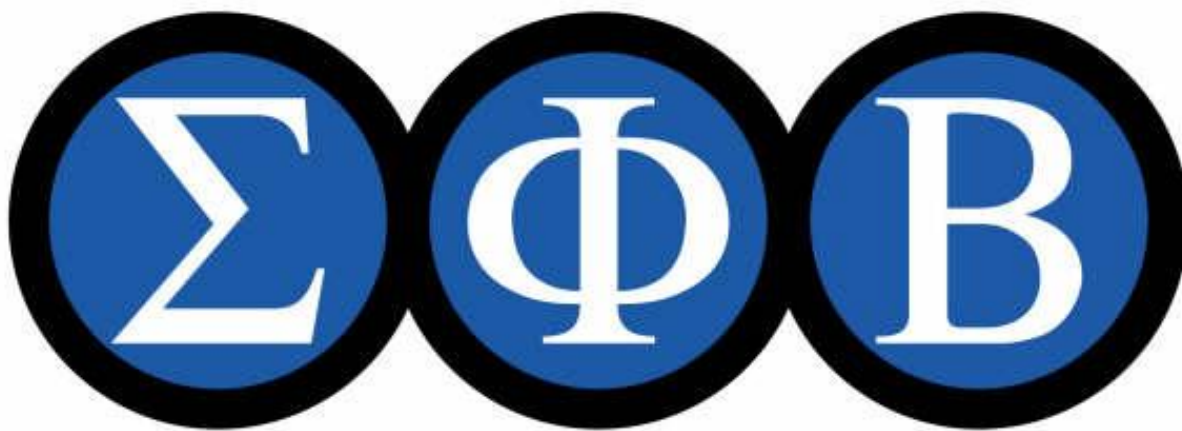


National Constitution and Bylaws
Of
Sigma Phi Beta Fraternity



sigma phi beta

The Constitution was updated most recently upon the completion of the 2012 National Special Convention held in Bloomington, IN from June 22nd – 24th, 2012.

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Constitution of Sigma Phi Beta

Article I Establishment of the Fraternity

Section 1 Fraternity Name

This Brotherhood shall be known as Sigma Phi Beta Fraternity, hereinafter referred to as Fraternity.

(a) Abbreviation

“Sigma Phi Beta” is to be abbreviated as “SPB” when needed.

Section 2 Incorporation

The Fraternity may incorporate by forming a not-for-profit corporation to include all of the Fraternity’s then-existing members and to which all of the Fraternity’s assets and liabilities shall be transferred.

Section 3 Composition

The Fraternity shall consist of chapters, alumni chapter and colonies, established in accordance with the Constitution and Bylaws, and of members initiated in accordance with the Ritual.

Section 4 Governance

The governing agencies of the Fraternity shall be the Convention and Board of Directors known as the Council of Sigma Phi Beta Fraternity, hereinafter referred to as Council. The Convention shall have full and complete legislative powers. The Council shall be the supreme legislative body between Conventions. All acts of both Convention and Council shall be consistent with the Constitution.

Section 5 Sigma Phi Beta Law

The supreme law of the Fraternity shall be the Constitution. The Fraternity may enact Bylaws that are consistent with the provisions of the Constitution. The Fraternity may adopt other Legislative Enactments that are consistent with the provisions of the Constitution and Bylaws. The governing agencies of the Fraternity may implement Regulations enforcing the Constitution, Bylaws and Legislative Enactments. The Constitution, Bylaws and Legislative Enactments duly adopted by the Fraternity shall be collectively referred to as Sigma Phi Beta Law.

Article II The Council and National Officers

Section 1 Required Officers

The officers of the Fraternity shall be the President and Chairman of Sigma Phi Beta Fraternity, hereinafter President, Secretary/Treasurer, Director of Expansion, Director of Chapter Affairs, Director of Alumni Affairs, Director of Communications, and such other officers as may be designated by the Council. At least three officer positions must be filled in order for the Council to function.

(a) Titles

All officers shall retain the title Councilor while serving in office, except the President, who shall retain the title Chairman.

(b) Election and Term of Officers

The officers shall be elected at every Convention held every odd-numbered year. The term of office shall expire 30 days after the election of their successors.

(c) Appointment of Non-Elected Officers

Officers and salaried officials not elected by the Convention may be appointed and discharged by the Council.

(d) Term Limits

A President who has filled two full terms is ineligible to run for this office

(e) Removal

For just cause and after due deliberation, an elected officer may be removed from office by a 3/5 vote of the Council.

(f) Recall

An officer may be recalled by a 2/3 vote of the Convention.

(g) Vacancy

In the event that an office is left vacant, or becomes vacant due to resignation or removal, the Council may appoint a replacement, who shall serve until the next regular Convention.

Section 2 The Council

The Council shall be composed of the officers of the Fraternity, who shall be alumni members of the Fraternity who have completed a course of study resulting in a degree.

(a) Meetings & Voting

The Council shall meet semi-annually and at such other times designated by the President of the Council. A majority of Council members shall constitute a quorum, provided that reasonable notice of the time and place of the meeting has been given to all members. Members of The Council who hold more than one office shall be counted as one member and are entitled to one vote each. The Council may decide any question by letter or facsimile ballot, in accordance with the rules it may adopt.

(b) Powers of the Council

The Council shall have the power to manage all of the business affairs and property of the Fraternity and may exercise all powers of the Fraternity, except those reserved for the Convention by this Constitution or as limited by statute. Additionally, the Council shall have the power to impose sanctions in the form of monetary fine or other reasonable penalty that it deems necessary and advisable against any member or organization within the Fraternity that violates the law, except that suspension of members of organizations within the Fraternity and withdrawal of chapter charter must be in compliance with Articles IV and V of this Constitution.

Article III Convention

Section 1 Composition

The Convention shall be composed of those members who have voting rights under the Constitution.

Section 2 Convention Officers

The President shall preside over the Convention. The President may designate another member of the council to preside in his absence. The President may appoint a parliamentarian. The Council shall appoint a Convention Secretary.

Section 3 Time, Place, and Notice

The Convention shall meet at least every other year. The time and place of all Conventions shall be set by the Convention. In the event that the Convention fails to set the next Convention time and place, the Council will make the selection. Notice of the time and place of the Convention

shall be given in any manner reasonably to give notice to all members, and shall be given at least ninety days in advance.

Section 4 Quorum

A majority of delegates who have registered their attendance shall constitute a quorum, whether or not some may have departed.

Section 5 Order of Business

The Council shall set the order of business at the Convention. Any member may bring forth business by submitting a resolution in writing to the Council at least thirty days before the Convention. Business not set by the Council or submitted in this fashion may only be considered upon approval of 2/3 vote of the Convention.

Section 6 Chapter Delegates

Each chapter in good standing shall be entitled to three delegates with one vote each at the Convention. Delegates shall be selected by the chapter in a manner consistent with the governing documents and policies of the chapter. Delegates shall be in good standing with the Fraternity.

Section 7 Alumni Chapter Delegates

Each alumni chapter in good standing shall be entitled to two delegates with one vote each at the Convention. Delegates shall be selected by the alumni chapter in a manner consistent with the governing documents and policies of the alumni chapter. Delegates shall be in good standing with the Fraternity.

Section 8 Colony Delegates

Each colony in good standing with at least three initiated members of the Fraternity shall be entitled to one delegate with one vote at the Convention. Delegates shall be selected by the colony in a manner consistent with the governing documents and policies of the colony. Delegates shall be in good standing with the Fraternity.

Section 9 Council Members

Elected members of the Council shall be entitled to one vote each at the Convention.

Section 10 Past Presidents

Past presidents who have completed their term of office in good standing shall be entitled to one vote at the Convention. Past presidents who are entitled to vote as a national or alumni chapter delegate may not invoke this right.

Section 11 Definition of Good Standing

The term good standing as used in this Article refers to those active members who have no debts to the Fraternity or their chapters or colony, and are not under any suspension proceedings; and those chapters, alumni chapters and colonies that have no debts to the Fraternity and are not dormant or under suspension. A chapter, alumni chapter or colony that is in debt to the Fraternity, but otherwise in good standing, shall be considered in good standing for the purpose of voting at the Convention if the chapter, alumni chapter or colony submits a payment plan that

is determined to be reasonable by the Secretary/Treasurer at his sole discretion. In the absence of the Secretary/Treasurer, the payment plan shall be submitted to the President, who shall make the decision at his sole discretion.

Section 12 Special Conventions

A special Convention may be called by the Convention, a 2/3 majority of the Council, or a majority vote of the chapter, alumni chapters and colonies. A special Convention shall have the power to consider and act upon only the specific business for which it was duly called and concerning which members and delegates shall have been duly notified.

Article IV Membership in Sigma Phi Beta Fraternity

Section 1 Membership Defined

Membership in the Fraternity shall be limited to male college students attending an accredited two-year or four-year degree granting institutions who have been initiated in a chapter or colony according to the Ritual and who meet minimum standards as set forth by the Council or Convention.

Section 2 Initiation of Members

Individuals may be initiated into a chapter, alumni chapter or colony, according to the guidelines set forth by the Council and the chapter, alumni chapter or colony to which he seeks membership.

(a) Eligibility GPA Requirement

The candidate shall have achieved in the semester proceeding the semester of initiation an average of not less than 2.50 on a 4.0 scale. If the candidate is a first semester freshman, he shall have achieved an average of not less than a 2.5 on a 4.0 scale during high school.

(b) Eligibility Pledge Process Requirement

The candidate shall have completed the Pledge process, in which he successfully demonstrates he has acquired a sound and thorough knowledge of the Purpose, Mission and Values of Sigma Phi Beta Fraternity and of the ideals and principles upon which it was founded. The Pledge process shall not be longer than eight (8) academic weeks.

Section 3 Affiliation of Transfers

Any member attending a degree granting institution where there is a chapter or colony of Sigma Phi Beta Fraternity may, with the approval of the Council and of the chapter or colony, affiliate with that chapter or colony.

