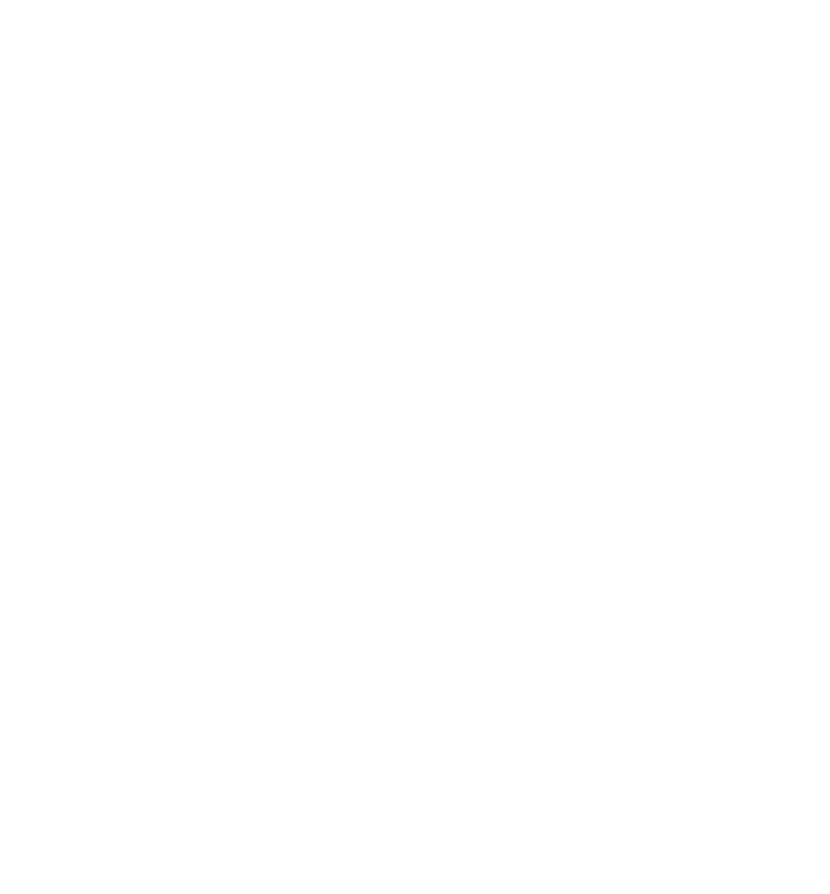
**THE OHIO THETA CHAPTER BY-LAWS**



**SIGMA ALPHA EPSILON FRATERNITY**

**UPDATED 3 FEBRUARY 2019**

# Mission Statement of the Sigma Alpha Epsilon Fraternity

The mission of Sigma Alpha Epsilon is to promote the highest standards of friendship, scholarship and service for our members based upon the ideals set forth by our Founders and as specifically enunciated in “The True Gentleman.”

# Principals

1. To develop in our members the skills which will facilitate their making deep and meaningful friendships throughout their lives.
2. To provide our undergraduate members with a physical and organizational environment conducive to their pursuit of academic excellence.
3. To help our members better understand and experience diversity and change and to enhance their respect for individuality and personal integrity.
4. To foster personal development of our members including leadership, scholarship, citizenship, social and moral responsibility.
5. To develop in our members a sense of duty for individual and group involvement in social interactions, service and community outreach.
6. To provide our members with guidance, support and standards based upon the ideals embodied in our Ritual.
7. To develop, maintain, and enforce standards and expectations for the conduct of our members within and outside of the Fraternity
8. To provide our members with life-long fraternal experiences that are productive, rewarding and enjoyable.

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# Preamble

We, the members of Sigma Alpha Epsilon Fraternity, in order to form a firmer brotherhood; promote the intellectual, moral, and spiritual welfare of our members; and raise the educational standards of our members, do ordain and adopt the following by-laws:

# Title I. Definition and Organization of the Ohio Theta Chapter.

1. **Name**. The chapter of Sigma Alpha Epsilon at the Ohio State University shall be known as the Ohio Theta Chapter (“Chapter”).
2. **Creed**. The creed of the Chapter shall be “The True Gentleman.”

*The True Gentleman is the man whose conduct proceeds from good will and an acute sense of propriety, and whose self-control is equal to all emergencies; who does not make the poor man conscious of his poverty, the obscure man of his obscurity, or any man of his inferiority or deformity; who is himself humbled if necessity compels him to humble another; who does not flatter wealth, cringe before power, or boast of his own possessions or achievements; who speaks with frankness but always with sincerity and sympathy; whose deed follows his word; who thinks of the rights and feelings of others, rather than his own; and who appears well in any company, a man with whom honor is sacred and virtue safe.*

- John Walter Wayland

1. **Colors**. The colors of the Chapter are royal purple and old gold.
2. **Flower**. The flower of the Chapter is the violet.
3. **Eligibility for Membership**. To be eligible for membership in the Ohio Theta Chapter a candidate must be a male student at The Ohio State University, of sound moral character, achieved a minimum cumulative grade point average of 2.6, and be socially acceptable throughout the Chapter according to Section 15. A candidate must also have not been a member of another national or international college social fraternity except as specified in Section 18.
4. **Non-Discrimination Policy**. *This chapter and its members shall not discriminate against any individual(s) for reasons of age basis, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, creed,* handicap, *or any other bases under the law, in its activities, programs, admission, and employment.*
5. **Governing Bodies**. The government of the Chapter is vested in the following bodies, ranked in the order named:
   1. Fraternity Convention
   2. Supreme Council
   3. Province Convention
   4. Province Council
   5. Ohio Theta Alumni Commission
   6. Executive Council
   7. Chapter Collegiate
6. **Other Groups**. These other groups of members of the Chapter are also recognized:
   1. Ohio Theta House Corporation
   2. Ohio Theta Alumni Association
   3. The Chapter Alumnus
   4. The Chapter Quiescent
   5. The Chapter Eternal
7. **Groups Prohibited**. Chapter auxiliary collegiate women’s groups, commonly referred to as Little Sisters, are prohibited by the Chapter.

