The Constitution of the Eta Chapter of the Alpha Epsilon Pi Fraternity

PREAMBLE

To foster and promote brotherly love, to inaugurate a spirit of cooperation and helpfulness, to create a better understanding among our brothers, to establish mutual respect, to encourage vigorous participation in university and general activities in our community, to the mutual advantage of all concerned, the Eta Chapter of the Alpha Epsilon Pi Fraternity is solemnly dedicated to these purposes.

ARTICLE I: Name

Section 1. This Chapter shall be known as the Eta Chapter of the Alpha Epsilon Pi Fraternity.

ARTICLE II: Governing Bodies

Section 1. The National Office of Alpha Epsilon Pi and the Interfraternity Council of the Ohio State University supersede all policies and procedures outlined in this constitution.

ARTICLE III: Membership

Section 1. Any male student who meets the following criteria is eligible for membership:

(A) must uphold the values of Alpha Epsilon Pi

(B) must be a full time student at The Ohio State University with at least 12 credits at The Ohio State University or transfer credits from another university or college equal to 12 credits at The Ohio State University.
Bylaws to the Constitution of the Alpha Epsilon Pi Fraternity

Bylaw I: Membership/Standing

Section 1. A prospective new member may become a brother if:
(A) He is invited by the rush committee to enter the pledge program in the form of a “bid” given by the Master, and
(B) He successfully completes the pledge program, and
(C) He obtains a vote of approval by the members of the Chapter; such an election shall be by a vote of at least 85% of the Chapter's members at the meeting.

Section 2. Active members in good standing of this Chapter shall be the brothers who
(A) have been duly initiated into the Chapter, and
(B) are registered undergraduate students at The Ohio State University or are permitted into the chapter under Article III, Section 1, Part (B), Line a. of the Constitution, and
(C) are not in arrears, and have no outstanding obligations.

Section 3. A brother shall be put on social probation if his cumulative GPA falls below 2.5.
(A) If a brother is on social probation due to academics, the following protocol shall be followed:
   a. The brother in question shall meet with the academics chair and the chapter advisor to prepare an academic plan.
   b. The development of said plan should be tailored to each individual brother, and is at the discretion of the academics chair and the chapter advisor.
   c. As long as the brother in question follows, and continues to follow the plan, his social privileges will be reinstated.
   d. Pledges with a cumulative GPA below 2.5 shall be
required to follow an academic plan during their pledge period.

e. Transfer students who were active in the chapter at their previous institution shall be given a one semester grace period before social probation may be applied, in regards to academics.

(B) The condition of social probation shall go into effect immediately. The Master shall notify said brother of his status immediately. If the Master is to be put on social probation, the Lieutenant Master shall notify him of his status immediately.

Section 4. A brother shall be on social probation if, while having completed the pledge program, he has not obtained a signature from every active brother in the chapter.

(A) The signature shall be signed once an interview of the active brother by the pledge has been conducted.

(B) In cases where the active brother is unable to give the interview, the signature alone will suffice. In cases where the active brother is unable to either give an interview or a signature, a signature is not required with the permission of the Pledge Master or Master.

(C) If a brother were to refuse to give a signature, the newly initiated pledge may bring the case before Executive Board to have the social probation lifted.

(D) Once the signatures have been obtained the social probation is lifted.

Section 5. If a brother fails to attend four (4) mandatory events during the course of one (1) semester, without the consent of the Master, on the fourth event missed he shall no longer be considered in good standing of this fraternity for the remainder of that semester. Events include weekly chapter meetings, ritual events, and any other mandatory events subject to the discretion of the master.

Section 6. The condition of not being in good standing shall go into effect immediately. The master shall notify said brother of his status immediately. The Lieutenant Master shall notify the master if he is no longer in good standing.

Bylaw II: Nominations and Elections of Officers

Section 1. Nomination of officers shall be held during the fourth (4th) week of spring semester.

Section 2. Election of officers shall be held during the fifth (5th) week of spring semester. A simple majority of the votes cast shall be necessary to determine the election. Voting shall be only by closed ballot. Officers shall be installed within four (4) weeks of the meeting in which they are elected.

Section 3. Quorum must be met in order to hold elections.

Section 4. No brother shall be eligible to vote or run for election to an office if he is currently suspended for any reason, or if he is not in good standing as provided in Bylaw I.
Section 5. The winner of a general election is the candidate who obtains a simple majority of the votes. If any one individual candidate does not obtain a simple majority, a run-off election will be held. Run-off elections will be held according to the following procedure:

(A) The number of votes obtained by the first and last place candidates will be added together.
(B) If this sum is at least a simple majority, then the last place candidate is dropped. If this sum is not a simple majority, then the vote total for the second to last place candidate is added to this sum.
(C) If this new sum is at least a simple majority, then the last place and the second to last place candidates are dropped.
(D) If the sum is still not simple a majority, the process is repeated until a majority is obtained.
(E) The remaining candidates participate in a run-off election. Run-off elections follow the same rules as general elections.

Section 6. Concerning speeches:

(A) Candidates for Master and Lieutenant Master will be allotted ninety (90) seconds for a speech. The same three questions will be asked to each candidate. Responses to each question should not exceed one minute. The current holder of the position shall ask the last question when possible.
(B) Candidates for other Executive Board positions will be allotted sixty (60) seconds for a speech. The same two questions will be asked to each candidate. Responses to each question should not exceed one minute. The current holder of the position shall ask the last question when possible.
(C) Election procedures are to be followed in accordance with the bylaws, regardless of the number of candidates.