Section 4 Suspension of Members

Members that fail to meet the minimum requirements of membership or fail to pay the required fees shall automatically have their membership suspended, until such time that they meet the minimum requirements or become current in their debts to the Fraternity. Members who are suspended lose all rights and privileges associated with membership. Any member who is suspended for more than one year may only have his membership reinstated if he meets the above-mentioned criteria, and upon petitioning his chapter and receiving the approval of 3/4 of the chapter members vote.

(a) Suspension by the Standards Board or the Council

Any member can be suspended by a chapter's Standards Board or the Council on one or more of the following grounds: violation of state, Federal, or Sigma Phi Beta Law, conduct unbecoming a member of the Fraternity, disrespect of established authority of the undergraduate chapter or the Fraternity, unsatisfactory scholarship, or disregard of orders officially given by the established authority of the chapter or Fraternity. The Standards Board or the Council shall outline steps required for reinstatement. The Council shall have the authority to order the initiation of suspension proceedings by a chapter against a member.

(b) Reinstatement

A member shall be reinstated once he has completed the steps outlined for his reinstatement, provided he meets all other requirements for active status.

Section 5 Alumni Membership

A member in good standing may become an alumni member upon completion of a course of study resulting in a degree and satisfying any additional requirements for alumni status as set forth by the National or local organizations' Law. Alumni membership may also be conferred in alternate circumstances as follows:

(a) Early Recognition of Alumni Membership for Organizational Benefit

A member who has been active for at least four (4) full semesters (including the semester in which the member completed the new member education process) and is currently active, may petition the Council for alumni status if they continue to provide organizational benefit to the National Organization by fulfilling a role or responsibility as set forth by the Council and the transition from active to alumni does not place in jeopardy the referring chapter's minimum required number of members nor may such an action place undue organizational burden to the local organization in the form of irreplaceable skills, talents, or institutional knowledge. The member will retain alumni status so long as the original or alternate assigned duty is satisfied for a minimum period of one (1) calendar year from the date of alumni recognition. After the completion of a one (1) year term of National service, the member's alumni status is no longer subject to duty-related requirements. Prior to the completion of one (1) year of National service, any failure to perform the assigned role or responsibility satisfactorily will result in the revocation of the member's alumni status, unless the member has otherwise fulfilled the graduation requirement; revocation of alumni status will result in suspended membership unless the member petitions for active status at an existing chapter or colony.

(b) Salutation

The Council may establish a system of Alumni Salutations for the purpose of recognizing Alumni members who give monetary, service, or organizational contributions to the organization throughout their lifelong tenure as members of the Fraternity.

(c) Recognition of Alumni Membership for Suspended Members

A member who is suspended and has completed a course of study resulting in a degree may petition the Council for a waiver of the good standing requirement.

(d) Recognition of Alumni Membership for Founding Members

Any founding member of Sigma Phi Beta Fraternity at Arizona State University may petition the Council directly to become an alumni member.

(e) Voting Threshold

A 2/3 vote of the Council shall be required to approve the waiver or direct petition.

Section 6 Honorary Members

Chapters, alumni chapters and the Council may elect Honorary Members. The Council may establish procedures for granting and revoking Honorary membership and defining the rights and privileges of such members.

Section 7 Fees

The Fraternity may establish a set of required fees for members in the Fraternity.

Section 8 Expulsion of Members

The Council may expel active or suspended members and alumni members by a 3/4 majority of members voting, provided that notice is given as least two weeks in advance, and further provided that the member is given reasonable opportunity to present, in writing or in person, all evidence and argument which he may reasonably wish to present. The member and his chapter shall be notified in writing of the decision of the Council. Members who are expelled may not be considered for reinstatement.

Section 9 Membership in Other Fraternities

No person shall be initiated as a member of the Fraternity if such person is or has previously been a member of another similar social fraternity. The Council shall decide any question of whether an organization is a similar social fraternity as used herein.

Section 10 Annual Meeting of Members

An annual meeting of members shall be held at the same time and place as that of a meeting of the Council. Only members of the Council shall be voting members of the meeting, unless it is held at the same time and place as the Convention, in which case voting members shall be as defined in Article III. Notice of the time and place of each annual meeting shall be given in a manner reasonably calculated to give notice to all members at least thirty days in advance.

Article V Organization within the Fraternity

Section 1 Chapters

(a) Definition of Chapter

As used in this Constitution, the term chapter means a chartered and installed organization composed of ten or more initiated members who are registered students.

(b) Formation

A chapter may be established from a local fraternity at and approved college or university, a Sigma Phi Beta Fraternity colony, or through a merger with another fraternity. A Sigma Phi Beta Fraternity colony or a local fraternity may submit a petition for charter if they have ten or more members. Upon receipt of such a petition the Director of Expansion shall be responsible for inspecting the colony. The Director of Expansion shall be responsible

for a complete investigation of the petitioning group and of the standards, resources, and activities of the college or university. The Director of Expansion shall be responsible for the submission of a written report of the findings and recommendations of such a report to the Council. If the petition is received more than ninety days prior to Convention, the Council shall vote on the petition. If the petition is received within ninety days of a Convention, the petition shall be submitted to the Convention for a vote.

(c) Naming of Chapters

Chapters shall be named in the order in which they are chartered, using the letters of the Greek alphabet in standard order. When all letters of the alphabet have been used, the succeeding chapters shall be designated by the letters of the Greek alphabet, in standard order, with the prefix Alpha. When all the letters of the alphabet have been used with the prefix Alpha, the prefix Beta may be used in like manner. When necessary, the prefixes shall continue in like manner in standard order throughout the Greek alphabet. From time to time in the naming of chapters, the Council may choose to skip sequences of letters, as it deems appropriate.

(d) Chapter Constitutions

All chapters shall adopt a Chapter Constitution and Bylaws. From time to time a chapter may revise its Chapter Constitution and Bylaws to address matters of local concern so long as any revision conforms to the Constitution and Bylaws of the Fraternity. A chapter proposing to amend its Chapter Constitution and Bylaws shall submit any amendment to the Council for approval before it takes effect.

(e) Installation of Chapters

After a petitioning body has been granted charter, those members who are not members of the Fraternity shall be initiated and the chapter installed, in accordance with the Ritual, by a chapter or other group of members designated by the Council. A charter signed by the President and the Ritual, in addition to any equipment such as the Council may deem necessary, shall be furnished to a new chapter. All material shall remain the property of the Fraternity and shall be returned to the Council if the chapter's charter is withdrawn.

(f) Suspension and Withdrawal of Chapter Charters

The Council may for just cause and upon 2/3 majority vote suspend any chapter for a period not to extend beyond the next Convention, at which time the suspension shall be submitted to the Convention for consideration. The charter of any chapter may be withdrawn only for just cause and upon 3/4-majority vote by the Convention.

(g) Dormant Chapters

A chapter may be placed in dormant status upon 2/3-majority vote of the Convention or Council and only if continued good standing, suspension, or charter removal is impractical or undesirable. A dormant chapter may be removed from dormant status in the manner provided for in Sections 1b and 1e of this article.

Section 2 Colonies

(a) Definition of Colony

The term colony as used herein refers to a recognized organization of registered students in attendance at a college or university where there is no chapter of this Fraternity.

(b) Formation and Termination

The Council may establish a colony at any college or university that is an accredited four-year degree granting institution. The Director of Expansion shall be responsible for organizing the colony and submitting such written reports as the Council may require. The Convention and the Council are empowered to terminate a colony, and either the Convention or the Council may do so at any time. The Council shall assign a name to each colony conforming to a shortened form of the name of the college or university at which the colony is located or the Greek letter name of a former chapter if the colony is located on a campus at which a chapter previously existed. The colony shall adopt the Standard Chapter Constitution and Bylaws of the Fraternity.

(c) Rights and Duties

Colonies shall bare all rights, privileges, duties and obligations extended to chapters, except as otherwise stated within the Constitution, subject to those regulations as the Council may provide. A colony with initiated members may have possession of its own Ritual Book and Ritual equipment, but may only conduct Ritual ceremony in the presence of an authorized representative of the Council, duly appointed by the Director of Expansion. A colony shall have three initiated members before suffrage at Convention is granted.

Section 3 Alumni Chapters

(a) Definition of Alumni Chapter

As used in this Constitution, the term alumni chapter means a chartered and installed organization composed of five or more members who are recognized as alumni by the Sigma Phi Beta National Fraternity. Only one alumni chapter may exist within the boundaries of a state (if located within the United States) or equivalent territory (if located within another country.)

(b) Formation

An alumni chapter may submit a petition for charter if they have five or more members which should contain a one-year plan for the proposed alumni chapter's operations. Upon receipt of such a petition, the Director of Alumni Affairs will be responsible for inspecting the credentials of the chartering members. The Director of Alumni Affairs will be responsible for a complete investigation of the petitioning group and of the proposed one-year plan. The Director of Alumni Affairs will be responsible for the submission of a written report of the findings and recommendations of such a report to the Council. If the petition is received more than ninety days prior to Convention, the Council will vote on the petition. If the petition is received within ninety days of a Convention, the petition must be submitted to the Convention for a vote.

(c) Naming of Alumni Chapters

Alumni chapters will be named using the full spelling of the state or territory as prefix to the alumni chapter designation.

(d) Alumni Chapter Constitutions

All alumni chapters will adopt the nationally-recognized Constitution and Bylaws. From time to time an alumni chapter may adopt its own bylaws to address matters of local concern so long as any revision conforms to the Constitution and Bylaws of the Fraternity. An alumni chapter

proposing to amend its bylaws will submit any amendment to the Council for approval before it may take effect.

(e) Installation of Alumni Chapters

After a petitioning body has been granted charter, a physical charter signed by the President and a copy of the Ritual, in addition to any equipment such as the Council may deem necessary, will be furnished to the new alumni chapter. All material will remain the property of the Fraternity and must be returned to the Council if the alumni chapter's charter is withdrawn for any reason.

(f) Suspension and Withdrawal of Alumni Chapter Charters

The Council may for just cause and upon 2/3 majority vote suspend any alumni chapter for a period not to extend beyond the next Convention, at which time the suspension shall be submitted to the Convention for consideration. The charter of any alumni chapter may be withdrawn only for just cause and upon 3/4-majority vote by the Convention.

