

BERKELEY CALIFORNIA ALPHA CHAPTER BYLAWS – Approved, 9/28/2014

ARTICLE I

NAME AND OBJECTIVES

- Section 1 This chapter shall be known as the California Alpha 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 and principles upon which the Fraternity was founded.
 - c. To instill those principles which are the responsibilities of an individual as a member of society.
- Section 3 This chapter shall be governed at all times by the provisions of the constitution and Bylaws of the Grand Chapter 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, Article I, Sections 1 to 7 inclusive.
- Section 2 A member of any other chapter of Sigma Phi Epsilon attending the University of California at Berkeley shall be permitted to affiliate with this chapter in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article II, Sections 7 to 7 inclusive.
- Section 3 Any member of this chapter who ceases to be a student in this institution (UC Berkeley) shall be regarded as an alumnus member in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article I, Section 2(b).
- Section 4 Any undergraduate member affiliated with this chapter and enrolled in this institution shall be included in the determination of the chapter's annual deposits to the Chapter Investment Fund in accordance with Grand Chapter Bylaws and Administrative Policies and Procedures, Article IV, Section 8.
- Section 5 Inactive membership shall not be permitted by this chapter in accordance with Article II, Section 4, of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- Section 6 All membership development activities performed by this chapter shall be of a constructive nature in accordance with Article I, Section 2, of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- Section 7 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, in accordance with Article II, Section 3 of the Grand Chapter Bylaws and Administrative Policies and Procedures..
- Section 9 No candidate for active membership shall be accepted into membership unless he has met the requirements of this chapter, is enrolled as a student of the University of California at Berkeley, and has paid all bills in full, including the Lifetime Membership Dues, and has attained a 2.75 GPA for the semester prior to the date of joining or a 2.75 cumulative GPA in high school.
- Section 10 The method for extension of invitation shall be:
- a. Any member of the Recruitment Committee may present candidates to that committee to be voted upon to receive an invitation.
 - b. Any member of the chapter that is concerned that a potential candidate is not being considered adequately by the committee may call for a vote at a chapter meeting to require the recruitment board to review the potential candidate and bring him to a vote. A vote of 50% or greater will require the committee to review a potential candidate.
 - c. 5 out of 7 of all the voting members of the Recruitment Committee shall approve a candidate to receive an invitation to become a member of this chapter.
 - d. In order to allow discussion among the committee members all members of the board must meet in person to cast a vote.
 - e. The invitation will be valid for 60 days following the receipt by the candidate. Following the 60 day period, the recruitment committee may reissue the invitation by a unanimous vote of the committee.

- f. The Vice President of Recruitment must inform the chapter of all potential new members: nightly during Rush and weekly during open recruitment. The Vice President of Recruitment must inform the chapter at least 24 hours in advance before a candidate comes up for a vote in front of the committee.
- g. The Recruitment Committee members shall be elected to a one semester term at the first scheduled meeting of each semester or during the regular officer elections.
- h. In case there is concern from a chapter member about the candidate, the recruitment committee must strongly consider his objections and concerns. If no consensus can be reached on the board about those concerns, the candidate shall come up to a chapter-wide vote.
- i. The Vice President of Recruitment or a member of the Recruitment Committee or a senior with the approval of the recruitment committee delivers the bid to the candidate.