Section 7. The Master and Scribe will count the votes. If the Master and/or Scribe is running in the election, then this role will be given to the highest ranking Executive Board officer(s) who is not a candidate in the election. A brother who is not a candidate in the election may be appointed to this role, if necessary.

Section 8. The vote totals will not be disclosed at any time. The ballots will be destroyed after the election.

Section 9. In the event that an error has been made in the counting process, a recount must be done. If an accurate recount cannot occur, then a revote must take place.

Section 10. Candidates who are not elected may drop-down and run for other offices. Prerequisites for running shall be waived for drop-down candidates.

Section 11. If no one is nominated for a position, any drop-down candidate may run for that position regardless of the number of times he has previously dropped down.

Bylaw III: Executive Board
Section 1.  The officers of this Chapter shall be, in order of rank, Master, Lieutenant Master, Exchequer, Rush Chair, Pledge Master, Brotherhood Chair, Social Chair, Member-at-Large, and Scribe, with the Master serving as chairman of the Executive Board.

Section 2.  The duties and powers of the Executive Board:
  (A) The Executive Board shall consider all matters of vital importance to the Chapter. Minutes shall be kept of all matters decided upon and read at the next regular meeting of the Chapter.
  (B) It shall consider all matters pertaining to suspensions of brothers per Bylaw VII, Section 7 and make recommendations to the Supreme Board of Governors for expulsion any member of this Chapter.
  (C) A vote of two-thirds of active brothers in attendance at the following chapter meeting shall be required to over-turn a decision of this board.
  (D) The Executive Board must approve the Semester Budget by a two-thirds majority vote.
  (E) Meetings of this board shall be held within 48 hours prior to the regular meeting of the Chapter, and whenever deemed necessary by the Master.
  (F) Meetings of this board will be held in two parts:
    a. Open Forum: Any brother may attend open forum and take part in the discussion but shall have no voting power. Brothers may present ideas and resolutions to the Executive Board at this time.
    b. Executive Session: No brothers other than those on the Executive Board or those granted permission by the Executive Board shall be permitted to attend.
  (G) A simple majority is necessary to pass any course of action of this Committee except when otherwise specified.

Section 3.  The following are the duties and powers of the Master:
  (A) He shall preside over all meetings except those, as listed in this Constitution, over which other officers preside.
  (B) He shall have the power, with at least a simple majority vote of the Executive Board, to appoint and remove all committees except those, which are elected under these bylaws. Additionally, he may appoint any active brother to fill a vacancy on the Executive Board until an election can be held to fill that position.
  (C) He shall be the delegate to the Supreme Council at the National Convention and shall act as chairman of the delegation. If he is not able to attend, the highest available Executive Officer shall go in his place. If no Executive Officer can attend, the Master shall choose a brother to be the delegate.
  (D) He shall be the delegate to the Interfraternity Council at meetings of that body. If he is not able to attend, the highest available Executive Officer shall go in his place. If no Executive Officer can attend, the Master shall choose a brother to be the delegate.
  (E) He may call a special meeting of this Chapter at his discretion if all of the active brothers are adequately notified.
  (F) He shall be chairman of the Executive Board and may act as an advisor to all committees.
  (G) He shall design and implement a strategic plan for the advancement of the Chapter.
  (H) He shall enforce all matters of social probation.
(I) He shall be required to be familiar with this Constitution and Robert's Rules of Order (Revised, Eleventh Edition), and shall be obligated to enforce them at all events and Chapter meetings.

(J) The Master may vote on any and all issues requiring a vote of the members of the Chapter. However, in open votes, he is the last to express his vote. He is not permitted to express his opinion on any matter during open discussion; he is to remain impartial on any and all issues during Chapter meetings and special meetings of the Chapter.

(K) The Master is required to live in the main house during the academic year he serves as master.

(L) He shall have such powers and duties as are usually delegated to a presiding officer under parliamentary procedure.

Section 4. The following are the duties and powers of the Lieutenant Master:

(A) He shall assist the Master in the conduct of the Chapter's business.

(B) In the absence of the Master, he shall perform all functions and duties of that office.

(C) He shall, along with the Exchequer, create a budget for the semester by the twelfth week of the prior semester.

(D) He shall create a fraternity calendar for the semester by the twelfth week of the prior semester.

(E) He shall appoint the Minor Board.

(F) He shall be chairman of the Minor Board as well as an advisor to all committees.

(G) The Lieutenant Master is required to live in the main house during the academic year he serves as lieutenant master.

(H) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 5. The following are the duties and powers of the Exchequer:

(A) He shall collect all monies payable to the Chapter, including dues payments, and shall make all payments on behalf of the Chapter.

(B) He shall be responsible for all funds of the Chapter.

(C) He shall keep records of receipts and disbursements and of assets and liabilities. He should also be able to produce such reports whenever asked by the Executive Board.

(D) He shall keep detailed records of accounts of all monies received and paid out, unless there is a paid accounting service.

(E) He shall, along with the Lt. Master, create a budget for the semester by the twelfth week of the prior semester.

(F) The Exchequer is required to live in the main house during the academic year he serves as exchequer.

(G) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 6. The following are the duties and powers of the Rush Chair:

(A) He shall design and plan the Rush schedule.

(B) The Executive Board must approve the Rush schedule by a simple majority vote.

(C) He shall create and keep an extensive list of all potential rushes, even when the rush process is over.