# Title II. The Sigma Alpha Epsilon Fraternity.

1. **Relation of Chapter to the Sigma Alpha Epsilon Fraternity**. The Fraternity may grant a charter to any group of males at any college or university under the procedures established in the Fraternity Laws, the Fraternity retaining all powers with respect to such charter delegated to the Fraternity under

the Fraternity Laws. Such a group, in order to accept a charter as a Chapter Collegiate, shall agree to comply with the duties and responsibilities incumbent upon such chapters as provided in the Fraternity Laws, including the payment of initiation and new member fees and annual dues, the submission of reports, and permitting inspection. In other respects, the Chapter shall be virtually independent of the Fraternity. Each chapter shall make its own arrangements as to Chapter housing; fix its own dues, assessments, and charges; elect its own officers; and have complete control of its own activities. No Chapter Collegiate or Chapter Collegiate house corporation or trust shall have any authority to act for or bind the Fraternity. None of the Chapters Collegiate or Chapter Collegiate House Corporations is a subsidiary of the Fraternity. The Fraternity is separate and distinct from each Chapter Collegiate. The Fraternity shall provide advice and counsel to the Chapters Collegiate. The Fraternity has no power to control the activities or operations of the Chapter, Chapter house Corporation, or Chapter Collegiate trust.

1. **Delegates**.
   1. Representation at Fraternity Conventions.
      1. Delegate. At a regular meeting not less than thirty (30) days preceding a Fraternity Convention, the chapter shall elect one (1) delegate and one alternate delegate to the Convention.
      2. Penalty for Non-Representation. If the Chapter is not represented at a Fraternity Convention by a regularly elected delegate, it shall pay a fine of one thousand five-hundred dollars ($1,500) to be automatically imposed thirty (30) after the close of the Convention with payment due ninety (90) days thereafter. If the Chapter wishes to appeal, it shall submit to the Eminent Supreme Recorder a written appeal before payment is due. Upon receipt of an appeal, the Eminent Supreme Recorder shall cancel the Chapter’s fine. Ninety (90) days following the close of the Convention, he shall review all such appeals and recommend respective approval or denial to the Supreme Council. The Supreme Council shall vote on his recommendations at its next regularly scheduled meeting. If the Chapter’s appeal is denied, the Eminent Supreme Recorder shall re-impose the fine for payment due sixty (60) days after the Supreme Council’s vote.
   2. Representation at Province Conventions. The chapter may sponsor as many members as it wishes to attend Province Convention.
   3. Credentials. A delegate shall be furnished with credentials signed by the Eminent Archon and the Eminent Recorder, a copy of which shall be forwarded to the Eminent Supreme Recorder or to the Province Archon, as the case may be, not later than fifteen (15) days prior to the Convention. However, the Eminent Supreme Recorder, Province Archon, or the Committee on Credentials may accept credentials not mailed by the date required, upon good cause shown.
   4. No Delegates from Delinquent Chapters. If the Chapter is delinquent with respect to any sums or any of the required forms, either to the Province or to the Fraternity Service Center, is not entitled, during such delinquency, to representation in the Fraternity or Province Convention.
   5. Eligibility. Any member in good standing of the Chapter may represent the Chapter in the Fraternity or Province Convention.
2. **Examination and Inspection**.
   1. Examination on the Ritual. Officers of the Chapter are subject at any time to an examination on the Ritual by any member of the Supreme Council, the Province Archon, or any member of the Fraternity designated by the Supreme Council.
   2. Inspection of the Chapter. An inspection of the Chapter shall be made by the Eminent Supreme Recorder or a member of the Supreme Council or by some member in good standing of the Fraternity approved by the Supreme Council. Inspections shall include the records, books, papers, accounts, and other document of the Chapter; scholarship and general standing of the Chapter at the Ohio State University; sanitary conditions; fire escapes and insurance risks of the Chapter House; and the condition and use of the Ritual and associated paraphernalia.
3. **Discipline of Chapter and Termination of Charter**.
   1. Surrender and Forfeiture. The Chapter may voluntarily surrender its charter unless five (5) or more members in good standing, including alumni, demand its continuance. No such action shall be made at a regular meeting at least four (4) weeks prior thereto and due notice given to all active

members of the Chapter and the Fraternity Service Center. If the Chapter fails for one year to send its reports and dues or otherwise flagrantly violates the Fraternity Laws or brings odium on the good name of the Fraternity, or interferes with the proper functioning of the letter and spirit of the Fraternity Laws, its charter may be suspended by action of four-fifths (4/5) of the Supreme Council, pending final action of the next Fraternity Convention as to forfeiture of charter.