ARTICLE III

EXECUTIVE BOARD

- Section 1 The Executive Board shall consist of the President, Vice President of Programming, Vice President of Finance, Vice President of Member Development, Vice President of Recruitment, Chaplain, Vice President of Communication, and Vice President of Residential Learning Community. Each shall have a vote in matters brought before the Executive Board.
- Section 2 The Executive Board shall meet the day before each chapter meeting or when called by the President and shall meet no less than once per week during the regular academic year unless two-thirds of the Executive Board deem the meeting unnecessary.
- Section 3 The President shall serve as Chairman of the Executive Board and shall report to this chapter any action recommended or taken by said Board at each chapter meeting.
- Section 4 It shall be the duty of this Board to plan the year's activities, and to establish general 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 Board shall serve to review fines, hear all grievances, and render final decision on all matters not falling under the jurisdiction of the Standards Board; its action shall be binding unless overruled by a two-thirds vote of the entire membership.
- Section 6 This Board shall be responsible for the formulation and enforcement of chapter house/facility rules. Only by a two-thirds vote of all student members in good standing may any of the said house rules formulated by this committee be changed without the approval of said committee.
- Section 7 The business for the executive committee shall be as follows:
- a. Roll call
 - b. Reading of previous executive committee minutes
 - c. Committee reports
 - d. Financial report
 - e. Notices and communications
 - f. Old business
 - g. New business
 - h. Adjournment
- Section 8 The Vice President of Communication shall be responsible for the keeping of accurate, bound minutes of the Executive Board meetings.
- Section 9 The chairman of the Executive Board will develop a chapter meeting agenda from the discussion of the Executive Board meeting and post the agenda for all members to become familiar with prior to the chapter meeting.
- Section 10 At any time during the year the president may bring any executive board member under review. The review will consist of a discussion by the entire board and then if necessary the board member will leave the room and by a 5 of 7 vote (via secret ballot), the executive board can remove the executive board member under review and a re-election will take place for that position. Similarly, by 4 of 7 vote, the executive board may bring the president under review and by 5 of 7 vote can remove the president.

ARTICLE IV

THE CABINETS

- Section 1 The cabinets shall consist of each vice president and all standing and special committee chairmen of the chapter under each vice president's jurisdiction.
- Section 2 The Recruitment Committee and Standards Board shall meet weekly. The other cabinets shall meet weekly prior to the Executive Board meeting and/or when called by the vice presidents.
- Section 3 The vice presidents shall serve as chairmen of the cabinet and shall report to the Executive Board 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 leaders 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 Board to the general membership and back.

ARTICLE V

OFFICERS

Section 1 Each of the 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 grade point average which exceeds that chapter's minimum grade point average for candidates for membership by no less than .2 on a 4.0 scale (or its equivalent).

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 officers of an undergraduate chapter in the order of succession, and their duties, shall be as follows:

President:

1. The President shall preside at all meetings of his chapter, all extra sessions, appoint committees, decide in case of tie votes, impose all fines, fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication.
2. He shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon.
3. The president shall be chairman of a president's cabinet separate from the Executive Board. The IFC representative and Vice President of Communication are members of this cabinet.
4. The President shall serve as a signatory of this chapter to the University. He shall assume all responsibilities therein, pursuant to university policies.

Vice President of Programming

1. The Vice President of Programming shall be responsible for the chapter's functions, programs.
2. He is chairman of the programs cabinet, which may include the events chairman, the community service chairman, intramural director, and other appointed chairmanships with the consent of the Executive Board.
3. He shall assume all duties in the absence of or the disability of the president.
4. He is also the ritualistic vice president.

Vice President of Finance

1. The Vice President of Finance shall be chairman of the finance cabinet, which may include the budget chairman, kitchen director, house chairman, and other appointed chairmanships with the consent of the Executive Board.

2. The finance cabinet shall collect all dues and other charges due from the members to the undergraduate chapter, and the vice president of finance shall make disbursements subject to the order of the chapter president or the alumni board.
3. The finance cabinet (budget chairman) 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.
4. The finance cabinet shall prepare and submit the monthly financial reports required by Section E, Paragraph 20, of the Bylaws and Administrative Policies and Procedures.
5. 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 C of the Bylaws and Administrative Policies and Procedures.
6. Within one month after the conclusion of their terms of office, the vice president of finance and cabinet shall turn over for audit to a qualified person appointed by the alumni board, in accordance with Section E, Paragraph 21, of the Bylaws and Administrative Policies and Procedures, all records pertaining to the financial operations of the undergraduate chapter.

Vice President of Member Development

1. The Vice President of Member Development shall be chairman of the development cabinet, which may include sound mind/sound body chair and other appointed chairmanships with the consent of the Executive Board.
2. He is responsible to schedule and lead chapter retreats and enrichment programs.
3. He shall act to uphold, develop, and strengthen the character of the members and to preserve the ideals and principles upon which the Fraternity was founded.