(g) Dormant Alumni Chapters

An alumni chapter may be placed in dormant status upon 2/3-majority vote of the Convention or Council and only if continued good standing, suspension, or charter removal is impractical or undesirable. A dormant alumni chapter may be removed from dormant status in the manner provided for in section (f) above.

Article VI Ritual

Section 1 Definition

The Ritual is comprised of those ceremonies that are known only to initiated members of the Fraternity. In the event that any provision of the Constitution conflicts with anything in the Ritual, the terms of the Constitution shall govern.

Section 2 Establishment and Amendment

The Council shall have the responsibility of initially adopting the Ritual during the first ten years of establishment. After that, the Ritual may only be amended by 3/4-majority vote at Convention.

Section 3 Written Copies

Copies of the Ritual may be made only with permission of the Council. The Director of Chapter Affairs shall keep a record of all outstanding copies of the Ritual.

Article VII Amendments and Ratification

Section 1 Amendment of the Constitution

This Constitution may be amended only by a 3/4-majority vote of the Convention, except that provisions titled as sections of the Bylaws may be amended by a majority vote of the Convention or Council.

Section 2 Dissolution

The Fraternity may only be dissolved by a 3/4-majority vote at Convention, ratified by a majority vote in referendum of all members, or by an order of the court of competent jurisdiction.

Section 3 Ratification

The Constitution shall be ratified by a 2/3-majority of active brothers at a meeting of the Arizona State University chapter.

Bylaws of Sigma Phi Beta

Bylaw I National Officers

Section 1 General Responsibilities

Each officer shall submit a written report of the fulfillment of his duties at the Convention. All officers shall turn over to their qualified successors any property of the Fraternity that may be in their possession.

Section 2 President and Chairman of Sigma Phi Beta Fraternity

The President and Chairman of the Fraternity shall manage the organization and provide supervision over all affairs of the Fraternity. He shall preside at all Conventions and meetings of the Council. He is responsible for facilitating the activities of the Council and the Fraternity.

Section 3 Secretary/Treasurer

The Secretary/Treasurer shall manage the finances of the Fraternity. He shall ensure compliance with all government regulations related to the receipt and disbursement of monies and shall submit all required filings with the appropriate government entities in a timely manner. He shall prepare the Fraternity budget and keep accurate records of all transactions relating to finance and estate. He shall also be responsible for documenting and maintaining an accurate written record of proceedings of all Council meetings and Conventions; preparing minutes for approval and publishing them with any corrections or amendments; making them available for public inspection all approved minutes and the governing documents of the Fraternity; printing and distributing the meeting packets to all members of the Council, which shall include agenda, as established by the President, officer reports, resolutions scheduled for consideration & minutes from previous meetings pending approval; and updating all governing documents and policies of the Fraternity with changes and additions established by the Council.

Section 4 Director of Expansion

The Director of Expansion shall manage the recruitment of new colonies and development of new chapters. He shall manage contacts at potential sites for colonies and represent the Fraternity in dealings with degree granting institutions where colonies or potential colonies exist.

Section 5 Director of Chapter Affairs

The Director of Chapter Affairs shall manage the relations between the various chapters and the national organization. He shall maintain the records of the chapters provide support and guidance to the chapters and ensure chapter compliance with Sigma Phi Beta Law. He shall represent the Fraternity in dealings with degree granting institutions where chapters exist.

Section 6 Director of Alumni Affairs

The Director of Alumni Affairs shall manage relations with the Fraternity's alumni members. He is responsible for implementing a program to provide alumni members with meaningful experiences that encourage alumni members to participate and invest in the future of the Fraternity.

Section 7 Director of Communications

The Director of Communications shall manage the marketing, branding, publicity and image of the Fraternity. He shall be charged with ensuring that all public points of reference in regard to the Fraternity are well kept and updated. Additionally he shall serve as the front line contact in regards to all press inquiries, in addition to all public inquiry not related to expansion.

Section 8 Nominations of Officers

Candidates may be nominated by a committee on nominations or by nomination from the floor of the Convention. No nominations may be made without the knowledge and expressed consent of the nominee.

Bylaw II Finances and Fees

Section 1 Fiscal Discretion

In supervising and regulating the funds of the Fraternity, the discretion of Council members, exercised in good faith and with reasonable care, shall be binding upon the Fraternity, and they shall not be personally liable for the consequences of actions or inactions taken in good faith.

Section 2 Fraternity Budget

The Fraternity shall operate upon a budget approved by the Council. The budget shall be made available to any member upon request.

Section 3 Expenses

The necessary expenses of the Fraternity shall be met from funds secured through chapter and member dues, fees and assessments, and funds secured by Fraternity events and activities.

(a) Empowerment of President and Treasurer

The Council empowers the President and Chairman to pay necessary expenses of the Fraternity as they arise. This authority is granted with the understanding that the President and Chairman will seek advice of the Secretary/Treasurer and other National Officers before making any purchases or payments in significant amounts. The President and Chairman shall promptly report all paid expenses to the Secretary/Treasurer for proper record keeping and oversight.

Section 4 Funds

All funds of the Fraternity or handled on behalf of the Fraternity shall be deposited to the credit of the Fraternity.

Section 5 Record

The Secretary/Treasurer shall keep an accurate and current record of all receipts and expenses.

Section 6 Chapter Dues

Chapters and colonies shall pay the Fraternity dues according to a schedule established by the Council. Each chapter shall be assessed annual dues of \$400 per Chapter plus \$150 per active member, which shall be due January 31st of each year.

Section 7 Member Fees

All candidates for initiation into membership shall pay to the Fraternity, prior to initiation, an initiation fee of \$25, as set by the Council, which will be promptly remitted to the Council.

Section 8 Alumni Fees

A member who meets the requirements for Alumni Status as defined in Article IV, Section 5 of the Constitution will retain alumni status upon entering into a legally-binding contract with the Fraternity. This contract will consist of the following provisions:

(a) Amount

The value of the contract will be \$5,000.00.

(b) Payment Term

The term of contract will be set on a per-applicant basis between the Council.

(c) Minimum Monthly Payment

The minimum monthly payment must be at least \$10.00.

(d) Interest and Fees

The Fraternity may not assess interest or fees above the established contract value.

(e) Legally-binding

The contract is a legally-binding financial agreement between the alumnus and the Fraternity. The Fraternity is obligated to provide any service or value to any Alumni member who has either satisfied the total amount of their contract or is currently in good standing with respect to the contract's established term and monthly payment amount. The Fraternity may, at its discretion, pursue legal remedies against an Alumni member in the event of non-payment, including but not limited to the referral of a delinquent account to a collections service or the reporting of a delinquent account to a credit bureau.

(f) Failure to Complete

Any failure on the part of the member to complete or otherwise maintain the requirements of the Alumni contract will result in the revocation of that member's Alumni status at the discretion of the Council.

(g) Automatic Enrollment in State-Based Alumni Chapter

A member who has either completed or is compliant with their contract's terms will receive automatic membership to the alumni chapter in the state in which they reside.

(h) Sunrise Clause

Only members who graduate after July 1st, 2013 are subject to these requirements. All other members who are either currently recognized as Alumni or successfully complete the Alumni process prior to that date is subject to the original \$100 fee requirement.

(i) Opt-In

Any member who was subject to any legacy requirements may opt-in to the current program provided that the member's contract is consistent with the full requirements of this Bylaw.

(j) Additional Legal Language

The Fraternity, in collaboration with its legal counsel, may include other such legal language which it deems necessary to create a fair, enforceable arrangement as long as such language does not violate the spirit or intent of the abovementioned provisions.

Section 9 Insurance

The Council may purchase such general liability insurance covering any or all members and organizations within the Fraternity, as it deems necessary and advisable and may assess the cost of such insurance to the members or organizations within the Fraternity in any reasonable, practical and equitable manner.

(a) Insurance Premium Assessment

Chapters shall be assessed an annual fee to pay the premium on basic insurance, which shall be due September 1st of each year. The Secretary/Treasurer shall assess the fee, ensuring that the total cost of the insurance premium is covered from fees received from the chapters.

Section 10 Fines

The Council and Convention may assess fines to chapters, alumni chapters, colonies and members of the Fraternity, which shall be remitted promptly to the Council.

Bylaw III National Committees

Section 1 National Committee on Pledge Education

The National Committee on Pledge Education is a standing committee of not less than three members, including a chairman, appointed by the President. The primary functions of this committee shall be to regularly review the Pledge education and Pledge Educator training manuals to recommend to the Council any updates or changes the committee deems advisable and provide oversight over the training of Pledge Educators, including the implementation and enforcement of training standards.

Section 2 National Committee on Alumni Relations

The National Committee on Alumni Relations is a standing committee of not less than three alumni members, including a chairman, appointed by the President. The Director of Chapter Affairs shall serve on this committee, who cannot serve as the Chairman of the Committee. The primary functions of this committee shall be to provide guidance to the National Alumni Relations Program, to provide at least two (2) Alumni events hosted and attended by Alumni each calendar year, and advise the Council on alumni-related issues.

Section 3 Special Committees

The President and/or the Council may from time to time establish special committees to address a specific issue. The President shall appoint all committees and designate a chairman, unless otherwise instructed by the Council. Upon completion of the task assigned, the special committee shall automatically be discharged. The President shall monitor the activities of all committees and send proper notice to the Council and the members of a committee when a committee has been discharged.

Bylaw IV Chapter Operations

Section 1 Chapter Governance

All chapters shall operate according to the provisions of this bylaw. All activities and operations must be in compliance with Sigma Phi Beta Law. Chapters are authorized to develop bylaws in accordance with Section 16. All groups wishing to affiliate as a chapter of Sigma Phi Beta Fraternity are required to submit the Chapter Application adopted by the Council before recognition as a chapter is granted.