(D) He shall be head of the Rush Committee, and thus will be bound by the duties and powers of the Rush Committee as stated in these bylaws.

(E) The Rush Chair is required to live in the house during the academic
year he serves as a rush chair.

(F) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 7. The following are the duties and powers of the Pledge Master:

(A) He shall design and plan the pledge program. The program is limited to the time constraints of the semester.

(B) The pledge program, and major modifications to it, must be approved by a simple majority of the Executive Board.

(C) During the program, the pledges will be under the jurisdiction of the Pledge Master. No other brother, including other members of the Executive Board shall change the program without the consent of the Pledge Master.

(D) The Pledge Master may appoint Lieutenant Pledge Master(s), who must be approved by a simple majority of the Executive Board.

(E) Any brother suspected of hazing or deviating from the pledge program may be brought up on charges in front of the Standards Board.

(F) He shall impart onto the pledges the values, history, and traditions of Alpha Epsilon Pi International and the Eta Chapter of the Alpha Epsilon Pi fraternity.

(G) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 8. The following are the duties and powers of the Brotherhood Chair:

(A) He shall plan and direct events intended to strengthen the Brotherhood.

(B) He shall plan and direct Brotherhood events on a regular and consistent basis.
   a. Brotherhood events attendance shall be limited to Brothers of the Chapter.

(C) He shall coordinate work with the Member-at-Large to advocate Brotherhood within the fraternity.

(D) He may coordinate with other committees to plan events, which overlap with Brotherhood.
   (E) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 9. The following are the duties and powers of the Social Chair:

(A) The Social Chair shall plan all events open to Brothers and guests.

(B) He shall initiate and maintain communications with all campus sororities, fraternities, and social organizations.

(C) He shall plan and coordinate Homecoming and Greek Week events.

(D) He shall organize all pledge social functions in conjunction with the Pledge Master.

(E) He shall be chair of the Social Committee and thus will be bound by the duties and powers of the Social committee as stated in these bylaws.

(F) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 10. The following are the duties and powers of the Member-At-Large:
(A) He shall act on the Chapter's behalf on all matters before the Executive Board.
(B) He shall promote involvement in the fraternity and attempt to persuade those brothers who are less involved in the fraternity to become more active.
(C) He shall serve as a conflict mediator for disputes between brothers.
(D) He shall make himself available to meet with any brother.
(E) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Section 11. 

The following are the duties and powers of the Scribe:
(A) He shall record, keep and file an accurate record of the minutes of all regular and special meetings of the Chapter and the Executive Board.
(B) He shall keep and file all Executive Board and Minor Board reports.
(C) He shall be custodian of all official communications.
(D) He shall conduct the correspondence of the Chapter and shall notify the Chapter of correspondence at regular meetings of the Chapter.
(E) He shall review and update the official copy of the constitution when necessary, or mandated by the chapter.
(F) He shall perform all duties assigned to him by the Master, which are relevant to the operation of the fraternity.

Bylaw IV: Meetings

Section 1. Regular weekly meetings of this Chapter shall be held at the Chapter house every Monday during the Fall and Spring Semesters, excluding the first and last week of the semester, except when extraordinary conditions prevent it, when the Master may postpone or omit the regular meeting.

Section 2. Quorum shall be defined as greater than fifty (50) percent of the active members in good standing. Quorum shall be required in order to hold a vote at regular or special chapter meetings.

Section 3. Brothers have the right to petition the Master to call a special meeting. They must compile a petition that clearly states the reason for calling a special meeting. Ten (10) percent or five (5) active brothers must sign the petition, whichever is larger.

Section 4. Every active brother is required to be in attendance promptly at every regular and special meeting of the Chapter and at all Ritual Ceremonies unless excused by the Master.

Bylaw V: Minor Board

Section 1. The Lieutenant Master, with the majority approval of the Executive Board, shall appoint the members of the Minor Board and any necessary assistants to the positions. All Minor Board positions report to the Lieutenant Master, unless otherwise specified.
Section 2. There shall be the following Minor Board positions:

(A) House Manager
(B) Academics Chair
(C) Philanthropy Chair
(D) Fundraising Chair
(E) Sports Chair
(F) Alumni Chair
(G) Special Events Chair
(H) Cooking Chair
(I) Risk Manager
(J) Historian
(K) Webmaster
(L) Jewish Programming Chair
(M) Sentinel

Section 3. The following are the duties and powers of the House Manager:

(A) The House Manager shall be in charge of all matters relating to the maintenance, upkeep, and cleanliness of the Chapter house.
(B) The House Manager and the Exchequer shall be obligated to keep the Housing account balanced. The Exchequer must approve all purchases for Chapter house purposes that exceed $50.
(C) He shall design and implement a cleaning schedule for the Chapter house.
(D) He shall first assess a warning and, upon additional incidents, a fine ($10 per incident) to be paid to the Exchequer for violations including, but not limited to:
   a. Not completing a required cleaning assignment.
   b. Leaving trash in common areas of the Chapter house.
   c. Creating and/or failing to clean up an unnecessary mess.
   d. Breaking Chapter property
      i. This offense will result in the cost of fixing/replacing the broken item(s) in addition to the warning on the first offense and $10 fine upon additional incidents.