Vice President of Recruitment

1. The Vice President of Recruitment shall be responsible for recruiting new members, into the chapter.
2. He is chairman of the recruitment cabinet, which may include the Balanced Man Scholarship chairman and other appointed chairmanships with the consent of the Executive Board.
3. The Vice President of Recruitment, along with his cabinet, shall conduct the chapter's new member recruitment, establishing and maintaining programs to recruit undergraduate members.
4. The Vice President of Recruitment shall serve as a signatory of this chapter to the University. He shall assume all responsibilities therein, pursuant to university policies.

Chaplain

1. The chapter, via election concurrent with other official elections, will elect the following officers to serve as members of the Standards Board: the Chaplain, the Senior Marshal, the Junior Marshal, the Guard, and Guide.
2. The Chaplain shall be chairman of the Standards Board.
3. 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.
4. Standards Board shall also be responsible to enforce Grand Chapter and local chapter bylaws and resolve brother disputes.
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.
6. The Chaplain shall serve to provide ethical advice in matters concerning the local chapter.
7. He shall oversee the Renaissance Brother Program for the local chapter.
8. The Chaplain shall serve as a signatory of this chapter to the University. He shall assume all responsibilities therein, pursuant to university policies.

Vice President of Communication

1. The Vice President of Communication shall act to strengthen relationships with alumni and communicate the positive actions of the chapter to the campus community and Headquarters while preserving the history of the chapter.
2. He shall be chairman of the communications cabinet, which may include the photographer, alumni chair, public relations director, historian, technology chairman, and other appointed chairmanships with the consent of the Executive Board.
3. The Vice President of Communication shall maintain the membership records of the chapter in a form prescribed by the National Board of Directors, and he shall keep record of the history of the chapter.
4. He shall call the roll and keep the minutes of each meeting and shall have charge of the seal, books, papers, and records of the chapter, except those in the charge of other officers. He is also responsible for the minutes of the Executive Board meeting.
5. He shall conduct all official correspondence of the chapter.
6. The Vice President of Communication shall serve as a signatory of this chapter to the University. He shall assume all responsibilities therein, pursuant to university policies.

Vice President of Residential Learning Community

1. The Vice President of Residential Learning Community shall be in charge of managing the chapter facility.
2. He shall be in charge of leading the chapter effort to pursue official recognition from the Fraternity as a Residential Learning Community, and to establish and strengthen policies and events that will help the chapter as an academic environment.
3. Once the chapter is recognized as a Residential Learning Community, the Vice President of Residential Learning Community shall be in charge of maintaining and strengthening the chapter's Residential Learning Community.
4. When the chapter is in need of a new housing facility for the upcoming year, the Vice President of Residential Learning Community shall lead the undergraduate effort to secure a new chapter facility, through lease or purchase. He shall be chair of the House Search committee for undergraduates and work with the alumni board.

Article VI

Election of Officers

Section I

The officers of the undergraduate chapter shall be elected annually by secret ballot no later than the last regular meeting of November; provided, however, they may be elected semiannually if two-thirds (2/3) of the undergraduate brothers of the chapter vote in its favor.

Section II

The non-executive board elected positions shall be as following:

The following positions shall be elected for a semester long term in both the spring and fall terms: Social Chair, 4 members of Sunshine Committee, 4 members of Standards Board, 6 members of Recruitment Board.

Section III

Spring elections shall occur no later than the first general meeting in May with nominations starting 2 weeks prior to elections and ending 1 week prior to elections.

Section IV

The duration of elected officials shall be as following:

I. Non-executive board positions:

All elected officials shall be elected to a 1 semester term. All members are eligible to re-run for any position as many times as they choose.

II. 7 executive board positions (President and 6 Vice Presidents):

All executive board members shall be elected for a 1 year term in the Fall but in the Spring, 2 weeks prior to Spring elections, each member shall require a 5 of 7 affirmation vote (5 "yes" votes) by the executive board to remain in office. Should the executive board member not receive at least 5 positive votes, an election shall be held for that position. Any member not currently on executive board may run (including the member who did not receive the 5 positive votes). Additionally, for

extreme circumstances, should a current executive member no longer feel able to perform their position, they may step down, in which case an election will be held for that position. All members are eligible to re-run for any position as many times as they choose.