Section 2 Emergency Protocol

All chapters are required to abide by and adopt the Emergency Protocol enacted by the Council. All chapter officers shall become familiar with its contents and have a copy readily available. Chapter officers shall educate the general membership annually of the contents of this document. Copy of the Emergency Protocol will be made available on the Fraternity Intra-website.

Section 3 Articles of Incorporation

All chapters shall be required to enact Articles of Incorporation with the proper authority in the state in which they operate, consistent with the Sample Chapter Articles of Incorporation, as adopted by the Council.

(a) Approval of Articles of Incorporation

Chapters must first obtain approval of their drafted Articles of Incorporation by the Director of Chapter Affairs before proceeding with the process of incorporation.

(b) Proof of Acceptance of Articles of Incorporation

All chapters must submit to the National Office two certified copies of their Articles of Incorporation showing acceptance by the proper state authority.

(c) Retention of Articles of Incorporation

All chapters shall keep on file in a secure location at least one certified copy of their Articles of Incorporation.

Section 4 Chapter Names

The business of all chapters shall be conducted with the full and actual legal name of the chapter. All bank accounts and contracts and agreements entered into shall reflect the chapter designation.

(a) Identification to the public

All chapter officers, committees and boards shall identify themselves with the proper chapter designation when conducting business or presenting the Fraternity to members of the public.

(b) Contracts and Agreements

No chapter may enter into any contract or agreement on behalf of the Fraternity, but a chapter may enter into contracts and agreements on behalf of itself as a separate entity.

Section 5 Chapter Finances

Chapters shall elect their fiscal year to be consistent with the calendar year, beginning January 1st and ending December 31st.

(a) Annual Budget

All chapters shall adopt an annual budget, which shall report and guide the projected income and expenditures during the following fiscal year.

(b) Submission of Budget to National

No later than December 31st, all chapters shall submit a copy of their approved annual budget, with a statement from the Treasurer stating date of approval. Failure to submit budget and statement postmarked by December 31st will result in a fine of \$20 per day late.

(c) Annual Audit

All chapters shall submit a certified audit report completed by an independent auditor no later than January 31st of each year for the previous fiscal year. Failure to submit report postmarked by January 31st will result in a fine of \$20 per day late.

(d) Submission of Financial Information to National

All chapters shall provide the following to the National Office; copy of official IRS notification with the chapter's Employee Identification Number (EIN), the name, address and phone number of any bank where the chapter has a banking account, any and all bank account number in the chapter's name, names of all signers on all bank accounts in the chapter's name.

Section 6 Chapter Fundraising

As a 501(c) 7 tax-exempt nonprofit corporation, Sigma Phi Beta Fraternity and its chapters are subject to strict federal guidelines in regards to the source of income for the organization. To ensure all chapters operate in compliance with federal law and are able to continue to operate as tax-exempt organizations, the following guidelines shall govern chapter fundraising:

(a) Source of Income

The primary source of income for each chapter shall be the dues, fees and assessments levied on its members.

(b) Fundraising Caps

Each chapter may fundraise up to 15% of its total annual income from nonmembers. However, funds raised from nonmembers may not total more than \$1000 in a fiscal year.

(c) Remittance of Excess Fundraising Money

Any income received by a chapter from nonmembers exceeding the chapter's limit of either 15% or \$1000 (whichever is less) in a fiscal year shall be immediately disbursed to the National Office and automatically earmarked for charity, to be distributed to a charitable organization at the discretion of the Council.

(d) Fundraiser Structure

All chapter fundraisers must be structured in a way that furthers the purpose of the Fraternity;

(e) Collection of Donor Information

Chapters shall make a reasonable effort to collect the following information from all donors:

1. Amount Contributed
2. Form of payment
3. Name
4. Address
5. Phone Number
6. Occupation
7. Employer

(f) Retention of Donor and Payment Information

Chapters shall keep on file with the donor information a copy of the form of payment received;

(g) Fundraising Report

All chapters shall be required to complete a fundraising report for all fundraisers, due to National Office no later than 14 days after the starting date of the fundraiser. The report shall include the following information:

1. Description of fundraising activity
2. Number of members participating in the actual event or activity that brought in funds
3. Date of fundraiser
4. Location of fundraiser
5. Total amount raised
6. Total amount raised from nonmembers
7. Total amount raised from members
8. Donor information

(h) Remittance of Earmarked Money to National

Chapters shall remit any earmarked funds due to the National Office postmarked no later than December 1st of each year.

(i) Remittance Failure

Failure to submit the report or the funds by the appropriate due date shall result in a fine of \$20 per day late.

Section 7 Dues, Fees, and Assessments

Each chapter may assess dues for membership. Details of member dues shall be outlined in chapter bylaws.

(a) Pledge Fee

Each chapter may establish a Pledge fee to be assessed on all Pledge members. Additionally, an Initiation fee may be assessed on all neophytes. Access to the Initiation ceremony may be denied for nonpayment. Pledge and Initiation fees shall be outlined in the chapter bylaws.

(b) Standard Fines and Assessments

Each chapter may assess standard fines and assessments, which shall be outlined in its bylaws. Additional assessments may be levied on active brothers by the affirmative vote of seventy-five (75) percent of voting members.

Section 8 Chapter Business Meeting Frequency & Duration

A simple majority of members must be present in order to conduct business. The chapter will hold regular business meetings no more than once every other week during the regular semester. Active members are subject to the attendance policy for all business meetings. Chapter business meeting may not run longer than 2 hours in duration, in order that elected officers and members are encouraged to adequately prepare for and run efficient meetings. If the 2 hour mark is reached during a business meeting, all remaining agenda items are postponed until either the next Executive Board meeting or the next chapter meeting if the Executive Board is unable to address a particular agenda item.

Section 9 Meeting Minutes

The minutes are the official record of business transacted at meetings of the Fraternity. Thus it is important that proper, accurate and professional minutes are recorded and published for all regular and special chapter meetings and Executive Board meetings. All chapters shall follow these guidelines for proper minutes taking and recording:

1. Secretary or Acting Secretary shall be designated before the commencement of any meetings.
2. Secretary or Acting Secretary shall be responsible for recording and publishing the minutes of the meeting.
3. All minutes shall include the following information, at minimum:
 - a. Date, time and location of meeting
 - b. List of members present
 - c. List of members absent
 - d. Officer reports, committee reports, and any other reports given at the meeting
 - e. Time meeting was adjourned
 - f. All decisions made and how they were made
4. Secretary or Acting Secretary will type a draft of the minutes
5. Secretary or Acting Secretary will post the minutes on the Fraternity intra-website
6. The floor, at the next meeting, shall be opened for any corrections or questions regarding the minutes before any motion to approve may be considered
7. Secretary or Acting Secretary shall make note of all corrections, if any
8. The minutes may then be considered for approval, either as posted or as corrected

9. Once the minutes are approved, the Secretary or Acting Secretary shall print a hard-copy of the adopted minutes, making any approved corrections
10. Secretary shall sign the final draft of the minutes

(a) Minutes Submission to Executive Board

Hard copies of the final draft of the minutes, with signature, shall be sent to chapter Executive Board. Two copies shall be kept in a permanent file or bound book, which the chapter shall keep in a secured place

(b) Minutes Submission to National Office

Signed electronic copies of minutes from all regular or special meetings of the chapter and chapter Executive Board shall be sent to the National Office, postmarked no later than fourteen (14) days after the meetings where final approval was given. Failure to do so shall result in a fine of \$20 per day late

(c) Minutes Availability to Public

Copies of approved minutes shall be furnished to any member of the public who makes a proper request in writing. A copy of any such request shall also be submitted to the National Office.

Section 10 Special Meetings

Special meetings of the chapter may be called by any Executive Officer, or upon the written request of 1/3 of the chapter. Upon receipt of said request, the President shall call a special meeting to be held within five (5) days. In the case that the President does not comply with the request, the Executive Board shall convene the meetings. A notice of all special meetings will contain a statement of the purpose of the meeting or the special business to be conducted.

Section 11 Finance and Property

The necessary expenses of the chapter shall be met from funds secured through chapter dues, fees and assessments and funds secured by chapter events and activities. All expenditures must receive prior approval. Reimbursements will only be distributed for expenses paid by members by a 3/4 vote of the members.

(a) Availability of Financial Documents

The annual statements of receipts and expenditures, assets and liabilities of the chapter, duly audited by legal authority, shall be made by and available to the chapter and promptly submitted to the National office.

(b) Record of Receipts

The Treasurer shall keep an accurate and current record of all receipts.

Section 12 Risk Management Guidelines

All chapters shall strictly adhere to the policies and procedures of the latest edition of the FIPG Risk Management Manual, except where the Manual directly contradicts Sigma Phi Beta Law, in which case Sigma Phi Beta Law shall be supreme. All chapters shall provide education to their

members semi-annually on the provisions included in the FIPG Risk Management Manual. All chapter Executive Officers shall keep a copy of the FIPG Risk Management Manual.

Section 13 Chapter and Member Conduct

The Council empowers the Director of Chapter Affairs to impose any sanction or penalty allowable by the Constitution on any member or chapter for any violation of Sigma Phi Beta Law, especially in situations that require immediate action to minimize risk to and/or protect the Fraternity and its members.

(a) Moratorium of Members

In such situations, the Director of Chapter affairs may impose a moratorium on a chapter's operations or a member's rights and privileges for a period not to exceed sixty (60) days. When this occurs, the Director of Chapter Affairs shall immediately notify the President and Chairman of the action he has taken and submit documented notice of the action.

(b) Appeals Process

Any action taken by the Director of Chapter Affairs may be appealed to the Council. The Council may uphold the actions of the Director of Chapter Affairs by voting to do so or by denying review of the appeal. The Council may also overturn the decision of the Director of Chapter Affairs.

Section 14 Contacting National

When a member or chapter wishes to contact the National Office for information, a request or formal business, he shall utilize the following steps:

1. First contact the Director of Chapter Affairs, as he is the primary liaison for the National Office
 - a. The Director of Chapter Affairs may answer the question or provide further information at a later time
 - b. The Director of Chapter Affairs may also refer the member to a National Officer, at which point it would be proper for the member to initiate contact
2. If a member is not satisfied with the response of the Director of Chapter Affairs, he may then direct his concern, question or request the President and Chairmen
3. If in any case a member of a chapter contacts a National Officer, he should refer that member first to the Director of Chapter Affairs. If resolution is achieved without the involvement of the Director of Chapter Affairs, the National Officer shall notify the Director of Chapter Affairs as soon as possible.