* 1. Commission of Alumni. The Supreme Council shall have the power for due cause by a four-fifths (4/5) vote to place full authority of a charter in the hands of a Commission of Alumni, and thereupon such Commission shall govern the Chapter without a suspension of the charter until the due cause shall have been remedied. Upon the transfer of the authority of a charter, all current undergraduate members shall be considered suspended members until further notification by Fraternity officer or a member of the Commission.
  2. Alumni Board. The Chapter, by a vote of two-thirds (2/3) of the members in good standing, present, and voting, with the consent of the Supreme Council, shall have the power to place joint authority of the charter in the hands of an alumni board and the members of the Chapter. Such Board, in conjunction with the members of the Chapter, shall govern the Chapter Collegiate without a suspension of the charter until the cause for creation of the Board shall have been remedied. The sharing of the authority of the charter shall not affect the current status of any undergraduate member.
  3. Probation. If the Chapter is determined to be deficient in the minimum standards of the Fraternity, or is placed on probation for low academic standards or any other reasons by The Ohio State University, the Chapter may be placed on probation by the Supreme Council or the Province Council.
  4. Chapter Membership Review. The Supreme Council may authorize a membership review of the Chapter if on probation or under the authority of a commission of alumni, with such review to be conducted by a group of alumni appointed by the Supreme Council. When such a membership review occurs, any member may be summarily suspended, placed on probation, fined, reprimanded or any combination thereof. If a member so requests in writing within thirty (30) days after notice of suspension, probation, fine, or reprimand, he shall be entitled to a review of such penalty within twenty (20) days of receipt by such group of alumni of such request. The member shall be entitled to present evidence to such group of alumni in support of his request either in person or by any member in good standing or both.
  5. Suspension by the Supreme Council. A charter may for due cause be suspended by the Eminent Supreme Archon, with the consent of the Supreme Council by a four-fifths (4/5) vote, provided the Chapter Collegiate had been notified in writing of the charges and given a reasonable opportunity to respond. In such case, a full report shall be made to the next Fraternity Convention for its approval or disapproval, and meanwhile the charter shall remain suspended. Upon suspension of the charter, all current undergraduate members shall be considered suspended members until their graduation from the institution at which the Chapter Collegiate is domiciled. Upon graduation, said suspended members will become members of the Chapter Alumnus and will therefore be entitled to all rights and privileges of membership.
  6. Suspension or Revocation by Fraternity Convention. The charter may for due cause be suspended or revoked by the Fraternity Convention by a two-thirds (2/3) vote of the members present, provided the Chapter had been notified in writing of the charges and given a reasonable opportunity to respond.
  7. Revocation Caused by Election of Ineligible Person. Upon complaint filed in writing at the Fraternity Service Center by a member or constituent body of the Fraternity that an active Chapter Collegiate has elected a person ineligible for membership by reason of violation of any of the conditions appearing in Section 5, the Supreme Council shall immediately investigate the complaint. If the accusation is true and just, the Chapter shall be disbanded and its charter revoked.
  8. Surrender of Equipment on Termination of Charter. Upon the surrender, forfeiture, suspension, or revocation of a charter, the property of the Chapter, including Fraternity paraphernalia, Ritual equipment, books of record, etc., shall be surrendered to the Eminent Supreme Recorder and kept by him subject to the orders of the Supreme Council.