Section V

Any brother may run for any position and nominations begin 2 weeks prior to the start of elections and end 1 week prior to elections. For executive board positions, should a member want to be nominated after this nomination period up until 24 hours prior to elections they are required to meet with the current executive and obtain their signature. The signature from the executive consists of a statement of understanding of what is required for the position and is an approval by the current executive that they believe the nominee is aware of and will perform all of the duties and responsibilities. For non-executive positions, nominations are open up until 24 hours prior to elections without any required approval (though as stated elsewhere, they still require a meeting and signature of *understanding*).

Section VI

Nominations shall be in person at either of the 2 chapter meetings during the 1 week nomination period. Should a member not be able to be present at chapter meeting, they may submit their nomination to the Chaplain (via email or in person) and the Chaplain will read them at chapter meeting. Any brother may run for as many positions as he chooses but may only hold 1 (one) position on the executive board. Chaplain will send out descriptions of each position (president and all 6 vice presidents, standards board, recruitment board, social chair, sunshine chair) 1 week prior to the first day of nominations and each current elected official shall add relevant comments to these descriptions either in person at the general meeting or on the document which is sent out. The Chaplain will send daily updates of the current candidates and a finalized ballot by midnight on the day 1 week prior to elections.

Section VII

The nomination process shall be as follows: During the first meeting of the nomination period (2 weeks prior to elections), for each elected position the following shall occur:

1. The Chaplain will read a detailed description of the position, including time commitment and all responsibilities and qualifications.
2. The current elected official holding that position will add any relevant information that will be useful to the members.
3. Any member may nominate any other member by raising his hand and stating the nominee's name. The nominee must then either accept or decline the nomination. The Vice President Communications (or other designated official who is taking minutes) shall record both the nomination and whether it was accepted or declined. Should the nominee not be present, the nomination shall be recorded but will not be official until the nominee either accepts or declines by communication via the Chaplain (email is acceptable).
4. Once a nominee has accepted the nomination, he must meet with the current elected official holding the position to further discuss and learn about the position and the nominee must then obtain the signature of the current elected official. This

signature is a statement that the meeting has taken place and that the nominee is fully aware of and understands what the position requires – specifically time commitment, responsibilities, and qualifications. This signature is not an endorsement. Prior to obtaining this signature, the nomination is not valid and the nominee can not be voted on and elected to the position.

Section VIII

The process of elections shall be as follows:

1. For President or Vice President positions, a two minute speech by the brother who nominated the candidate (or a replacement), a three minute speech by the candidate, followed by a question and answer session with all the candidates. For nominated committee positions, each candidate will have a one minute speech. For non-executive positions, the question and answer section is optional and shall be voted upon for each position. The candidates will then leave the room and the chapter will have an open discussion about the candidates. Upon conclusion of the discussion, the members of the chapter will place their votes by paper ballot.
2. Executive officers shall be elected by simple majority (50%). If no candidate has a simple majority, a vote is brought to the chapter on how many of the top candidates should be in the re-vote. Repeat process until a candidate obtains at least 50% of the vote.
3. In the case of a tie vote, each of the top, tied candidates has 1 minute to speak and then there is a re-vote. If there is still a tie after the re-vote, the outgoing executive board votes and decides the winner(s).
4. For non-executive positions, the winner shall be whoever receives the most votes (the winner does NOT need >50% of the votes). In the case of a tie, each of the top tied candidates shall have a 1 minute speech followed by a re-vote. If there is still a tie, the incoming executive board shall decide the winner.
5. Should a non-executive board position be unfilled after elections (ie. no one runs for it), the position shall be appointed by the newly elected executive board member who oversees that position.
6. If any brother is not able to attend the election in person, that brother must submit his vote via absentee ballot (ie. via email) by no later than 2 hours prior to the start of elections (ie. 5p). Absentee voters must notify the Chaplain at least 24 hours in advance of elections (ie. 7p the day prior) that they will be voting absentee. Failure to do so results in your vote being void and null. Absentee ballots are not counted in the re-vote unless the voter's chosen candidate is in the re-vote.
7. If a candidate is unopposed a motion can be made to suspend the rules and appoint said candidate to the position.
8. Officers shall be installed and assume the full responsibilities of their offices upon return from Winter Break.