Section 4. The following are the duties and powers of the Academics Chair:

(A) He shall assist brothers who are in need of academic help.
(B) The academics chair shall be responsible for ensuring all members are up to the academic standards of the chapter. In the event a member is not, he shall consult the master and chapter advisor for how to handle the situation.
(C) He shall design and implement the academic plan of the fraternity including, but not limited to, coordinating study table sessions throughout the semester, as necessary.
(D) He shall be responsible for the upkeep and development of the Fraternity's academic library.
(E) He may coordinate with other committees to plan events, which overlap with Academics.

Section 5. The following are the duties and powers of the Philanthropy Chair:

(A) He shall plan events to reach and exceed the Alpha Epsilon Pi International monetary goal for each chapter.
(B) All monies made payable to the philanthropy events will be handled by
He shall plan at least one community service event per semester, totaling at minimum two events per year. At least one will benefit strictly the Columbus Community. At least one will benefit the Jewish Community.

He may coordinate with other committees to plan events, which overlap with philanthropy.

(E) He shall hold small-scale events throughout the year to benefit our national philanthropy.

(F) He shall hold at least one large-scale event to benefit a local charity or organization.

Section 6. The following are the duties and powers of the Fundraising Chair:

(A) He shall plan, direct, and coordinate all fundraising events.

(B) He shall submit all funds collected during fundraising events to the Exchequer.

(C) He may coordinate with other committees to plan events, which overlap with Fundraising.

Section 7. The following are the duties and powers of the Sports Chair:

(A) He shall plan and direct all intramural and athletic events for the Chapter.

(B) He may coordinate with other committees to plan events, which overlap with athletics.

Section 8. The following are the duties and powers of the Alumni Chair:

(A) He shall produce the fraternity newsletter at least twice a year, and distribute copies to all reachable alumni.

(B) He shall keep accurate records and contact information of graduates of the Eta Chapter of the Alpha Epsilon Pi fraternity.

(C) He shall plan and direct all alumni events including an annual alumni weekend and an annual family weekend.

(D) He may coordinate with other committees to plan events, which overlap with alumni.

Section 9. The following are the duties and powers of the Special Events Chair:

(A) He shall plan and direct any special events in which the Brotherhood participates.

(B) He shall plan and coordinate any date parties, semi-formals and formal events.

(C) He may coordinate with other committees to plan events, which overlap with Special Events.

Section 10. The following are the duties and powers of the Cooking Chair:

(A) He shall plan and coordinate all Chapter dinners.

(B) He shall plan a fraternity meal plan open to all brothers of the Chapter.

(C) He may coordinate with other committees to plan events, which overlap with cooking.
Section 11. The following are the duties and powers of the Risk Manager:

(A) He shall develop and implement a fraternity risk policy at the beginning of his term. The Risk Policy, as well as revisions to it, shall become effective as soon as the Master, Lieutenant Masters and Exchequer approve the policy.

(B) He may call for a review of the fraternity risk policies at any time.

(C) He shall report directly to the Master on Risk issues.

(D) He shall be responsible for reducing the risk of incidents, and for maintaining the security and safety of all Brothers and guests during any official Fraternity event.

(E) He shall be responsible for assigning any necessary shifts, including but not limited to, sober monitors, bartenders, and security.

   a. The Risk Manager shall fine any Brother who misses an assigned shift at $10 per incident, to be paid to the Exchequer.

(F) He shall plan and coordinate mandatory semesterly risk event(s).

   a. The Risk Manager shall fine any Brother who misses a mandatory risk event without an excuse at $30 per incident, to be paid to the Exchequer.

Section 12. The following are the duties and powers of the Historian:

(A) He shall be concerned with the continual preservation of the History of the Chapter.

(B) He shall document memorable fraternal events.

(C) He shall create a presentation of the past year at the end of each academic year.

(D) He may coordinate with other committees to plan events, which overlap with the duties of the Historian.

(E) He shall coordinate all aspects of the composite for each academic year.

(F) He shall keep the records of each academic year.

(G) He shall report to the Scribe.

Section 13. The following are the duties and powers of the Webmaster:

(A) He shall be responsible for the creation and maintenance of the official fraternity website.

(B) He may coordinate and work with other committees to post additions to the website about specific committees or events.

(C) He shall report to the Scribe.

Section 14. The following are the duties and powers of the Jewish Programming Chair:

(A) He shall take charge of all communications between Hillel, Chabad, and other Jewish related organizations on campus and the Chapter.

(B) He may coordinate and work with other committees to plan events, which overlap with Hillel, Chabad, or other Jewish related organizations on campus.

(C) He may oversee Hillel Liaison(s) and Chabad Liaison(s), who specialize in relations between the respective organization and the Chapter.

Section 15. The following are the duties and powers of the Sentinel:

(A) The sentinel shall be the guardian of the entrance(s) at all regular and special meetings.
He shall enforce chapter-meeting policies.
(C) The Sentinel shall assist in maintaining decorum at all meetings.
(D) The Sentinel shall be required to be familiar with this Constitution and Robert’s Rules of Order (Revised, Eleventh Edition), and shall be obligated to enforce them at all events and Chapter meetings.
(E) The Sentinel shall be the chair of the Ritual Committee.
(F) The Sentinel shall be custodian of the gowns, Bible, gavel, Cofa, candles, and all other ritual objects of the Chapter.
(G) He shall report to the Master.

Bylaw VI: Committees

Section 1. The following shall be standing committees of the Chapter:
(A) Rush Committee
(B) Ritual Committee

Section 2. The Rush Committee will be composed of the Rush Chair, Master, Pledge Master, and additional brothers decided by the rush chair. He shall appoint these brothers after completion of an application process and approval by the Executive Board.

