - d. After all questions have been asked, there will be an immediate closed vote.
- f. If the Prior and Recorder are not defendants, they shall count the results of the vote.
 - a. If the Prior or Recorder is the defendant, the next highest ranking officer shall count the votes.
- g. If the petition for impeachment fails, then the matter will be permanently dropped, or if the petition passes, there will be an election for the position at the next chapter meeting.

ARTICLE XV - SUSPENSION OR REMOVAL OF AN ACTIVE FRATER

- a. Suspension of an Active frater
 - a. The Chapter Council has the power to suspend an Active member at their discretion for an indefinite amount of time.

- a. If the Chapter Council has suspended an Active member, a three-quarter vote is needed to overturn the decision
- b. Suspensions shall not be for more than a semester at a time and will be subject to consequences as outlined.
 - a. Suspended members cannot attend any social event.
 - b. May not have any privileges over candidates.
 - c. May not vote at any chapter meeting.
 - d. May not participate in any IFC sponsored event.
 - e. May not hold a chapter position.
 - f. Must continue to attend chapter meetings.
- c. A suspended member may appeal his case to the Executive Board and the decision must be approved by the Alumni Advisory Board.
- d. The suspension may be repealed by a simple majority vote of the Executive Board, subject to the approval of the Alumni Advisory Board.
- b. Removal of an Active frater
 - a. Any member can bring into New Business, a blackball vote of any member.
 - a. A discussion by a time limit set by the Risk Manager must take place after the blackball vote.
 - b. A three fifths majority of the chapter, 60% of the votes, are needed in order to permanently remove a member from Gamma Lambda.
 - b. A member who is blackballed may appeal the decision to the Executive Board and the Alumni Advisory Board.

ARTICLE XVI - MEETINGS

- a. All mandatory meetings must be announced at least two days, or 48 hours, beforehand.
 - a. The Recorder or his delegate must notify all members of the chapter meeting to the best of their ability.
- b. The Prior or his official delegate shall chair the meeting.
 - a. The Vice Prior will manage the Agenda while the Recorder records minutes.
- c. Chapter Quorum must be maintained throughout a meeting.
 - a. There must be at least two Chapter Council members present.
 - b. There must be at least two Active members present to every Chapter Council member.
 - c. Any motions, or changes to the structure of Gamma Lambda can only be made at mandatory meetings.
- d. There must be at least one chapter meeting every two weeks throughout the scholarly year and at least one chapter per month during holiday vacation.
- e. Every chapter meeting shall be conducted in accordance with Robert's Rules of Order.

ARTICLE XVII - RATIFICATION OF THE CONSTITUTION

- a. Once ratified, this constitution need not be ratified again, but will be reviewed and relayed on an annual basis at the second meeting of the fall semester.
- b. The Chapter Council must maintain a copy of the current constitution and current bylaws on his person during all chapter meetings.
- c. This constitution supersedes all previous constitutions and its powers, rights, and responsibilities shall be cumulative along with the Blue Book.
- d. This constitution does not supersede the rules and regulations outlined in the Lease Agreement, Sigma Alpha Mu National Fraternity policy, Northern Illinois University policy, or DeKalb City code.

ARTICLE XVIII - CONSTITUTIONAL AMENDMENTS AND BYLAWS

- a. Amendments shall be proposed in the form of a motion and must be seconded.
 - a. The amendment must be written in proper form in order to be introduced into New Business.
 - a. It must be readily available to any member who wishes to read the amendment between chapter meetings.
 - b. The amendment will be voted on in Old Business the next chapter meeting.
- b. An amendment to this constitution requires a two thirds (66%) vote by Active members in good standing.
 - a. The Chapter Council may enforce the amendment immediately, or the following semester.
- c. The Chapter Council may provide this constitution in electronic format to members of Gamma Lambda.
- d. This constitution grants specific powers and shall be cumulative to any powers granted by the Blue Book, national declaration, chapter declaration, and the Alumni Advisory Board.

- a. No chapter operating procedures may be in any conflict to such powers.
- e. The Chapter Council and Alumni Advisory Board have the power to institute this document upon its completion only by announcing at weekly chapter meetings and providing a copy to all active members.

ARTICLE XIX - MOTIONS AND RESOLUTIONS

- a. Any member in good standing or a Chapter Alumni Advisor may introduce a motion or resolution at the time of New Business on the agenda.
 - a. Written motions with any supporting documentation have precedence over motions from the floor.
 - b. Any motions must be seconded by a member in good standing.
- b. There must be at least a week of discussion period before it can be voted on at the next chapter meeting.
- c. There will be a discussion panel set by the Vice Prior or his delegate about the motion.
- d. At the conclusion of the discussion, a vote on the final passage shall be taken and counted by the Prior or his delegate.
- e. Any motions that do not pass, or wishes to be sent to committee, will be sent for study and proposal of future recommendations from the committee.

ARTICLE XX - VOTING

- a. A hand vote chaired by the Prior will be taken for any motions or resolutions.
- b. No member shall change his vote, as recorded, after the roll call has been verified and the result declared.
- c. No member shall be able to vote by proxy.

ARTICLE XXI - DECORUM IN DEBATE

- a. During debate, decorum must be observed as courtesy must be given during debate.
 - a. While a member is speaking, no person shall disturb the other members of the chapter.
 - b. When recognized by the chairman, the member may then speak to the question under debate, avoiding personalities, names, and discourteous language.
 - c. When two or more members seek the floor, the chairman shall name the member on an Age & Rank basis who is to speak first.
- b. Rules of debate.
 - a. The creator of the motion is entitled to speak first.
 - b. If the member who has been recognized may speak until the chairman rises and calls his attention that the member is carrying on beyond tolerable limits.
 - a. A member cannot yield his unexpired time to another member.
 - c. Each member is allowed to speak no more than twice to the same question in the same day without consent of the assembly.
 - d. A member who has debated the immediately pending question is not entitled to the floor to debate a second time on the same question on the same day as long as any member who has not spoken on the question claims the floor.
 - e. The chairman should attempt to alternate speeches so the assembly hears one speech in the favor of the question and one speech opposed to the question.
 - f. The chairman must be impartial and, as chairman, he has, forfeited his right of debate while presiding.
 - a. If the chairman feels that he must speak on a pending question, he should relinquish the chair to another member and cannot resume the chair until the pending question is disposed of or the vote is taken and the result announced.

ARTICLE XXII - SUSPENSION OF THE RULES

- a. If the chapter wishes to act against any current, past, or future operating procedures which has been specifically addressed in this document and is not in any section, it may do so by a simple majority vote.
- b. The chapter may suspend any section or subsection that interferes with the proposed action for a period of no more than fourteen days.

- a. Upon the expiration of the suspension, a formal amendment must be proposed in accordance with *Article XVII* except the motion is not debatable and requires a four fifths vote for adoption.
- c. Any rules followed by Gamma Lambda may not be suspended more than once a semester.
 - a. The Chapter Council can motion to suspend the rules for seven days which must pass by a unanimous vote.

Adopted at the regular Sigma Alpha Mu - Gamma Lambda chapter meeting on _____

Chapter Prior:	_____	_____
	(Name)	(Signature)

Chapter Recorder:	_____	_____
	(Name)	(Signature)