Section IX

In the event the elected officers fail to return to college, the undergraduate members may assemble and effect a temporary organization and proceed to elect officers who will serve until the next annual election.

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

The 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.

A chapter shall have the power, by majority vote, to declare void the election of an officer who, without satisfactory cause, fails to present himself for installation.

An undergraduate chapter shall have the power, by a vote of two-thirds (2/3) of all its undergraduate members in good standing to declare vacant any office of the chapter. Further, the alumni board may recommend the chapter declare vacant the office of Vice President of Finance for non-performance of his stated duties and obligation.

Members otherwise in good standing with the chapter who are away from the university for an academic purpose may, with prior approval of the Vice President of Finance and Chaplain, run for an Executive or Standards Office in abstentia providing the member pays his dues and fees for the time he holds office.

ARTICLE VII

COMMITTEES

Section I a

In addition to any elected positions, in accordance with the needs of the vice president (the vice president may choose to use either fewer or additional committee positions than those listed below), the vice presidents shall appoint, or the chapter shall elect by majority vote, the following chairmen and committees:

A. Chaplain

1. Intramurals/Sportsmanship Committee
2. Brotherhood Committee

B. Communications

1. Newsletter Chair
2. Historian
3. Web Page Chair
4. Alumni Relations Director

C. Development

1. Sound Mind Chair
2. Sound Body Chair
3. Health & Wellness Chair
4. Sigma Coordinator
5. Phi Alpha Coordinator
6. Phi Beta Coordinator
7. Epsilon Coordinator

D. Finance

E. Programming

2. Community Service Chair
3. Philanthropy Chair (sorority/Greek philanthropy)

F. Recruitment

1. Rush Chair(s)

G. Residential Learning Community

1. Housing Management Committee
2. Housing Search Committee
3. Residential Learning Committee

Section 1b

The executive board shall appoint the members of the standing and special committees upon the recommendation of the committee chairmen.

Section I c

The chairman of each committee shall make a written report to this chapter at each weekly meeting. In lieu of a written statement, a verbal statement can be made as business makes necessary.

Section I d

The vice presidents may remove any committee chairman or committee member, who, in his opinion, and in the opinion of the president, is not satisfactorily fulfilling the duties for which he has been appointed.

Section II

The president shall appoint other committees and committee chairmen when he deems it to be for the benefit of this chapter.

Section III

Vice presidents, with the consent of the Executive Board, may appoint other committees and committee chairmen when it may be beneficial to the chapter.

Section IV

These committee chairmen shall meet weekly, or at the discretion of the committee chairman, with the vice president as outlined in Article IV (of these bylaws).

ARTICLE VIII CHAPTER MEETING

- Section I a A regular meeting of this chapter shall be held Monday at a time during the school year that will be determined by the executive board and approved by the chapter at the beginning of each semester. This meeting time and day may be changed by majority vote of the chapter and approval of the president.
- Section I b This chapter shall have formal meetings on the following occasions:
- (1) The first regular meeting of each month.
 - (2) At the option of the chapter president.
 - (3) At the request of a representative of the Grand Chapter.
- Section I c A special meeting may be called by the president or by a two-thirds vote of the members of this chapter.
- Section II The president shall have authority to suspend from the meeting any member for conduct unworthy of Sigma Phi Epsilon or unbecoming to a gentleman.
- Section III Attendance shall be required of all members; any member who is absent from a chapter meeting or ritual shall present his excuse in writing to the executive committee no later than the first meeting of said committee following the absence. Excuses shall be limited to illness, work, or family emergency, and an unexcused absence shall subject the offending member to disciplinary action by the Standards Board. Members may be excused for a class only in the event that the class is needed for graduation. Furthermore, if a member misses more than one quarter of a chapter meeting or ritual, the member will be considered absent, unless the tardiness is excused. Members may be allowed 1 absence per semester.
- Section IV Members shall be required to be appropriately dressed as gentlemen (no athletic gear) at all meetings of this chapter. The attire for formal meetings shall be a collared shirt and slacks.
- Section V The order of business in formal meetings shall be as follows:
- a. Opening in accord with the form prescribed by the Ritual.
 - b. Roll call.
 - c. Reading of the minutes of preceding meeting; approval.
 - d. Financial report.
 - e. Committee reports.
 - f. Reading of communications and notices.
 - g. Unfinished business.
 - h. New business.
 - i. Recommendation(s) for membership and voting on said recommendation(s).
 - j. Report of sickness.
 - k. Remarks for the good of the Fraternity.
 - l. Formal closing of meeting in accord with the Ritual (including singing of the Anthem).
- Section VI Robert's Rules of Order shall be the authority on all parliamentary questions (for formal meetings) where they do not conflict with these bylaws or the Bylaws and Administrative Policies and Procedures of the Grand Chapter.