# Title III. New Members, Education, Initiation, and Affiliation.

1. **Regulation of Membership**. The chapter reserves the right, as consistent with the Fraternity Laws, to regulate membership.
2. **New Members and Bid Voting**.
   1. Recruitment Committee. The recruitment committee shall consist of the Recruitment Chairmen and an odd number of at least five (5) members appointed by the Recruitment Chairmen and approved by the Executive Council.
   2. Removal of Committee Members. The Recruitment Chairmen may remove any member of the Recruitment Committee not fulfilling his duties. The Recruitment Chairman may then appoint a replacement, subject to chapter approval.
   3. Bid Meetings. The Recruitment Committee shall meet for the purpose of deciding to whom to extend an initiation to membership. The Recruitment Chairmen shall preside at such meetings.
   4. Extending Bids. An invitation to membership can be given to potential new members only after he has received approval of no less than three-fifths (3/5) of the members in good standing of the Recruitment Committee.
3. **Member Education**.
   1. Member education will fall under the responsibility of the Member Educator.
   2. Member education process. The member education process shall consist of the following components:
      1. Loyalty. The Member Educator will be responsible for the Loyalty Experience.
      2. Friendship. One of the two Continuing Education Chairs will be responsible for the Friendship Experience.
      3. Honor. One of the two Continuing Education Chairs will be responsible for the Honor Experience.
   3. Education requirements. Members will be required to complete all nationally and locally required education modules adherent to their level of membership.
      1. Education delinquency. Members who fail to complete the required modules adherent to their membership level by the necessary deadlines shall be suspended from fraternity social events until education obligations are completed.
   4. The Loyalty, Friendship, and Honor chairmen may design local education programs whenever necessary.
      1. The chapter advisor must approve all local programs.
      2. The Eminent Warden shall manage all modules and oversee education accountability.
4. **Initiation**.
   1. Requirements for initiation.
      1. The requirements for initiation shall be the same as those to receive a bid from the chapter.
      2. Potential new members must attain a minimum 2.70 grade point average to receive a bid. The grade point average requirement set forth herein may be waived by the Chapter Advisor in regard to a potential new member with a learning disability.
      3. No man will be initiated until he has paid all dues incumbent upon him from the National Organization, Ohio Theta chapter, The Ohio State University, or any other necessary organization that requires payment.
      4. The chapter will not initiate a man who has joined another chapter collegiate or organization prohibited by the laws of The Ohio State University, National Organization, or Ohio Theta Chapter.
   2. Bid-to-initiate process.
      1. Men who have received a bid to join Sigma Alpha Epsilon must be initiated within 96 hours after the period of recruitment has ended.
         1. Non-rolling bids. If there is not a rolling bid process, the candidate must be initiated within 96 hours of receiving his bid.
         2. No new member activities or events shall occur within the bid-to-initiate window.
      2. Obligations prior to initiation. The candidate must complete all national, collegiate, financial, and academic requirements prior to his initiation.
      3. A candidate may remove his consideration for membership at any point in the window between bidding and initiation. He will not be held financially liable.
   3. Initiation Ceremony
      1. Place. The Initiation Ceremony shall take place at the chapter house or other venue deemed appropriate and necessary by the Eminent Archon
      2. Secrecy. The ceremony shall be secret.
      3. Nature. Every possible provision and measure shall be taken to ensure the dignity and serious demeanor of the Initiation Ceremony.
5. **Special Non-student Initiation**. The Chapter may, by a three-fourths (3/4) vote of its members in good standing, supported by a letter from the Province Archon and written approval of the Supreme Council, initiate a non-student as a member of the Chapter if such person is otherwise eligible for membership under Section 5. The initiate will be subject to all fees and charges stipulated in Section 17A3 or such lesser fees and charges as otherwise determined by the Supreme Council.
6. **Special Initiation**. Notwithstanding Section 5, the Chapter may, by a three-fourths (3/4) vote of its members in good standing, confirmed in writing, accompanied by written recommendations from the Province Archon and the Eminent Supreme Recorder, and upon a unanimous vote of the Supreme Council, initiate a person who has been a member another college social fraternity, provided that he meets the following minimum standards:
   1. He may not be an undergraduate.
   2. He must have rendered significant service to Sigma Alpha Epsilon Fraternity over a substantial period of time.
   3. He cannot have attempted to become a member or new member of Sigma Alpha Epsilon Fraternity in any manner other than prescribed in these by-laws.
   4. He must have, in writing, resigned his membership in the other college social fraternity, and that resignation must be confirmed by the office of said fraternity. If such other fraternity refuses or fails to confirm resignation, the Supreme Council shall have the power to waive the requirement that the other fraternity confirm the resignation.
   5. He must not ever have been expelled from the other college social fraternity of which he was a member, and that fact must be confirmed in writing.
   6. The initiate will be subject to all fees and charges stipulated in Section 17A3 or such lesser fees and charges as otherwise determined by the Supreme Council.
   7. The Supreme Council shall have the right to add any other requirements, rules or restrictions as deemed necessary in each individual situation.
7. **Affiliation at Another Institution**.
   1. Eligibility. Every member of the Chapter who leaves the Ohio State University and enters another institution at which there is a chapter of Sigma Alpha Epsilon shall automatically become an active member of such Chapter, subject to its by-laws, and shall be entitled to all the privileges of active membership by such chapter, provided he has a transfer card from the Chapter with which he was last connected, as provided in Section 20C below. Any member not in good standing by reason of financial or other delinquency and consequently not entitled to a transfer card, who shall enter another institution at which there is a chapter of Sigma Alpha Epsilon, shall not be entitled to the privileges of active membership, but shall nevertheless be subject to the jurisdiction of the chapter collegiate located in the institution to which he has transferred.
   2. Requirements. A chapter collegiate may require 1) a residence not to exceed six (6) months at the institution at which it is domiciled and 2) compliance with its scholastic standards before accepting an applicant for affiliation. It may also impose an affiliation fee not to exceed one-half (1/2) of its initiation fee and may make rules as it deems proper to give preference to its own initiates in matters of house residence.
   3. Transfer Cards. Every member in good standing at the time of leave from the Chapter is entitled, on request, to a transfer card signed by the Eminent Archon and Eminent Treasurer.
8. **Affiliation into the Chapter**.
   1. Eligibility. A member of another chapter collegiate may affiliate and therefore be entitled to all privileges of active membership if he meets the criteria below. Any member not entitled to affiliate and who enters the Ohio State University, shall not be entitled to the privileges of active membership, but shall nevertheless be subject to the jurisdiction of the Chapter. The criteria for affiliation into the chapter is as follows:
      1. The member has obtained a transfer card from the previous chapter collegiate, signifying good standing with such chapter
      2. The member has obtained a minimum 2.70 grade-point average. If the member has no academic record at the Ohio State University, then a transcript from the previous academic institution will be used to determine such information. The member will remain ineligible for affiliation into the Chapter until his grade point average reaches the above requirement.
   2. Transfer Cards. Every member in good standing at the time of leave from the Chapter is entitled, on request, to a transfer card signed by the Eminent Archon and Eminent Treasurer.
      1. Active Chapters. Every member in good standing at the time of leaving the domicile of his Chapter Collegiate is entitled, on request, to a transfer card signed by the Eminent Archon and Eminent Treasurer.
      2. Disbanded Chapters. Every member of a disbanded chapter collegiate who was in good standing at the time of its dissolution is entitled, on request, to a transfer card. The Eminent Supreme Recorder shall sign this card.