Section 15 Contacting Chapters

As the primary liaison, the Director of Chapter Affairs shall communicate verbally or in writing the official directives of the Council to chapters with any means he deems appropriate. However, all National Officers are permitted to initiate contact with any member of any chapter in pursuing the duties of his position. If it is recommended that the following steps are taken before a National Officer makes such contact:

1. First discuss the situation with the Director of Chapter Affairs

2. Once an agreement is reached between the Director of Chapter Affairs and the National Officer, the National Officer may initiate contact
3. If a National Officer initiates contact with a member without first consulting the Director of Chapter Affairs, he shall notify the Director of Chapter Affairs as soon as possible.

Bylaw V Membership Requirements

Section 1 Members Oath

All chapter members must recite and sign the Member Oath, as adopted by the Council, in order to meet the minimum requirements of membership in Sigma Phi Beta Fraternity.

Section 2 Rights and Privileges of Members

Attendance at business meetings, committee meetings, Executive Board Meetings, philanthropic events, formal events, Rush and Recruitment events, Rituals or ceremonies, Retreats, and the annual meeting of members, and Convention. Hold a position within the Fraternity. Attend Greek Life events. Utilize the official listservs of the Fraternity.

Section 3 Rights and Privileges of Honorary Members

Attend social events and such formal events as determined by the Council.

Section 4 Minimum Requirements

All chapter members must meet the following minimum requirements in order to maintain their membership with the Fraternity:

1. Be fully paid in their dues
2. May not miss more than three meetings during the course of a semester
3. Maintain a 2.5 GPA on a 4.0 scale or its equivalent
4. Be registered in at least nine units at the accredited two-year or four-year degree granting institution at which the chapter is chartered
5. Have recited and signed the Member Oath
6. Have on file in the National Office a completed Member Photo Release
7. Be, at the minimum, at least 18 years of age
8. Identify as male, in accordance with the Sigma Phi Beta Fraternity Policy on Gender.

(a) Suspension due to not meeting minimum requirements or financial responsibilities

Members that fail to meet the minimum requirements or fail to pay the required fees shall automatically be considered suspended, until such time that they meet the requirements or become current in their debts to the chapter or the Fraternity. The Vice President of Risk and Event Management shall suspended members and provide written notification to the affected members

(b) Loss of Rights

Individuals who have had their membership suspended shall lose all rights and privileges pledged with membership.

(c) Reinstatement after one year of suspension

Individuals who have had their membership suspended for more than one year may only have their membership reinstated if they meet the requirements, and upon petitioning the chapter and receiving the approval of 3/4 vote of the chapter.

(d) Reinstatement due to absence

Individuals who have had their membership suspended due to absence and can provide reasonable justification may submit a petition to the Vice President of Risk and Event Management, who shall refer the matter to the Standards Board. The Standards Board shall be empowered to reinstate members and may establish policies to guide them in this process.

Section 5 Academic Assistance Program

Chapters are authorized to establish and Academic Assistance Program that meets the following standards:

1. Allows a member who falls below the minimum GPA to maintain their active membership status while enrolled in the program
2. Grants a member enrolled in the program one semester to demonstrate improvement in their GPA
3. Establishes criteria and standards for “demonstrated improvement”
4. Recognizes that failure to participate in the program or show demonstrated improvement means the member does not meet the minimum standards and their membership must be suspended and their forfeit their rights and privileges of membership
5. Establishes a system for mid-semester grade reviews
6. Designates membership privileges that are lost while enrolled in the program, and steps for regaining those privileges after mid-semester grade reviews
7. Requires a designated amount of study time or academic coaching
8. Involves the chapter Faculty/Staff Advisor and/or Academic Coach in creating individual academic plans with program participants
9. Grants members in the program a reprieve from attending required events to meet their Academic Assistance Program goals
10. Is approved by the Chapter Advisor

Section 6 Member School Affiliation

No chapter or colony shall initiate individuals who do not attend the two-year or four-year degree granting institution at which the chapter or colony is recognized.

Section 7 Pledging for Membership

The chapters will conduct their Pledge Education programs in accordance with the policies and procedures outlined in the Pledge Education Program Handbook.

Bylaw VI Chapter Officers & Elections

Section 1 Chapter Officers & Elections

The elected officers of each chapter will be the Chapter Director, Chapter Manager, Curator, Trustee, and Executive Liaison. The positions of Chapter Director, Chapter Manager, and Trustee are required to operate a chapter. Only members in good standing may be elected to office. Any vacancies among the officers of this chapter shall be filled by election. All chapter officers must have a cumulative GPA of at least a 3.0 on a 4.0 scale.

(a) Organizational Nomenclature and Consistency

Any officer with a title containing the word "Chapter" will replace "Chapter" with "Colony" in the event the electing organization is recognized by the National Organization as a colony. All responsibilities, requirements, and powers of the office will otherwise remain the same.

Section 2 Chapter Director

The Chapter Director is responsible for setting the agenda and tone for the chapter. He will serve as Chairman of the Executive Board and of the Standards Board. He will work with the other members of the Executive Board to establish chapter goals and will rally the membership to ensure chapter goals are met. He will serve as the primary point of contact to external organizations and will develop and nurture relationships with allied organizations in the campus, Greek, and LGBT communities. He will also ensure the chapter meets its obligations, complies with Fraternity law, complies with risk management guidelines, and will serve as the primary point of contact for the Council and the chapter Board of Advisors. The Chapter Director will preside at regular or special meetings in the absence of the Chapter Manager.

Section 3 Chapter Manager

The Chapter Manager is responsible facilitating the operation of the chapter by ensuring completion of all requirements set forth by the chapter matrix, Greek council, or any other authority. He will preside at regular and special meetings. He will maintain the chapter's official calendar and coordinate executive and general meeting schedules in CLOE. He will ensure the fraternity is working diligently toward meeting chapter requirements as set forth by the Council and that these requirements are accounted for on the calendar. He will ensure that members are aware of their responsibilities and will follow up with them regularly to verify those responsibilities are being met. He will hold officers and members accountable if designated tasks are not completed in a timely fashion. The Chapter Manager will work with the Chapter Director and the Executive Liaison to identify any non-executive officer(s) necessary to aid in the fulfillment of officer responsibilities or chapter goals and requirements.

Section 4 Curator

The Curator will keep an accurate electronic record of all Executive Board, Standards Board, and chapter business meetings as well as an archive of any other relevant chapter documents. The Curator will work with the Chapter Manager to create the agenda for all Executive Board and business meetings. He will keep and maintain all chapter property, including Ritual materials. He will keep an accurate and up-to-date roster of all members; active, suspended, expelled, and

alumni in CLOE. Whenever possible, he will provide a warning notice to members in danger of no longer meeting the requirements for active membership. The Curator will declare as suspended any member who no longer meets the requirements for active membership by providing written notification to the member. This notification must also outline any steps required to regain active status. He will update records in CLOE to reflect membership changes upon confirmed receipt of any such notification by the member. He will serve as a non-voting member of Standards Board. He will deliver all official chapter records to his successor in an up-to-date condition at the conclusion of his term.

Section 5 Trustee

The Trustee will function as the primary financial officer for the chapter. The Trustee will work with the Executive Board to develop the annual chapter budget prior to the first business meeting of the academic year. He will submit a recommendation of the membership's dues responsibility to the chapter for approval prior to the first business meeting of each semester. He will submit reports on the condition of the chapter treasury at each chapter and Executive Board meeting. He will invoice and collect dues, fees, and assessments from all members, accept donations from Alumni and non-members, and will keep detailed records of all transactions using the format outlined by the Council, when applicable. The Trustee should provide receipts for payments to the chapter whenever possible. The Trustee will notify the Curator immediately if a member is in danger of becoming delinquent or has already become delinquent in his debts to the chapter. He will disburse allocated chapter funds to members no later than 72 hour prior to its intended use, provide prompt payment to settle chapter debts, and submit copies of receipts to the Curator for archival. He will submit the chapter's financial records for audit prior to relinquishing his duties to his successor.

Section 6 Executive Liaison

The Executive Liaison is responsible for maintaining and improving chapter morale, facilitating open lines of communication between members, and assisting in the prompt resolution of interpersonal conflicts. If he is unable to resolve an interpersonal conflict, he must refer the issue to the Chapter Advisor for further action. He is also responsible for the recruitment of new members, retention of existing members, and will ardently encourage the transition of active members into Alumni status as they become eligible. The Executive Liaison will work with the Chapter Director and Chapter Manager to increase member investment by identifying any non-executive officer(s) necessary to aid in the fulfillment of officer responsibilities or chapter goals and requirements.

Section 7 Elections

Executive officers will be elected no later than April 15th. The nominations for executive offices will be called for during the regularly scheduled business meeting two weeks before the election and shall remain open until the meeting where elections are held. All candidates must receive at least a simple majority of the members voting to be elected. If no candidate receives a simple majority then a run-off election between the two candidates who received the most votes will be held. All elections will be conducted by secret ballot to be tallied by the Chapter Director and the

Curator. The term of the newly-elected officers will begin May 1st of the current year and end April 30th of the following year.

Section 8 Non-Executive Officers

The Chapter Director may appoint members to non-executive offices or to assist any existing officer. These offices should be created for the purpose of satisfying any criteria required by the chapter matrix, the Greek council to which the chapter is affiliated, or for any other duty as identified by the Chapter Manager or Executive Liaison. Offices may be created to address one/several of these criteria, but preference should be given to the distribution of the chapter's responsibilities amongst its membership in order that as many members gain valuable experience and remain engaged as is possible and prudent. The chapter must confirm all official descriptions of the non-executive positions as well as their associated appointments. Confirmed descriptions of each non-executive office's responsibility will be added to the chapter's bylaws by the Curator. The term of all non-executive officers is identical to that of executive officers; however, all confirmed descriptions of responsibility will automatically expire at the conclusion of their term. The descriptions of each non-executive office's responsibility may be renewed by subsequent Chapter Directors if they so choose, but renewal will still be subject to confirmation by the chapter.