ARTICLE VIII ASSESSMENTS, FINES AND FEES

- Section I The (national) membership fee shall be the amount required by the Grand Chapter, which shall be sent to Headquarters within 24 hours after joining, along with the membership form, in accordance with Section C, Nos. 2 through 6 and 11, 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. In addition, the new members account must be paid in full before said new member may be inducted through the Sigma Rite of Passage. A member must be current in order to progress through any Rite of Passage and/or be initiated.
- Section II All members shall pay equal semester fees and assessments as provided in the budget prepared by the vice president of finance and alumni board.
- a. The semesterly fees shall be as follows:
1. \$573 for all active undergraduates registered on UC Berkeley campus. Pro-rated fees will be given to new members, depending on when they join.
2. Additional live-out fees of \$175 (for any brother who does not live in the Sigma Phi Epsilon Chapter House) for a total of \$748 per semester. Live out fees do not apply to new members for the first academic semester.
3. Abroad fees (for any brother who is not registered on the UC Berkeley campus) equal to the total amount the chapter must pay in fees based on that brother's membership (ie. nationals fees, IFC fees)
- b. The amount of semester fees and assessments charged shall not be changed without the approval of the alumni board.
- c. Such assessments and fees may be reduced or paid for some members as an incentive program or in the event of an emergency, if it is determined that such reductions are for the good of the fraternity by the Standards Board. Examples of such incentives may include the reduction of fees for early payment and the reduction of fees for successful recruitment efforts.
- d. Each academic year (beginning in Fall and ending in Spring), dues shall increase by 3% (round up to the nearest dollar) to account for inflation. This only applies to base dues (this does NOT include live out fees).
- Section III \$0 per member shall be allocated from the biannually budgeted dues to a building fund maintained by the alumni board.
- Section IV All chapter fees and bills shall become due and payable at the first chapter meeting of the semester for which the fees are being charged. They shall be paid by the 2nd Monday of the academic calendar in the same semester with the exception of new members, whose dues shall be due within 2 weeks of joining (acceptance of the bid) and all outstanding accounts thereafter shall be increased 10% or \$10 whichever shall be greater, unless a deferred payment plan agreement has been signed by both the member with the outstanding account and the Finance Cabinet. If the bill or any payment has not been paid within 30 days of the original due date, the member shall be suspended from the chapter except upon majority vote of members present and in good standing; and unless said amount is paid within 30 days after suspension (60 days after original due date), he shall be expelled for indebtedness except upon majority vote of members present and in good standing.. Regular fees shall be chargeable for the period that any member is under suspension.
- Payment plans - Upon consent of the Vice President of Finance, members may choose to pay via payment plans. The Vice President of Finance and member will decide in writing upon dates for installments of fees. If the payment is not paid on time, all outstanding