# Title IV. Definitions and Interpretations.

1. **Status of Membership**.
   1. Good Standing. A member not in good standing shall not be entitled to any benefits of Chapter membership whatsoever. A member is in good standing unless either:
      1. He is delinquent in accounts, or
      2. He is delinquent in scholarship, or
      3. He is under suspension, or
      4. An accusation exists against him, or
      5. He has not graduated and is not currently enrolled at the Ohio State University.
      6. He is delinquent in his education requirements.
   2. Membership Benefits. Membership benefits that members only in good standing are privileged to include but are not limited to include social, athletic, philanthropic, community service, new member, ritual, meetings or any other Chapter events whatsoever.
   3. Definition of Account. An active member’s account includes all sums charged against him on the Chapter’s books, whether for fees, dues, taxes, assessments, fines, room rent, board, or any other proper cause exclusive of subscriptions to a house building fund. The latter shall not become due and payable until the member has left college or graduated, unless a special arrangement has been concluded between the active member and the Chapter regarding such house building funds.
   4. Delinquency in Accounts. A member is delinquent in accounts if either:
      1. At any time during the academic year he is over thirty (30) days delinquent in monies owed to the Chapter, without a written payment plan, or
      2. At any time during the academic year he is over thirty (30) days delinquent in monies owed to the House Corporation, without a written payment plan, or
      3. On leaving the Chapter, either at the end of or during the academic year, or on applying for a transfer card, he owes any sum at all.
   5. Delinquency in Scholarship. A member is delinquent in scholarship if either:
      1. He has been placed upon academic probation by the academic authorities of the Ohio State University, or
      2. He has maintained a grade point average of less than 2.70 for two (2) or more consecutive semesters as described in Section 36. A member with documented learning disabilities may—by approval of the Eminent Deputy Archon Internal, Scholarship Chair, and Chapter Advisor—set a personalized scholarship plan.
   6. Active Membership. Every member shall remain an active member of the Chapter by which he was initiated as long as he is an undergraduate student at the Ohio State University, unless permitted to become inactive as hereafter provided.
   7. Inactive Membership. An inactive member is one who, at his own request and upon good cause shown, while he is still a student, has been permitted by the Chapter, by a four-fifths (4/5) vote of approval, to assume the status of inactivity; but such a member cannot become inactive until he has paid in full dues and obligations due to the Chapter, the Province, and the Fraternity Service Center or Fraternity. Inactivity cannot take place unless the applicant for inactive membership has been a member of the Chapter for at least two (2) years.
   8. Hardship Status. Hardship status is to be recognized for brothers who may be experiencing severe financial difficulty. It must be approved by a three-fourths (3/4) vote of the active chapter upon recommendation from the Executive Council. To obtain hardship status the brother must apply to the Executive Council, such application to include a detailed explanation of the causes of the hardship and the plan by which the brother intends to return to normalcy. A brother on hardship status may participate in fraternity activities but must pay for each social and other event for which the chapter expends funds. Hardship status cannot be granted for more than one semester.
   9. Resignation of Membership. A two-year member of the Chapter Quiescent may resign his membership in Sigma Alpha Epsilon by declaration in writing his intent and specific rationale to the Eminent Supreme Recorder and accompanying said declaration with his initiated member’s

badge, certificate of membership, and membership card. Before any resignation may be acted upon, financial obligations to any and all Fraternity units must be met as evidenced by written statements from the Eminent Archon and Province Archon. Upon a two-thirds (2/3) vote of approval of the Supreme Council, the Eminent Supreme Recorder shall at once notify the Eminent Archon of the Chapter, the Province Delta Archon, and the Province Archon in which the resigned member presently resides. The Eminent Recorder shall forthwith enter in the Form A Book and the “Book of Expulsions” of the Chapter all resignations reported. The resigned member shall lose all connection with the Fraternity, including the rights and privileges of membership, but shall not be released from the pledge of secrecy given at the time of his initiation. He shall also forfeit the right to receive The Record.

* 1. Reinstatement of Resigned Member. Any resigned member may by petitioning the Supreme Council and receiving a two-thirds (2/3) affirmative vote gain reinstatement of membership. Before the Supreme Council may act upon any such petition, financial obligations to any and all Fraternity units must be met as evidenced by written statements from the Eminent Archon and Province Archon. Upon reinstatement, the Eminent Supreme Recorder shall make appropriate notification to the Chapter, Province Delta Archon, and Province Archon of his present residence with a request that reversing entries be made in the appropriate records.

1. **Seniority**.
   1. Badge Number. Seniority shall be determined solely by badge number. Lower badge number signifies higher seniority. Depending on the date of his initiation, a member may have either solely a Sigma Alpha Epsilon National Badge Number or both a Sigma Alpha Epsilon National Badge Number and an Ohio Theta Badge Number. The Eminent Archon shall have highest seniority in the Chapter, regardless of the date of his initiation.
   2. Determination of Sigma Alpha Epsilon National Badge Order. Sigma Alpha Epsilon National Badge order shall be determined after each rush period by the Recruitment Committee according to the following point system:
2. Grades. Academic performance will hold the most weight, awarding a new member an equivalent amount of points to his cumulative grade point average multiplied by three.
3. Attendance. Attendance at rush events during his specific rush period will award a new member one point for each event attended.
4. Campus involvement. Involvement in other campus organizations will award a new member one point for each organization he participates in.
5. Miscellaneous. The recruitment committee will discuss one-on-one interactions with potential new members and award points based on a predetermined character evaluation list.
6. Ties will be broken by a majority vote by the recruitment committee.
   1. Determination of Ohio Theta Badge Order. Ohio Theta Badge Order shall be determined at the conclusion of each semester for those initiated within that semester at the discretion of the Member Educator.
7. Initializing the Ohio Theta Badge Order. The Ohio Theta Badge Order shall start at badge number one (1) and increase by one (1) for each member to join thereafter.
8. Documentation of the Ohio Theta Badge Order. It is the responsibility of the Eminent Recorder to document and keep record of the Ohio Theta Badge Order.
9. The Ohio Theta Badge Order precedence. The Ohio Theta Badge Order shall take precedence over Sigma Alpha Epsilon National Badge Order when all members involved were initiated after the implementation of the Ohio Theta Badge Order.
10. Exceptions. The only instance when the Ohio Theta Badge Order would not super cede the Sigma Alpha Epsilon National Badge Order is if one or more members involved was initiated before the implementation of the Ohio Theta Badge Order.
    1. A brother initiated before the implementation of the Ohio Theta Badge Order will always have seniority over a brother with an Ohio Theta Badge Number, unless the brother with an Ohio Theta Badge Number is the Eminent Archon.
    2. Seniority between brothers initiated before the implementation of the Ohio Theta Badge Order defaults to the Sigma Alpha Epsilon National Badge Order.
    3. Affiliates. A member who affiliates from another Chapter Collegiate will assume seniority according to his badge number.

a. If a member affiliates after the implementation of the Ohio Theta Badge Order, the member will be treated as though he has the lowest Ohio Theta Badge Number within the Ohio Theta Initiate Class corresponding to the semester he was initiated at his original chapter.

* 1. References. Unless stated explicitly as “Ohio Theta Badge” or “the Ohio Theta Badge Order,” the term “Badge,” when found anywhere in the Chapter By-Laws, shall be assumed to refer to the Sigma Alpha Epsilon Badge Order.