(a) Pledge Educators

The Chapter Director must appoint two Pledge Educators each semester by submitting his selection to the Director of Chapter Affairs and notifying the rest of the Executive Board. The dual appointment must be approved by the Director of Chapter Affairs before it can be confirmed by the chapter's membership. The chapter membership must confirm the dual appointment no later than April 15th for the following Fall semester and November 15th for the following Spring semester. The Pledge Educators will be charged with executing the pledge education process as prescribed by the Pledge Education Program Handbook. Members who are interested in holding either Pledge Educator position must submit their name along with their desired counterpart to the Chapter Director. A member may not commit to any more than two combinations.

Section 9 Recall

Any executive officer may be recalled from office by a vote of sixty percent of the active members voting, provided that the motion will have been made at a regular meeting of the chapter at least two weeks prior thereto and the officer has been properly notified in writing by the Curator. Non-executive officers may be removed by a simple majority of members voting at any regular or special meeting. No prior notice is required in the case of non-executive officers.

Bylaw VII The Executive Board

Section 1 Executive Board

The voting members of the Executive Board will consist of the Chapter Director, Chapter Manager, Curator, Trustee, and Executive Liaison. The Chapter Director will serve as Chairman. All members of the chapter are permitted to attend and participate in meetings of the Executive Board but are not permitted to vote.

Section 2 Powers of the Executive Board

The Executive Board is empowered to act on behalf of the chapter and will consider any issue pertaining to the chapter, submitting their decision(s) to the chapter for confirmation during each regularly-scheduled business meeting. The Executive Board may only make decisions and act on behalf of the chapter without the chapter's confirmation when insufficient time exists between the discovery of an issue and its required resolution. In such cases, all decisions must be submitted to and approved by the Chapter Advisor before action can be taken.

Section 3 Executive Board Meetings

The Executive Board will meet at least once weekly. Special meetings of the Executive Board may be held subject to the call of the Chapter Director or upon receipt of a written request of the majority of voting members of the Executive Board. Proper notification of all regularly scheduled Executive Board meetings must be given to the chapter's membership.

Section 4 Semesterly Membership Review

The Executive Board will convene each semester for the purpose of determining those individuals that meet the minimum requirements for active membership. Members that fail to meet the minimum requirements may be declared suspended or may be referred to any academic and/or financial assistance programs, if such programs have been properly legislated and implemented by the Chapter.

Bylaw VIII The Standards Board

Section 1 Standards Board

The primary goal of the Standards Board is to ensure the values and standards of the Chapters of Sigma Phi Beta Fraternity are consistently being pursued by the membership of the Fraternity. The standards are rooted in Sigma Phi Beta Law and in the Purpose, Mission, and Values of the Fraternity. The Board will achieve this goal by educating the Chapter membership, holding the Chapter membership to standards, and by seeking outside help if necessary.

Section 2 Structure of the Board

The Board will be composed of the Executive Liaison, who will serve as Chairman, 4 active members, and 1 alternate active member. Members will be selected at random by the Executive Liaison on referral of potential violations to the Board. The alternate active member will be called to serve if one or more of the selected Board members are unable to fulfill his duties. The Board will be advised by the Chapter Advisor, or one of the specialty advisors on the BOA. Executive Board officers, with the exception of the Executive Liaison, may not sit on the Board.

Section 3 Duties of the Chairman

The Chairman of the Standards Board is responsible for the following:

1. Serve as the primary liaison between the Standards Board and the Executive Board
2. Arrange semesterly trainings for the Board
3. Collect and manage documentation of potential violations of Chapter standards

4. Communicate potential standards of violations with the Board
5. Facilitate regular meetings of the Board to review potential standards violations
6. Chair meetings and hearings of the Board
7. Chair the selections of the Board
8. Votes only in the case of a tie
9. Shall designate a secretary to record and maintain minutes of all proceedings of the Board

Section 4 Duties of Board Members

Standard Board members are responsible for the following:

1. Participate in training sessions as designated by the Chairman
2. Review documentation of incidents that may potentially violate the standards of the Chapter
3. Participate in all meetings and hearing of the Board
4. Work with the Board to create positive resolutions to violations of Chapter standards

Section 5 Duties of the Advisor

The Board will be advised by the Chapter Advisor, or by one of the specialty advisors on the BOA. The Standards Board Advisor is responsible for the following:

1. Support the Board in maintaining the standards of the Chapter
2. Serve as a liaison between the Board and the Director of Chapter Affairs
3. Assist in semesterly training with the Board
4. Provide resources for the Board throughout the process
5. Attend all hearings of the Board.
6. The Advisor does not have voting rights in the process but may provide input during the process

Section 6 Procedure for Potential Violations

(a) Reporting a Violation

Any concerned party can refer potential violations of Chapter standards to the Chairman for consideration. A detailed written description of the violation, along with any other relevant information should be included in the referral. Relevant information may include, but is not limited to, letters, emails, photos, phone calls, word of mouth, digital media, and print media. All referrals must be documented and archived by the Chairman.

(b) Chairman Protocol

Upon receipt of a referral for a potential violation, the Chairman, with the approval of the Advisor, will determine one or more of the following actions:

1. **Dismiss the Referral** – The Chairman may dismiss a referral for the following reasons:
 - a. **Lack of information** – insufficient information was provided to determine if there was a potential violation of standards
 - b. **No violation** – the information provided does not address a violation of standards

- i. If the referral appears to be rooted in interpersonal conflict and no violation has occurred, members may be referred to mediation.
 - c. **Substantial time passed** – the information provided refers to an incident that is no longer reasonable to address
- 2. **Cease and Desist** – The Chairman may require a member or members to stop and permanently discontinue actions that are deemed negatively impactful to the Chapter.
- 3. **Refer to an Outside Entity** – The Chairman may determine the potential violation is not within the scope of Standards Board. The potential violation can be referred to outside entities including mental health services, campus officials, or local law enforcement.
- 4. **Refer to the Board** – the Chairman may provide information to the Board to determine which, if any, violations of standards have occurred and potential outcomes.
 - a. If there is any question of potential violations, the Chairman must send the referral to the Board.

(c) Board Protocol

Upon receipt of a referral for a potential violation, the Board, with the approval of the Advisor, will determine one or more of the following actions:

1. **Dismiss the Referral** – The Board may dismiss a referral for the following reasons:
 - a. **Lack of information** – insufficient information was provided to determine if there was a potential violation of standards
 - b. **No violation** – the information provided does not address a violation of standards
 - i. If the referral appears to be rooted in interpersonal conflict and no violation has occurred, members may be referred to mediation.
 - c. **Substantial time passed** – the information provided refers to an incident that is no longer reasonable to address
2. **Educational Letter of Potential Violation** – The Board may send a letter to the alleged violator(s) that they may have been, were, or are in violation of Chapter standards. The letter may only be used in low-level violations, as determined by the Board, where sanctions would be unreasonable.
3. **Cease and Desist** – The Board may require a member or members to stop and permanently discontinue actions that are deemed negatively impactful to the Chapter.
4. **Refer to an Outside Entity** – The Board may determine the potential violation is not within the scope of Standards Board. The potential violation can be referred to outside entities including mental health services, campus officials, or local law enforcement.
5. **Conduct a Hearing** – the Board may conduct a hearing with the involved parties to further discuss the alleged violation of standards.
 - a. **Determine Violations** – the Board will collectively determine which violations may have been potentially committed.
 - b. **Communication to the Referrers and Alleged Violators** – The Chair will draft a notice on behalf of the Board communicating the alleged

violations, the meeting procedure and the hearing date. The hearing shall occur no sooner than 5 days, but within 14 days, from the delivery of the hearing notice.

(d) Hearing Protocol

The following are the policies and procedures that shall inform the process for the Board's hearing of potential violations:

1. Quorum for the hearing shall be no less than 3 members of the Board, including the Chairman.
2. The Chairman or any member of the Board may recuse himself, or be asked to not participate in the hearing, if he has a clear conflict of interest or bias that could be perceived to impact the proceedings.
3. Hearings are closed to all except members of the Board, the Advisor(s), the referrers, and the potential violator(s).
4. If the potential violator(s) fail to appear at the hearing after receiving proper written notice, the information available to the Board will be presented, considered, and the incident will be resolved in the potential violator(s)' absence.
5. The outcome of the Board's proceedings will be made available to the Chapter Director and The Council. The outcome may be shared with the Chapter if disclosure of the proceedings would serve a legitimate educational purpose.
6. Hearing Process – the hearing should adhere to the following process when meeting with potential violator(s):
 - a. The Chairman will welcome individuals present at the hearing and will ensure that quorum is met and protocols are being followed.
 - b. The Chairman will present all information received to date regarding the potential violations.
 - c. The referrer(s) will have the opportunity to comment on the information presented and may clarify, correct, or refute the statements. They may also present additional information relevant to the hearing.
 - d. The potential violator(s) will then have the opportunity to comment on the information presented and may accept responsibility, clarify, correct, or refute the information presented. They may also present additional information relevant to the hearing.
 - e. The Board members may then ask questions and discuss relevant information with the hearing participants.
 - f. Non-Board members will then be dismissed and the Board will determine an outcome.
 - g. The Board will communicate their outcome with the potential violator(s), the Chapter Director and the Council within 5 business days.

(e) Board Deliberation and Determining Sanction

Upon dismissal of non-Board members, the following is the process for the Board's determination of sanctions:

1. Review the violations that may have been committed and revise, if necessary, based on information gleaned in the hearing.
2. Determine the scope of the violation, including its impact on the Chapter, its members, and the Greek community.