Section 3. The following are the duties and powers of the Rush Committee:
(A) This committee shall plan and direct the Rush program of the Chapter.
(B) It shall coordinate all arrangements necessary in rushing prospective new members.
(C) Any brother may attend Rush meetings and voice their opinion when allotted time by the chairman, but shall have no voting powers.
(D) A simple majority vote of the entire Rush Committee is necessary in order to extend a bid to a prospective new member, to be given by the Master.

Section 4. The following are the duties and powers of the Ritual Committee:
(A) The Ritual Committee shall consist of the Master, Lieutenant Master, Sentinel, and other appointed members to fill the roles as needed.
(B) They shall run all Rituals.
(C) The Ritual Committee will be responsible for all setup, preparation, and rehearsals for rituals and/or special ceremonies.

Bylaw VII: Finances

Section 1. Chapter dues may be changed by a two-thirds vote of Brothers in good standing.

Section 2. Additional funding for special projects may be collected from the Brothers pending a two-thirds vote of Brothers in good standing.

Section 3. The Exchequer shall summon any Brother, who is in arrears in any amount in his financial obligations, to the Executive Board. If the Executive Board determines the Brother to be unexcused, the Executive Board shall suspend the Brother.
Section 4. The Exchequer shall collect the Housing dues.

Section 5. The brotherhood will pay dues based upon a tiered dues system:

(A) Dues shall be tiered by class, with class determined by number of years spent at any university or academic institution, such that fourth year students will pay the least, and second year students will pay the most. Freshman or upperclassmen students who pledge in the spring or fall, respectively, will pay pledge dues.

Section 6. The Exchequer shall take hold the responsibility to determine all rates for dues each semester.

(A) Any dues amounts or adjustments determined by The Exchequer before the start of each semester must be approved by the Executive Board

   a. A majority of over 50% of the Executive Board must vote in favor of the proposed dues amounts or adjustments for them to pass.

(B) Pledge dues shall be based on the amount pledges pay to National, the amount of activities they will have throughout pledge, how active the pledges are within the fraternity during the semester they pledge, and the number of pledges that are in the pledge class itself. The Exchequer shall propose adjustments to these dues before the start of each semester if needed. These adjustments must be approved by the Executive board before going into effect.

   a. The amount of funding needed for activities during pledge shall be determined by the Pledgemaster, and that amount must be proposed to and approved by the Executive Board before going into effect.

(C) The Exchequer shall determine the proper rate of dues for each class by determining a targeted operating budget and rate of dues collection. These rates must be approved by the Executive Board before going into effect each semester.

   a. A target operating budget will be determined between the amount of $43,000 to $47,000 before the start of each semester

   b. The percentage of the budget that each class will pay is to be determined by the percent of the budget the Exchequer determines to have them pay.

   c. The amount of dues that each brother within each class will pay is adjusted based on the size of the class. The Exchequer will adjust the amount of dues each brother within each class will pay by factoring in the varying sizes in class.

   d. The total expected amount to be collected will then be determined based on the expected collection rates, the amount of brothers in each class, and the adjusted dues values.

(D) The Exchequer shall determine the utilities fee for brothers both living in the house, and brothers not living in the house. These utilities fees will be added into a Brother’s dues. The Exchequer can propose adjustments before the start of each semester. Any adjustments must be approved by the Executive Board before going into effect.

   a. The brothers living in the house shall pay a housing fee based on the cost of utilities, cable, internet, and the amount of brothers living in the house.

      i. This fee will remain between $300 and
b. An out-of-house living cost, known as a parlor fee, is determined for all brothers who do not live in the house. The parlor fee will be determined based on the cost of utilities, cable, internet, and the amount of brothers living in the house.
   i. This fee will remain between $70 and $150.

c. Both the in-house utility fee and the parlor fee will be absorbed into the Housing Budget.

d. The Exchequer can change these amounts as he sees fit at the start of each semester.

Section 7. The following is the procedure for operating with the attendance fee in tandem with dues:

   (A) After the final dues amount has been determined for the upcoming semester, an additional $120 (or $45 + $5 x #chapters scheduled – 2) shall be added to the dues amount for each member.

   (B) At the end of each semester the fraternity shall reimburse each dues-paying members an amount of money not in excess of the amount in Section 7a, and calculated according to the following formula: $5 x # chapters attended (on the assumption of 15 chapters) + $15 for attending the risk event + $15 for attendance of initiation – dollars of damage to fraternity property caused, as determined by the Executive Board in accordance with Bylaw III.

   (C) Attendance at these events includes all of the following:
       a. Attendance verified by the Sentinel or Scribe
       b. An excused absence in accordance with Section 4 of Bylaw IV, and verified by the Scribe
       c. These excused absences must be submitted to the Master and Scribe prior to the time of the event in question

   (D) Before each semester, the Master and Exchequer shall have the authority to amend the formula stated in Section 7a in accordance with the needs of the fraternity and with the approval of a majority vote of the Executive Board

   (E) Collected money under this amendment that will not be refunded due to missed events shall be added to the fundraising budget prior to the end of the semester in which the money was collected

Bylaw VIII: Standards Board

Section 1. The Standards Board shall consist of five active Brothers of the Chapter elected by the fraternity.

   (A) Every active Brother is a candidate. There is no nomination process, and there shall be no speeches.