1. **Official Action-Voting**. Whenever official action by any regularly constituted body of the Chapter is required, such action may, unless a different account or standard is otherwise required by these by- laws or other lawful authority, be taken by a majority vote at any meeting of the Chapter at which a quorum of members in good standing is present. Only active members who are present and in good standing shall be counted in determining the voting strength of the Chapter, and in the proceedings taken under Title X, the accused shall have no vote, nor shall he be counted as a member of the

Chapter.

# Title V. Chapter Meetings, Ritual, Officers, and Committees.

1. **Chapter Meetings**.
   1. Regular. Regular Chapter meetings shall be held at 6:00 pm Monday, each week that school is in session, except for finals week and summer term.
   2. Special. Special meetings may be called at any time by the Eminent Archon and shall be called by him on the written request of five (5) or more members in good standing. In either case, due notice shall be given to all members except in the case of emergency.
   3. Quorum. At any regular meeting of the Chapter a majority of the initiated members in good standing shall constitute a quorum; at any special meeting, two-thirds (2/3) of the initiated members in good standing shall constitute a quorum.
   4. Attendance Mandatory. All Chapter meetings are mandatory. Absences will be addressed according to Section 56A.
   5. Vote. Every active member of the Chapter in good standing has the right to vote upon any question lawfully coming before the Chapter for consideration if present in person at such meeting of the Chapter. The Eminent Archon shall only vote in case of a tie. No vote by proxy shall be allowed. Any active member in good standing may call for a ballot vote.
   6. Dress Code. All members must wear badge attire (a dress shirt, pants, tie, belt and dress shoes), unless declared informal by the Eminent Archon. No hats may be worn.
   7. Robert’s Rules of Order. All meetings shall be conducted according to Robert’s Rules of Order.
      1. Presiding Officer and Obtaining the Floor. The Eminent Archon shall preside at chapter meetings as the chairman. To claim the floor a member shall raise his hand and wait to be recognized by the chair. The chair shall then recognize the member by announcing his name or title. The member then has the floor, must then stand and may speak until he yields the floor. The member shall return to his seat when he yields the floor. The chair shall usually grant privilege to the floor on a first-come, first-serve basis. A member who has made the motion has priority in obtaining the floor.
      2. Motioning and Questioning Procedure. To make a motion a member shall begin by state “I move to…”. Then a second member may second such motion, so that the chair shall bring the question before the Chapter. When the chair states the question, the motion is pending and then open to debate. If the Chapter decides to do what the motion proposes, the Chapter then adopts the motion or it is carried. If the Chapter decides against the motion, then it is rejected or lost.
      3. Amending a Motion. The motion to amend is a motion to modify the wording of a pending motion before it is acted upon. An amending motion shall be closely related to the original motion, requires a second to be considered and is acted in the same way as a main motion. An amendment is adopted by a majority vote despite the required vote for adoption. The amended motion is then voted upon accordingly.
      4. Common Motions.
2. Introduce New Business. A member shall introduce new business by saying “I move to…”. The motion to introduce new business must be seconded, debated, amended and requires a majority vote to be introduced.
3. Table Business. A member shall temporarily suspend consideration of a motion by saying “I move to table the motion…”. The motion to table business must be seconded, may not be debated and requires a majority vote to be tabled.
4. Protest Breach of Rules and Request Information. A member may protest a breach of rules by saying “I rise to a point of order…” at any time. A member may also request information by saying “Point of information…” at any time. These motions may

interrupt the member who has the privilege of the floor.

1. End Debate. A member may end debate of new business by saying “I move to the previous question…”. The motion to end debate must be seconded and requires a 2/3 vote to end such debate. The motion to end debate takes precedence over all debatable and amendable motions, but is out of order if another member has the floor.
2. Call Intermission. A member may call intermission by saying “I move that we recess for…”. The motion must be seconded, may not be debated and requires a majority vote for such an intermission to occur.
3. Reconsideration. A member may make a motion to reconsider a hasty decision by saying “I move to reconsider the vote on…”. The vote to reconsider must be seconded, debated, amended and requires a majority vote for the previous question to be reconsidered. Reconsideration may only occur during the same Chapter meeting the decision was made.
4. Suspend Rules Temporarily. A member shall make a motion to suspend rules temporarily by saying “I move to suspend the rules so that…”. The motion to suspend rules does not need a second, may not be debated and requires a unanimous vote.
   * 1. Debate. Discussion of any question shall be limited to five (5) minutes after which time there shall be an automatic motion to close the discussion. If the motion fails, then the discussion shall be resumed for an additional five (5) minutes after which time there shall be another automatic motion to close discussion. Discussion shall be limited to a total of fifteen (15) minutes.
     2. Methods of Voting. Voting shall be performed vica voce, (by the voice). A member may cast his vote in the affirmative by “aye” or in the negative by saying “nay” or not vote by abstaining from the vote.
5. The act of abstaining from a vote has the same effect as voting for the prevailing side
6. Ballot vote may be motioned for at anytime and does not require a second
7. All elections shall be conducted by ballot vote
8. Abstaining from a vote represents a vote in the negative when conditions require a percentage “of the members present”
   * 1. Conduct. The Eminent Archon or Eminent Warden will issue a warning to any member disrupting the meeting. If the member disrupts the meeting again, then the Eminent Warden may remove him, subject to a majority vote of the Chapter.
   1. Order of Business. The order of business during Chapter meetings shall be as follows:
      1. Formal Opening
      2. Prayer
      3. Roll Call
      4. Executive Council Reports
      5. Chapter Officer Reports
      6. Old Business
      7. New Business
      8. Alumni Comments
      9. Announcements and Remarks for the Good of the Order
      10. Phi Alpha Brother of the Week
      11. Other Awards
      12. The True Gentleman
      13. Formal Closing
9. **Chapter Ritual**. The Chapter shall follow the prescribed course of performance for all Ritual ceremonies to include use of the Opening and Closing Ceremonies for all Chapter meetings, the Formal Pledging Ceremony for all new members at the earliest possible date, the Ceremony for Installation of Officers, the Initiation Ceremony, immediately upon completion of the new member education program, the Graduation Ceremony, the True Gentleman Ceremony, the Neophyte

Ceremony, the Loyalty Ceremony, the Friendship Ceremony, the Honor Ceremony, the Fraternity Ceremony, the Chapter Eternal Ceremony, and the Phi Alpha Ceremony.