3. Consider the potential violator's previous conduct, sanctions, and overall history in the Chapter.
4. Consider the potential violator's compliance with hearing protocols.
5. Consider the needs and capacity of the Chapter.
6. If the Board deems it necessary, the Board has the power to recommend one or a combination of the following sanctions:
 - a. **Warning** – The Board's decision letter serves as a formal written warning for the member to abide by Chapter standards.
 - b. **Censure** – A repeat violation or more severe violation of Chapter standards where the Board implies risk of a more severe penalty if any future violations occur.
 - c. **Letter of Apology** – The Board expects a written apology from the member within a specific timeframe. A copy of the letter must be submitted to the Board and all affected parties.
 - d. **Full Payment of Restitution** – The Board requires full payment of restitution from the member to cover damages or the loss of chapter property. A deadline for payment must be established. Documentation of payment must be submitted to the Board.
 - e. **Community Service** – The Board may require the member to volunteer for additional community service hours. The Board must detail the type and number of hours in their decision letter. A deadline for the completion of community service must be included,
 - f. **Educational Program/Project** – In an effort to help the member and the Chapter learn more about a specific issue related to the standards violation, the member must provide the Chapter and the community with speakers, programs, and/or workshops to educate the members on a specific issue. The Board must state the details of the program/project and provide a deadline for completion.
 - g. **Refer to Outside Help** – For violations involving mental health concerns and alcohol or substance abuse, the Board may require that the member seek outside help to avoid probation and/or suspension. The Board should work with the Advisor(s) and campus officials to identify and recommend resources to the member. Documentation that the member has successfully sought help must be provided to the Board and a deadline must be established.
 - h. **Probation** – If the standards violation is severe enough, the Board may choose to place a member on probation. Probation is effective immediately and remains through the date specified by the Board. During the term of probation, should the member violate any Chapter standards, the Board will take action to suspend the member for up to 6 months and will clearly specify the begin and end date of the suspension.
 - i. **Suspension** – For severe standards violations, the Board may choose to suspend the member for up to 6 months and will clearly specify the begin and end date of the suspension. This sanction should be pursued as a last resort, when other efforts at resolving standards violations have failed.
7. All sanctions must be approved by the Advisor.

(f) Appeals

Any sanctioned member may appeal to The Council within five business days of receiving notification from the Standards Board. Appeals should be submitted in writing to the Director of Chapter Affairs. A review will only be considered if there is evidence of, or reason to believe that one or more of the following conditions exist:

1. A significant procedural error has occurred that affected the decision
2. New information, unavailable at the time of the hearing, has become available and such information could have substantially affected the decision
3. Sanctions issued were too severe in relation to the member's record or the nature of the standards violation

Bylaw IX Amending Chapter Constitution and Bylaws

Section 1 Procedures for Amending Chapter Constitution and Bylaws

The following procedures shall be used for ratification of amendments to Chapter Constitutions and Bylaws:

1. A chapter votes on the proposed Bylaw amendment at a meeting. If it is approved moved to the next step;
2. The chapter shall submit the proposed Bylaw amendment to the Director of Chapter Affairs for review;
3. The Director of Chapter Affairs may, at his discretion, either;
 - a. Refer the amendment to the Council for a vote at the Annual Meeting of Members. If he takes this action, the Bylaw amendment does not go into effect until it receives final approval from the Council or;
 - b. Approve the proposed Bylaw amendment, if he takes this action, the Bylaw amendment goes into effect immediately
4. In either case, the Director of Chapter Affairs shall give proper notification to the chapter no later have five (5) days after he makes his decision. He shall also include his decision in his formal report at the following meeting of the Council;
5. If the amendment is referred to the Annual Meeting of Members, the Director of Chapter Affairs shall report the decision of the Council to the chapter no later than five (5) days after meeting.

Bylaw X Conferring Alumni Membership

Section 1 Procedure for Conferring Alumni Membership

The Council of Sigma Phi Beta Fraternity enacts this policy to provide clear guidelines in granting alumni membership. In order for alumni membership to be granted, the following procedures must be followed:

1. **Application and Fee** - A member seeking alumni membership shall submit an application and the appropriate fees (National and Chapter) to the chapter, unless otherwise noted in Article IV, Section 5 of the Constitution. A member seeking a waiver as outlined in the Constitution shall also submit a waiver petition with their application.

Upon receipt, the chapter should deposit the finds in their account at their financial institution.

2. ***Verification of Graduation*** – Within sixty (60) days of submitting the application and fee, the member seeking alumni membership must submit verification of their degree to the chapter. Verification shall be in the form of an official transcript sent directly to the chapter's official address from the educational institution where they received their degree or a letter from a Greek life advisor or other campus official stating that they have verified that the member has received a degree. Upon receipt the chapter shall review the documents and verify that the applicant received a degree. If member seeks waiver from graduation requirement, skip this section. If the applicant fails to submit the required documentation within the 60-day timeframe, the chapter shall forward the fee for alumni membership with an explanation.
3. ***Notify National*** – Within seven (7) days of receiving the verifiable documents, or a waiver petition in the case of an active member seeking a waiver from the graduation requirement, the chapter shall send notice to the National Office with the following information:
 - a. Chapter Designation
 - b. Chapter address
 - c. Chapter phone number
 - d. Applicant name
 - e. Application current address
 - f. Applicant phone and email address
 - g. Verifier name
 - h. Verifier address
 - i. Verifier phone and email address
 - j. Date chapter received application
 - k. Date chapter received verifiable documents/waiver
 - l. Signature and title of person sending notice
 - m. Copy of original application
 - n. Copy of transcript and/or waiver
 - o. Fee for alumni membership
4. ***Conferral of Alumni Membership*** – For members not seeking a waiver of any requirement, upon receipt and verification of the information in the packet from the chapter, the Director of Chapter Affairs shall send a notice to the alumni member and the chapter confirming that alumni membership has been granted, effective immediately. For members seeking a waiver of any requirements, the Director of Chapter Affairs shall present the application, waiver petition and a report on the facts and circumstances of the application at a meeting of the Council for consideration.

Bylaw XI Chapter Advisor

Section 1 Role of Chapter Advisors

The Chapter Advisor shall serve as a representative of the Council and to provide support to the chapter. Chapter Advisors will be responsible for carrying out duties outlined in the Advisor Training & Resource Manual.

Section 2 Appointment

Appointments to the position of Chapter Advisor shall be made by the President and Chairmen. Recommendations should come from the Director of Chapter Affairs.

Section 3 Chapter Board of Advisors

A Chapter Board of Advisors should be established for each chapter. Members of the Board will be responsible for carrying out the duties as outlined in the Advisor Training & Resource Manual.

Section 4 Chapter Board of Advisors Appointments

Appointments to the Chapter Board of Advisors shall be made by the Director of Chapter Affairs. Recommendation should come from the Chapter Advisor.

Section 5 Code of Conduct

Chapter Advisors should serve as an example of the highest expectations of a Brother of Sigma Phi Beta Fraternity. Chapter Advisors may not enter into business dealings with the chapter or chapter members that would be considered a conflict of interest. Chapter Advisors may not enter into relationships with chapter members or Pledges that would be perceived as romantic or sexual in nature.

Section 6 Minimum Requirements

Chapter Advisors must meet the following minimum requirements:

1. All alumni members in good standing will be considered eligible for the position of Chapter Advisor
2. Any alumni member appointed to the position of Chapter Advisor must complete a Chapter Advisor training as determined by the Council
3. Any alumni member appointed to the position of Chapter Advisor must sign a contract outlining an understanding of the roles, responsibilities and expectations of the position

Bylaw XII Policies of Sigma Phi Beta

Section 1 Risk Management

All members of the Fraternity shall not engage in the unauthorized use, sale, possession or distribution of any controlled substance, illegal drugs or possession of drug paraphernalia that would violate the law. Members may not unlawfully consume, distribute or sell alcoholic beverages. All members must adhere to the student Code of Conduct at the educational institution of their chapter, in addition to local, state and federal law.

Section 2 Alcohol

Fraternity members shall control alcohol sources at all Fraternity functions in accordance with all applicable laws, regulations or policies of the educational institution, or applicable municipal, county, state or federal laws. Functions shall be strictly monitored so the persons consuming alcohol shall be of legal age. In addition, no common source of alcohol shall be allowed. All chapters and colonies are encouraged to adhere to the guidelines of the Fraternity Insurance Purchasing Group (FIPG), the North-American Interfraternity Conference (NIC) and the Fraternal Executive's Association regarding alcohol use. All Rush and Pledge activities shall be alcohol free.

Section 3 Nondiscrimination

Membership in the Fraternity shall be granted without regard to one's sexual orientation, race, color, creed, age, ethnicity, national origin, disability or religion.

Section 4 Harassment

No member of this Fraternity will be subject any person to harassment based on sexual orientation, gender identity or expression, sex, gender, race, color, creed, age, ethnicity, national origin, disability or religion.

Section 5 Sexual Harassment

The Fraternity prohibits sexual harassment by its members and will not tolerate behavior that interferes with an individual's fraternal and educational performance or creates an intimidating, hostile or offensive environment.

Section 6 Sexual and Romantic Relations

No Pledge and member may engage in an amorous (the showing or expression of love; including sexual or romantic relations) relationship with any Pledge, unless an amorous relationship exists prior to the Rush period and is so declared in writing before the start of the Rush period. If an amorous relationship occurs between member and Pledge, the member will be sent to Standards Board and outcome of membership determined by the Board, the Pledge will be immediately depledged. There is, however, no restriction on relations between members, so long as it is consensual in nature and does not interfere with the operations and good will of the chapter. Chapters retain the right to enact additional policies regarding member relations upon approval of the Council.

Section 7 Hazing & Abuse

All members shall respect the dignity of all people, and therefore, shall not physically, mentally, psychologically or sexually abuse or haze any human being. Any such mistreatment of Pledges, members or other persons at any time shall be considered a violation of the ideals, principles and purpose of this Fraternity and shall be considered unworthy conduct.

Section 8 Policy on Gender

(a) Mission Statement

In furthering the purpose of Sigma Phi Beta Fraternity, the Council has adopted this policy to provide clarification regarding membership requirements relating to gender, gender identity and gender expression.