   (B) Brothers may vote for two (2) second year students, two (2) third year students and one (1) fourth year or above student of the Chapter.

   (C) The two (2) Brothers with the most votes for second and third year students and the Brother with the most votes for fourth year and above students will be elected to the Standards Board.

   (D) The Brother with the third most votes for each year will become the alternates to the Standards Board and only serve in the absence of the
Section 2. Any Brother(s) may bring about charges against any other Brother(s).

Section 3. The Standards Board must vote on whether or not to hear every case that is brought to them. If three or more justices vote to hear the case, the case must be heard. If a case is heard, the Standards Board shall hear all charges brought about by any Brother(s) of this fraternity and shall determine an appropriate punishment if one is warranted. The Standards Board shall not make a decision on any issue unless the issue is officially raised to them by a Brother of the Chapter. All charges must be put in writing and submitted to the chairman of the Standards Board.

Section 4. Any Brother may bring charges for the suspension of an active Brother to the Standards Board. A two-thirds vote of the Standards Board followed by a two-thirds vote of the Executive Board is necessary to suspend an active Brother. If the brother charged is a member of the standards board of the Executive Board, he is not allowed to vote.

Section 5. A Brother against whom charges are brought shall be duly notified of the time and place of his hearing by the Standards Board. If he does not attend this meeting and does not have a valid excuse, the Standards Board may make their decision without his testimony.

Section 6. Any one party involved in a case may delegate one Brother to represent its interests in front of the Standards Board.

Section 7. If a member of the Standards Board is directly involved in a case that comes before the Standards Board, that member shall be obligated to remove himself from that case. An alternate shall replace that Brother on the Standards Board. If the chairman is involved in a case, the brother replacing him will not be the chairman. The third year brother with the most credit hours becomes the chairman.

Section 8. The Standards Board acts in accordance of the good and welfare of the fraternity. All constitution related issues are under the jurisdiction of the Executive Board. In no way can the Standards Board overturn an Executive Board decision. The Standards Board may decide the level of punishment per the stipulations of the case.
Section 9. Decisions of the Standards Board must be put in writing and saved for future reference. The chairman of the Standards Board has the jurisdiction to declare the records of sensitive cases to be closed to the fraternity. Only the members of the Standards Board and the brothers directly involved may view closed decisions. Closed records may be opened to the Brotherhood after a set amount of time set by the chairman of the Standards Board. All other decisions shall be open records to the Brotherhood. If a closed records case is brought to the brotherhood to be overturned, the records are then opened to the brotherhood. This bylaw in its entirety supersedes all other documents or files in regards to standards board procedure. If anything in this bylaw contradicts with the procedural files held by the chairman of the Standards Board, the bylaw must be followed.

Section 10. Any Standards Board decision may be overturned by a 2/3 vote of the brotherhood in attendance at the meeting. Only the brothers involved in the case may request to overturn a decision.

Bylaw IX: General Provisions

Section 1. The Order of Business at all regular meetings shall be as follows, but may be changed at the discretion of the Master:

(A) Ritual Opening
(B) Roll Call
(C) Reading of Minutes of Previous Chapter Meeting
(D) Reading of Minutes of Executive Board Meeting
(E) Reports of Officers of the Executive Board
(F) Reports of Minor Board positions
(G) Reports of Committees
(H) Old Business
(I) Special Business
   a. Including, but not limited to, nominations and elections
(J) New Business
(K) Announcements
(L) Good and Welfare
(M) Ape (“Medwed”)
(N) Lion
(O) Adjournment

Section 2. No voting in absentia shall be allowed at any regular or special meeting, unless specifically allowed by the Constitution or Bylaws of this Chapter. No voting by proxy, the act of allowing a brother to vote in place on another brother, shall be allowed at any meeting. Abstentions remove from the total and shall not be counted.

Section 3. Robert's Rules of Order (Revised, Eleventh Edition) shall govern the meetings, except where the foregoing rules and regulations provide otherwise.

Bylaw X: Amendments

Section 1. Any active brother in good standing may propose an amendment to the Constitution.
Section 2. A proposed amendment to the Constitution must first be introduced to the Executive Board. The amendment must be submitted in writing, signed by at least ten (10) percent or five (5) of the active Brothers, whichever is larger.

Section 3. A simple majority vote of the members of the Executive Board is necessary in order to present the proposed amendment to the Chapter during new business at the following Chapter meeting. If a simple majority of the members of the Executive Board is not achieved, a brother may present the amendment to the chapter during new business with the approval of three-fifths (60%) of the present brothers in good standing.

Section 4. The structure of discussion shall be held at the discretion of the Master.

Section 5. Robert's Rules of Order (Revised, Eleventh Edition) shall be the rules followed for the introduction, debate, and collection of amendments, which may be deemed friendly or hostile, which are modifications made to an amendment before its adoption.

Section 6. The Chapter will vote on the amendment at the next regular meeting following the presentation of the amendment.

Section 7. A three-quarters (75%) vote of the Brothers present in good standing shall be necessary to pass the amendment.

Section 8. Any amendment may be repealed by the same process that an amendment is adopted.

Bylaw XI: Bylaws

Section 1. A bylaw shall be an official rule or regulation of the fraternity. All bylaws must be clearly stated in writing.

Section 2. The Executive Board shall enforce the bylaws of the Chapter.

Section 3. Any active brother in good standing may propose a bylaw.