1. **Chapter Officers**.
   1. Executive Council. The following officers shall compose the Executive Council:
      1. Eminent Archon
      2. Eminent Deputy Archon Internal
      3. Eminent Deputy Archon External
      4. Eminent Treasurer
      5. Health and Safety Chairman
      6. Internal Social Chairman
      7. External Social Chairman
      8. Alumni Relations Chairman
      9. Member Educator
      10. Recruitment Chairmen
      11. House Manager
      12. Eminent Recorder
   2. Internal Chapter Offices. The following offices shall be internal chapter offices and report to the Eminent Deputy Archon Internal:
      1. Scholarship Chairman
      2. Philanthropy Chairman
      3. Brotherhood Chairman
      4. Parliamentarian
      5. Technology Chairman
      6. Design Chairman
   3. External Chapter Offices. The following offices shall be external chapter offices and report to the Eminent Deputy Archon External:
      1. Eminent Correspondent
      2. Athletics Chairman
      3. Community Service Chairman
      4. University Relations Chairman
      5. Professional Chairman
   4. Ritual Positions. The following Offices shall be Ritual Positions and report to the Eminent Recorder:
      1. Eminent Preceptor
      2. Eminent Warden
      3. Eminent Herald
      4. Eminent Chronicler
      5. Eminent Chaplain
   5. Housing Positions. The following officers shall live in the house and report to the House Manager:
      1. Sustainability Chairman
      2. Steward
   6. Other Positions. The following Offices do not fall under executive, internal, external, or ritual positions.
      1. Continuing Education Chairmen
      2. Chapter Whip
   7. Qualifications.
      1. Every initiated member in good standing of the Chapter as described in Section 21A, including alumni in good standing of the Chapter, is eligible to hold any office in the Chapter.
      2. No alumnus shall hold office unless there is no member in attendance as a student at the Ohio State University available for office.
      3. Undergraduates must also have a cumulative grade point average of 2.95 to be eligible for an Executive Council Office and a 2.70 cumulative grade point average to be eligible for a Chapter Office.
   8. Term of Office.
      1. Executive Council Officers. All Executive Council Officers will have a term of office lasting from the first week of spring semester to the first week of the following spring semester, with the exception of the Recruitment Chairs and Member Educator.
         1. Nomination of Executive Council Officer candidates shall occur during a chapter meeting near the end of fall semester. Elections shall take place no fewer than six days following nominations.
         2. Former Executive Council Officers shall continue in their duties until the newly elected officers assume office, whereupon they shall immediately transfer to their properly qualified successors all moneys, bonds, and other property of the Chapter in their possession and control.
            1. The Recruitment Chairs shall remain in office until the first Monday after Ohio State Formal Recruitment concludes.
         3. This interim period shall be used as a transition period with the outgoing officer responsible for training the new officer.
      2. Chapter Officers. All Chapter Officers will have a term of office lasting from the first week of spring semester to the first week of the following spring semester, with the exception of the Brotherhood Chairman.
         1. Nomination of Chapter Officer candidates shall occur on the first chapter meeting following Executive Council elections. Election for Chapter Officers shall occur no fewer than six days following nominations.
         2. Former Chapter Officers shall continue in their duties until the newly elected officers assume office, whereupon they shall immediately transfer to their properly qualified successors all moneys, bonds, and other property of the Chapter in their possession and control. This interim period shall be used as a transition period with the outgoing officer responsible for training the new officer.
      3. Ritual Positions. All Ritual Positions as outlined above, as well as the Eminent Recorder but not including the Eminent Archon shall continue to execute their duties in the performance of the Initiation Ritual until the Formal Initiation of the first Spring Recruitment Class of spring semester or the second Monday after Ohio State Formal Recruitment concludes, whichever comes first.
         1. All officer duties not related to the performance of the Initiation Ceremony shall transition as normal during the first week of spring semester.
      4. Member Educator, Steward, and Chapter Whip. The Member Educator and Steward will have a term of office lasting from the first week of a given semester to the first week of the following semester.
         1. The election for fall semester shall occur at the tenth (10th) chapter meeting of spring semester.
         2. The election for spring semester shall occur during the normal election period.
      5. Brotherhood Chairman. The Brotherhood Chairman will have a term of office lasting from the first week of fall semester to the first week of the following fall semester.
         1. The election shall occur at the second-to-last chapter meeting of the spring semester.
   9. Method of Election. Except in the case of unanimous consent, election of officers shall be by ballot, and a majority of all votes cast shall be necessary for a choice. If there is no clear majority, a plurality is formed and in that case all candidates other than the two who garnered the most votes will be dropped from the ballot.
      1. All Executive Officer positions that required a team must be voted on as a team.
      2. Method of Election for Chapter Officers. Chapter Officers shall be elected in the following manner:
         1. Elections Board. The elections Board shall consist of the following eleven (11) members in good standing, elected in the fall semester:
            1. Four (4) sophomores
            2. Four (4) juniors
            3. Two (2) seniors
            4. The Parliamentarian
         2. Procedure
            1. Candidates will submit a written proposal from a set of standardized questions.