(b) Values Statement

Sigma Phi Beta Fraternity values brotherhood, diversity, leadership, education, scholarship, Greek Life, member rights, community service, tradition, and the overall Queer experience in a hetero-normative society. Sigma Phi Beta Fraternity strives to maintain its male gender identity in accordance with tradition and the desire to develop fraternal bonds.

(c) Definition of Male

In an effort to clarify our identity, male is defined as any individual who self-identifies as male, regardless of his assigned sex at birth or his expression of the perceived expression of his gender.

1. In order for an individual to be considered for or allowed membership in the Fraternity, he must be a college student who identifies as male, as previously defined.
2. Sigma Phi Beta Fraternity strives to uphold its gender identity, but first and foremost values brotherhood; therefore, no member can lose his membership rights due to a change in gender, gender identity or gender expression.
3. Any circumstance that does not fall within this policy will be considered at the discretion of the Council in accordance with the Constitution and Bylaws of the Fraternity.
4. In any case where an individual chapter wishes to induct or initiate an individual who does not identify as male, the decision to proceed would be at the discretion of the Council.

(d) Statement on Title IX

Federal and state law provides no clear and consistent definition of gender. Therefore, the Fraternity adopts the most expansive policy under present law in order to prevent exclusion and/or discharge of transgender members regardless of legal gender designation. This policy is not intended to change the all-male character of the Fraternity nor to waive the Fraternity's rights under Title IX.

Section 9 Policy on Citizenship and Immigration Status

(a) Mission Statement

The Council enacts this policy to provide further clarification on the Nondiscrimination and Harassment policies of the Fraternity as they relate to national origin.

(b) Values Statement

The Fraternity values brotherhood, diversity, leadership, education, scholarship, Greek Life, member rights, community service, tradition, and the overall Queer experience in a

hetero-normative society. The Fraternity provides a space free from discrimination, while promoting diversity of cultures and backgrounds.

(c) Membership Details

No chapter or colonies shall require members or prospective members to verify their citizenship or immigration status as a condition for membership in the Fraternity.

(d) Education

All chapters shall adopt and abide by the Police on Citizenship and Immigration Status, and educate their members on its provisions on at least an annual basis

Section 10 Internal Communication Policy

(a) Mission Statement

The Council enacts this policy with the following goals in mind:

1. To promote proper, effective communication between the chapter and the National Office;
2. To maintain standards of professionalism;
3. To allow efficient communication among the members of the Fraternity.

(b) Disclaimer

In cases of emergency and crisis, the Emergency Protocol of the Fraternity shall take precedent. In the case of discrepancy between the Emergency Protocol and this policy, the Emergency Protocol shall be supreme.

Bylaw XIII Media

Section 1 Listservs

Subscription to any Fraternity email listserv shall include members, alumni members, national officers and any other person granted access by the Council. No other person is permitted to be subscribed to any Fraternity listerv. Members who have been suspended, expelled, or are no longer considered having membership in the Fraternity will be removed from the listserv. Any person subscribed to any Fraternity listserv may send correspondence, whether related to official business or not, through the listserv, so long as the correspondence does not violate any local, state or national law, nor Sigma Phi Beta Law.

Section 2 Photo Release

All members and pledges are required to complete a Member Photo Release, which must be on file in the National Office. All chapters must keep on file a copy of the completed Member forms of their members and pledges. In order for the Fraternity or any of its chapters to use a photograph of a member or former member, that member's completed Member Photo Release granting such permission must be on file with the chapter and in the National office. In order for the Fraternity or any of its chapters to use a photograph of any person who is not a member, a completed Community Photo Release must be on file in the National office, and kept on file by the chapter using the image.

Section 3 Online Media

No member of the Fraternity shall use the Greek letters for Sigma Phi Beta Fraternity, the words "Sigma Phi Beta", official Fraternity logos, or any other Fraternity representation in online media that also shows images of alcohol, drugs, sex or any further representation of unworthy conduct of a Brother, including but not limited to alcohol use, drug use, sexual content, language of hate or bigotry, or vandalism.

Bylaw XIV Rules of Order

Section 1 Parliamentary Procedure

The proceedings of all meetings and Conventions of the Fraternity shall be governed by the latest edition of *Robert's Rules of Order, Newly Revised*. If there is any conflict between *Robert's Rules of Order* and the Constitution and Bylaws, the latter shall prevail.

Section 2 President Pro-Tempore

The Council may elect a President Pro-Tempore to chair meetings in the absence of the President.

Section 3 Presentation of Business

Legislation shall be submitted to the President and Chairman within a reasonable time frame. The Council may consider verbal motions made at meetings but it is highly recommended that all motions be presented in writing per this policy. The President and Chairman shall assign a number to each piece of legislation. The number shall consist of the four-digit year followed by the sequence in which it was received, and including the appropriate prefix from the following list:

1. CB – Council Bill, legislation presented to the Council
2. AB – Assembly Bill, legislation presented to the Convention
3. CR – Council Resolution, legislation presented to the Council that proposes the placement of business of the Convention
4. AR – Assembly Resolution, legislation presented to the Convention that proposes the placement of business on the agenda of a future Convention

Section 4 Dress Code at Meetings of the Council

Members and attendees at meetings of the Council are required to wear shirts with collars, which are to be tucked in.

Section 5 Open Meetings

All regularly scheduled Council meetings shall be open to all members of the Fraternity who are in good standing, whether Active or Alumni. Additionally, each chapter President may designate one representative from their chapter, who may speak on behalf of the chapter and serve as an official liaison. Members in attendance will follow the dress code set by the Council for Council meetings.

Section 6 Standing Rules at Convention

The following rules shall serve as the Standing Rules at all Conventions, except that each Convention may adopt additional rules to govern their proceedings:

1. *Voting Membership*

- a. The Credentials Officer, directly after the opening of the first business meeting, shall report the number of delegates and alternates registered as present with proper credentials, and shall make a supplementary report after the opening exercises at the beginning of each day that business continues.
- b. A member registered as an alternate may, upon proper clearance by the Credentials Officer, be transferred from alternate to delegate as any time during the continuance of business meetings

2. *Access to the Convention Floor* – To be granted access to the floor of the Convention, delegates and alternates are required to wear the badge issued by the Credentials Officer upon registration.

3. *Rules for Debate*

- a. Each delegate shall control three minutes of time for debate on each item of business
- b. A delegate may yield any portion of their allotted time to another voting member of the Convention

4. *Reports* – All reports and other material for the permanent record shall be typed and, immediately on presentation, be submitted to the Secretary of the Convention

5. *Nominations*

- a. A delegate may only make a nomination from the floor for a candidate who has submitted to the Secretary a signed statement declaring his desire to seek office and the name of the office for which he would like a nomination.
- b. For each nomination, one nominating or endorsement speech of not more than three (3) minutes shall be allowed.

6. *Bills*

- a. A bill offered by an individual member from the floor shall be in writing, signed by the primary and secondary sponsor – each of whom shall be a voting member of the Convention – and shall be submitted to the Secretary
- b. Upon approval by the Convention to consider a bill offered from the floor, the President and Chairman shall assign a number to the bill and set it on the business agenda.

7. *Elections*

- a. A voting method for the election of officers shall be by ballot
- b. Ballots shall include the title of each position, under which shall be listed the names of candidates who have been nominated by the Committee on Nominations for that position as well as a space for names of candidates to be written in.
- c. Only votes cast for properly nominated candidates shall be valid. A properly nominated candidate is one who has been nominated by the Committee on Nominations or by a delegate on the floor of the Convention.

8. **Minutes** – The Council shall be authorized to approve the minutes of the Convention at a meeting to be held before the new National officers are sworn-in.
9. **Convention Officers & Committee Chairman** – Convention Officers and Committee Chairman, or any individual acting in their place, are authorized to yield to questions from voting delegates and rise to Points of Personal Privilege, Points of Privilege of the Assembly that do not require a vote of the Assembly, Points of Information and Parliamentary Inquires.

Bylaw XV Annual Chapter Requirements

Section 1 Minimum Requirements

Each chapter and colony of the Fraternity must meet the following minimum requirements:

1. Maintain an active membership of at least 15 members. Only fully initiated members may be included in this total.
2. Complete at least 15 hours of community service per member per semester. Community service events mandated by a Greek council or philanthropies may not be included as community service hours.
3. Conduct at least two member development activities per semester attended by at least 80% of active members.
4. Raise \$1,000 per calendar year from non-members.
5. Raise at least \$500 for an approved charity.
6. Complete at least one member-only, dry social event per semester attended by at least 90% of active members.
7. Submit an annual chapter report to the National office by January 31 each year. The annual report must including the following:
 - a. Documentation of member statuses
 - b. Graduation plan for each active member
 - c. Strategic plan for the year
 - d. Annual budget

Section 2 Role of The Director of Chapter Affairs

The Director of Chapter Affairs is tasked with reviewing the related documentation and ensuring that chapters and colonies meet the minimum requirements. The Director of Chapter Affairs will declare a chapter as meeting or failing to meet the Annual Chapter Standards. Chapters will be notified in writing if they have met or failed to meet the chapter standards. Any chapter or member who does not meet the minimum requirements may be subject to actions including but not limited to: probation, chapter review, suspension.

Section 3 Role of The Council

The Council may determine incentive systems for chapters who exceed the minimum chapter standards. The Council, specifically The Director of Chapter Affairs, will enforce the chapter standards in a matter that they deem fit, in accordance with Sigma Phi Beta Law.

Changes

Tuesday, March 27, 2012 (JJD): Updated Document and added CB 2012-003 content (Standards Board).

Friday May 4, 2012 (JJD): Removed "Sorority" from chapter matrix as it was left in by accident but was struck out.

Monday June 25, 2012 (JJD): Updated document to reflect legislation from 2012 Special Convention:

- CR 2012-001 (ritual adoption)
- CR 2012-002 (fraternity abbreviation)
- CR 2012-004 (alumni chapters)
- CR 2012-005 (alumni eligibility update)
- CR 2012-006 (alumni financial contract)