Section 4. A proposed bylaw must first be introduced to the Executive Board. The bylaw must be submitted in writing, signed by at least ten (10) percent or five (5) of the active Brothers, whichever is larger.

Section 5. A simple majority vote of the members of the Executive Board is necessary in order to present the proposed bylaw to the Chapter during new business at the following Chapter meeting. If a simple majority of the members of the Executive Board is not achieved, a brother may present the amendment to the chapter during new business with a
simple majority of the present brothers in good standing.

Section 6. The structure of discussion shall be held at the discretion of the Master.

Section 7. Robert's Rules of Order (Revised, Eleventh Edition) shall be the rules followed for the introduction, debate, and collection of amendments, which may be deemed friendly or hostile, which are modifications made to a bylaw before its adoption.

Section 8. The Chapter will vote on the adoption of the bylaw at the next regular meeting following the presentation of the amendment.

Section 9. A simple majority of the Brothers present shall be necessary to pass the bylaw.

Section 10. Bylaws may be designated to be in effect for a finite period of time.

Section 11. Any bylaw may be repealed by the same process that a bylaw is adopted.

Bylaw XII: Removing a Member of the Executive Board from Office

If a Brother believes that a member of the Executive Board is not fulfilling the duties of his position as outlined by the Constitution and/or bylaws, the brother may follow the following procedure:

Section 1. The Brother must submit a writ of no confidence to the Standards Board.

Section 2. The Standards Board shall have one week with which to hear and decide on the case.

Section 3. The voting members of the Standards Board will vote on whether or not to bring the case to the Chapter. A simple majority shall be necessary. In this situation, the Standards Board will vote yes if they believe that the accusations have substance. If the Standards Board votes against bringing the case to the Brotherhood, the accusing Brother can propose a vote to the Chapter with written charges signed by twenty (20) percent of the chapter or fifteen (15) active brothers, whichever is larger.

Section 4. The Chairman of the Standards Board will moderate a discussion of the Chapter. This discussion will begin with report on the findings of the Standards Board. Afterwards the Chairman shall lead a discussion of the chapter. He shall remain an impartial moderator, allowing brothers on both sides of the issue to express their opinions. He shall keep the discussion on topic and limit it to a reasonable time period.

Section 5. A 2/3 vote of the Chapter shall be necessary to remove a member of the Executive Board, if the case is brought to the Chapter by the Standards Board.
Section 6. If a member of the Executive Board is removed from office, a replacement shall be chosen according to the procedures described in Bylaw II. In the event that the Master is removed from the Executive Board, the Lt. Master shall become acting Master and facilitate the election of a new Master.

Bylaw XIII: Academics

Section 1. Each brother of this chapter is required to attain 30 points by the end of the Semester according to the fraternity Academic Plan.

Section 2. The execution of the academic plan will be the responsibility of the academics chair.

Section 3. There will be ten (10) hours of study tables per week.

(A) Study tables will be scheduled by the academics chair.
(B) Study tables will be at a variety of times and places, including the chapter house and annexes and libraries on campus.
(C) The brother in charge of the study tables will oversee the session, making sure that no brother is disruptive to others.
(D) If a brother disrupts the studying of others, he will not be given credit for having attended that session. This will be at the sole discretion of the brother overseeing the session.
(E) It is up to the academics chair to decide if a separate group work area is necessary where talking will be permitted.

Section 4. Consequences for failing to complete the Academic Plan will be as following:

(A) Failing the plan by one (1) or two (2) points shall result in a $10 fine
(B) Failing the plan by three (3) or four (4) points shall result in a $25 fine.
(C) Failing the academic plan by five (5) or more points shall result in a $45 fine.
(D) All funds collected from fines will be donated to the fraternity’s national philanthropy.
(E) Consequences will be rescinded for every brother at the end of a semester.

Section 5. A brother will be allotted a number of points to begin the semester subject to his previous semester’s GPA according to the following scale:

(A) 3.75 - 4.00: twenty (20) points
(B) 3.50 - 3.74: fifteen (15) points
(C) 3.25 - 3.49: eleven (11) points
(D) 3.00 - 3.24: six (6) points
(E) Below 3.00: two (2) points

Section 6. Points may be earned the following ways:
(A) A brother who arranges and organizes an approved speaker for the Chapter will receive four (4) points. These speakers will be a part of the AEPi Speaker Series.

(B) A brother who attends an AEPi Speaker Series seminar will receive two (2) points.

(C) A brother who attends a Resume Review session held by any academic department or organization at Ohio State will receive two (2) points.

(D) A brother who attends an Ohio State guest lecturer, such as someone who is an esteemed scientist or business executive, will receive two (2) points.

(E) A brother who meets one-on-one with the academic advisor of Alpha Epsilon Pi to discuss academic topics will receive two (2) points.

(F) A brother who attends a class review session will receive two (2) points.

(G) A brother who attends a class’ office hours to discuss class work with a professor will receive two (2) points.

[i.] A brother can receive a maximum of nine (9) points per semester for attending office hours.

(H) A brother who attends a fraternity-sponsored study tabled will receive two (2) points.

(I) A brother who is enrolled in, and receives a passing grade in a Time Management or Study Skills Class at Ohio State will receive ten (10) points.

Section 7. If a brother is to attend another event not listed in Bylaw XIII, Section 6, the Academics Chair is to determine the point value of said event. A brother must inform the Academics Chair of the event by the chapter preceding the event. The Academics Chair should only offer points to the brother if the event possesses the following characteristics:

(A) The event will encourage scholarly activity.