Section V	Suspension is defined to be the denial, for a definite period, (in this chapter thirty days) 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 37.
Section VI	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 38.
Section VII	Any member under suspension for indebtedness shall, upon payment of his indebtedness, be restored to membership in good standing without a vote of this chapter, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section II, Section 44.
Section VIII	The Vice President of Communication shall notify the Headquarters of a member expelled for indebtedness, giving the amount of the indebtedness and a copy of the letter sent to the member informing him of his expulsion. In cases of expulsion, other than for indebtedness, the Vice President of Communication shall notify the Headquarters of members expelled along with the minutes of the meeting where the expulsion was acted upon and all resolutions, together with all the papers giving a complete record of the case.
Section IX	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 X	All fines assessed shall be recorded by the Chaplain and the Vice President of Finance shall make them due by the next general meeting that is at least one week from the date of assessment. Any fine not paid on time will be increased by \$10. If the fine has still not been paid a week after due, the member will be suspended and brought before Standards Board.
Section XI	Members living in the house shall pay rent monthly on a date established by the Vice President of Finance. If the rent is not paid on time, the outstanding amount will be increased 5% per day late.
Section XI	All members are required to read and sign a Membership Agreement. Any member who has not signed this contract and returned it to the Chaplain within 3 weeks after the receipt will be suspended from the fraternity until said agreement is signed.
Section XII	New members must further agree to live in the chapter facility, if one exists, their first opportunity to do so. Delay or exemption requests for this requirement may be submitted to Standards Board, who shall make a decision given the evidence presented.
Section XIII	Two weeks prior notice to the chapter is required to declare that a fine will be assessed for the following events or any other event that the Standards Board deems appropriate: a. Chapter meetings

- b. Rites of Passages
- c. Recruitment Events
- d. Philanthropy Events

ARTICLE IX AMENDMENTS

Section I Amendments to these Bylaws may be proposed at any business 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.

ARTICLE X

CODE OF STANDARDS

- Section I Members shall know and understand the ideals expressed in the Ritual of Sigma Phi Epsilon and will strive to incorporate into their daily lives the principles of Virtue, Diligence, and Brotherly Love.
- Section II Members shall exhibit responsible conduct at all times and acknowledge that any one member's actions can affect his own reputation, the reputation of the chapter, as well as that of the National Fraternity.
- Section III Members shall not infringe on the rights of any other member and therefore will not physically, mentally, emotionally, or sexually haze or abuse any other member.
- Section IV Members shall respect the property of the chapter as well as that of all individual brothers, and therefore, will not abuse nor tolerate the abuse of any said property.
- Section V Members shall see that the chapter property be clean and maintained.
- Section VI Members shall meet financial obligations in a timely manner.
- Section VII Members who chose to consume alcohol shall acknowledge that they will be held accountable for their actions under the influence of alcohol.
- Section VIII Members shall be responsible for the action of any and all invited guests.
- Section IX Members shall respect the privacy of others and honor any trust that may be placed upon them.
- Section X Brothers shall participate in the Balanced Man Program to the best of their ability in accordance to the guidelines set by the Vice President of Member Development and/or any other member he might appoint.
- Section XI Members shall abide by the following dress codes:
- Formal Meetings including rituals:
 - Collared, button-down shirt (tucked in)
 - Pants or slacks, not denim
 - Close-toed shoes not of athletic nature
 - Necktie
 - Appropriate chapter badge and pins
- Section XII Members shall, in desperate situations, acknowledge and follow the direction of members of the Executive Committee and/or Standards Committee.
- Section XIII Members shall expect other members to abide by these standards and confront those who violate them.
- Section XIV Membership agreements shall be signed by ALL members yearly at the beginning of the Fall term.
- Section XV Each brother must maintain a minimum semester GPA of 2.75.
- Section XVI If a brother's GPA falls under the minimum GPA requirement, he is then put on academic probation the following semester. Within the first three weeks of the academic semester, he

is brought before Standards Board to discuss what happened and how to fix it. The Standards Board along with the Academic Chair will put together an academic plan for the brother which may consist of mandatory study hours, requirements to go to office hours, and assignment of an "Academic Counselor" (an older brother in the house with a similar or same major to keep the brother accountable) based upon the needs of the brother. If this brother still does not fulfill the GPA requirement after this semester of academic probation, he will then be suspended for the following semester and will fall out of good standing with the fraternity. If he does not reach the minimum GPA after this semester of suspension, he will subsequently be expelled.