(B) The event will teach skills that facilitate academic success.

(C) The event will teach professional skills.

Section 8. All brothers planning to graduate within a calendar year whose GPA is above the fraternity average are exempt from this bylaw.

Section 9. Any brother with a GPA under a 3.0 is required to meet with the president and academics chair at the start of every semester and be put on academic plan that will be strictly enforced.

Bylaw XIV: Live in Requirement

Section 1: Any brother who pledged the Eta Chapter as either a freshman or sophomore, or has at least 2 remaining years left as an undergraduate student at The Ohio State University, must live in fraternity housing for no less than two full academic semesters, not including summer term, before senior year unless the house(s) is already at the mandated requirement set forth by ESPONDA Association, or some “extenuating circumstance” occurs with a brother that prevents them from living in fraternity housing. These “extenuating circumstances” are to be reviewed by the Executive Board, which will also be responsible for enforcing payment. For disciplinary action, see section 2.

(A) If a brother pledges as a freshman, he must commit to living in fraternity housing his sophomore year. If a brother has made a previous commitment to a lease, and is unable to break that lease for the coming year, he will be required to live in fraternity housing his junior year.
(B) If a brother pledges as a sophomore, he must commit to living in fraternity housing his junior year. If a brother has made a previous commitment to a lease, and is unable to break that lease for the coming year, he will be required to live in fraternity housing his senior year.

(C) If the house is not filled and all above requirements are met, any brothers of Junior or higher standing will be required to live in fraternity housing for the coming year, starting with juniors that have not yet lived in, and ending with seniors that have lived in for one or more years.

(D) The order in which the house is filled shall be determined by the outgoing Lt. Master in accordance with the duties and responsibilities of the Lt. Master presented in Bylaw 3, Section 4.

Section 2: Disciplinary Action

(A) If the requirements from section 1a are not met, the offending brothers will be required to pay one month of rent during Fall Semester of their junior year, to be paid in tandem with their dues. One month of rent will be based on the total rent paid over the course of one full academic year for a single room divided by the number of 30-day periods the ESPONDA lease covers. If that brother again chooses to not live fraternity housing during their junior year, that brother will be responsible to pay one month of rent per semester their senior year in tandem with dues. One month of rent will be based on the total rent paid over the course of one full academic year for a single room divided by the number of 30-day periods the ESPONDA lease covers.

(B) If the requirements from section 1b are not met, the offending brothers will be required to pay one month of rent during Fall Semester of their senior year, to be paid in tandem with their dues. One month of rent will be based on the total rent paid over the course of one full academic year for a single room divided by the number of 30-day periods the ESPONDA lease covers.

(C) If the requirements of 1c are not met and the fraternity housing does not meet capacity requirements, any fines or expenses that the chapter must absorb will be evenly distributed to all brothers not living in the house, known as a Low Occupancy Fee. This fee will be added on to dues for the semester(s) that it is required for.

*Fraternity housing=Housing owned by ESPONDA, including but not limited to the “main house” and all “annexes.”

Bylaw XV: Code of Conduct

Section 1: Sober Monitor Responsibilities:

(A) Front Door

- Holding onto the list and checking off people as they arrive → have security handle the list
- Denying anybody not on the list
- If anybody looks too intoxicated at the door, deny them entry
- Check ID's at the door, mark EVERY hand (Over = o, Under = x)
- Hand out wristband/drink tickets
- Stay at your post unless you are being replaced by another sober monitor
- If any brother pesters you about bringing in guests, you reserve the right to ask that brother to leave
- Make sure that nobody brings drinks outside
(B) Bartender
- Prerequisite: Attending the bartender training session from IFC
- Collecting drink tickets from partygoers in exchange for alcohol
- Do not allow anybody that is not on Exec Board or another sober monitor behind the bar
- Check hands for correct marks
- Deny drinks to guests who look too intoxicated
- Sober bartender is the only one who can handle drinks

(C) General Sober Monitor
- Walk around party area to make sure that there are no problems
- Assist DJ if he asks for help
- Assist bartenders if necessary
- Assist people at the door if necessary
- Walk through stairwells, bathrooms, hallways to ensure that nobody in there needs assistance
- If anybody looks too intoxicated, give them assistance
- Work with your other sober monitors to back each other up
- Meet 20 minutes before the event to plan locations and routes for the event

(D) Hired Security
- Hired security can take instructions from the following and only the following:
  1. Master
  2. Lieutenant Master
  3. Social Chair
  4. Rush Chair
  5. Risk Manager
- Can remove anyone from the event at the discretion of those listed

Section 2: Responsibilities of General Members:
- Listen to all instructions given by executive board members
- If sober monitor asks for assistance, do what they ask of you
- Do not bring drinks away from the bar
- Do not spray drinks
- Do not knock over tables or chairs
- Do not bring guests into your rooms during events
- If anybody appears to be too intoxicated, get them water and assist them
- Make sure that sober monitors are doing their jobs
  - If they aren't, let somebody on exec board know so that something can be done about it

Section 3: Failing to Meet the Responsibilities:
(A) Any brother found not fulfilling these responsibilities to the fullest will be brought to standards board (by the chapter)

(B) If there is substantial evidence that the brother came short in terms of fulfilling these responsibilities, they will be put on social probation for 2 weeks

(C) Regardless of the result of the hearing, the brother will be required to sober monitor another event to prove that they understand what it means to properly manage risk (this goes for sober monitors and general members)