The board shall determine the questions and maximum response length.

Candidates will also rank, in order, the positions for which they most desire to run for.

* + - * 1. Each of the board members will then score each response on a 1-5 scoring rubric.
        2. The Parliamentarian shall compile the scores and rank each candidate in each position.
        3. The Elections Board shall then meet and finalize the top three (3) candidates to go before the chapter at large. The Board shall also designate first and second alternates to run for each position. This will be finalized by a majority vote of the Board.

The Board may choose to allow more than three (3) candidates

to go before the chapter at large with a unanimous vote.

The Board must take into account preferences when finalizing the candidates.

Each candidate may give up to three (3) speeches to the chapter at large.

The finalized candidates will be released to the chapter in alphabetical order, so as not to reveal scores. Alternates may be ranked.

* + - 1. Timeline. The list of candidates must be finalized at least one (1) week before the Executive Officer elections. The list may be adjusted after Executive Officer elections.
      2. Board members running for positions. Members of the Board are permitted to run for any chapter officer position.
         1. Board members that run for positions must recuse themselves from the selection process for those positions.

If the recusal of the Board members results in an even number of voters, the Eminent Archon will step in as a Board member, assuming full responsibility of a Board member for the process of selecting those positions’ candidates.

* 1. Vacancies. Election of officers to fill vacancies shall be conducted in the regular manner, and due notice of the meeting for such purpose shall be given. The Chapter may, by a two-thirds (2/3) vote declare any office vacant when the interests of the Chapter demand. Notice of such intended action shall be given to the officer concerned and to all other initiated members of the Chapter.
  2. Recalling Officers. If after the election of any officer, an objection is made concerning his ability to perform the duties of his office, a motion may be made before the chapter to remove the individual in question from office. If such a motion is upheld by five (5) members of active chapter, it shall be considered a valid motion. Such a motion shall be tabled or one week to provide the officer time to prepare his defense. After discussion, a two-thirds (2/3) vote shall be required to recall an officer from office, and a new person must be elected immediately to replace him.

1. **Officer Duties**. Every officer shall perform the duties required of him by the Ritual, those hereinafter set forth, and such others as his office may require or as may be imposed on him by lawful authority. All officers will utilize an officer notebook that will be updated after each election. The officer duties shall be as follows:
   1. Eminent Archon. The Eminent Archon shall:
      1. Preside at Chapter and Executive Council meetings.
      2. Preside as judge during trials described in Section 51J2.
      3. Manage the Executive Council officers.
      4. Appoint officers and committees not otherwise provided.
      5. Review, understand, and enforce the Fraternity Laws, Province by-laws, Chapter by-laws and the Ohio State University Greek life Standards of Excellence.
      6. Prepare the submission of Chapter forms to the Fraternity Service Center and the Ohio State University.
      7. Prepare the submission of Fraternity and the Ohio State University awards applications.
      8. Approve the appropriation of collections and disbursements made by the Eminent Treasurer.
      9. Promote and maintain proper use of the Ritual of the Fraternity and Chapter.
      10. Attend meetings of the Interfraternity Council, or ensure the chapter is represented in his absence.
      11. Maintain efficient communication with and solicit advice from the Chapter Advisor, Alumni Commission President, House Corporation President, Province Archon, Fraternity Service Center and the Ohio State University Greek Advisors.
      12. Serve as an ex-officio member of the House Corporation.
      13. Develop and distribute a calendar to all members during the final Chapter meeting of the preceding semester.
      14. The Eminent Archon shall receive a discount totaling one-half (1/2) of each semester’s charges excluding rent, including dues, meals, etc. The Eminent Archon discount will be one-third (1/3) of each semester’s rent charges.
   2. Eminent Deputy Archon Internal. The Eminent Deputy Archon Internal shall:
      1. Perform the duties of the Eminent Archon in the absence of that officer.
      2. Manage the internal chapter officers, except the Eminent Preceptor.
      3. Submit weekly written reports to the Eminent Archon and Eminent Recorder.
      4. Preside over Standards’ Board
      5. Submit a budget for the next semester to the Eminent Archon including expenses for all Chapter Officers managed by the tenth (10th) week of the preceding semester.
      6. Report to the Eminent Archon.
   3. Eminent Deputy Archon External. The Eminent Deputy Archon External shall:
      1. Perform the duties of the Eminent Archon Internal in the absence of that officer.
      2. Manage the external chapter offices.
      3. Submit weekly written reports to the Eminent Archon and Eminent Recorder.
      4. Ensure the delegation and completion of university and national awards.
      5. Submit a budget for the next semester to the Eminent Archon including expenses for all

a. Chapter Officers managed by the tenth (10th) week of the preceding semester.

* + 1. Report to the Eminent Archon.
  1. Eminent Recorder. The Eminent Recorder shall:
     1. Keep the following records:

1. Minutes of the Chapter meetings.
2. A true and correct copy of the Fraternity Laws, Province by-laws, Chapter by-laws, IFC by-laws, and the Ohio State University Greek life Standards of Excellence.
3. A Book of Expulsions containing the names of all persons expelled or suspended from the Chapter, the date of trial, a copy of the charges, the names of all participating officers, the vote, subsequent action if any and all pertinent information. Each entry in the Book of Expulsions is to be signed in full and dated by the Eminent Archon and the Eminent Recorder of the Chapter at the time the entry is made.
4. Chapter roster and contact list.
   * 1. Distribute and post minutes of Chapter meetings.
     2. Manage the Ritual Positions, and cooperate with the Eminent Archon in practicing the Ritual when necessary.
     3. Perform any other secretarial work pertinent to the Chapter.
     4. Maintain the Carmen page.
     5. Report to the Eminent Archon.
     6. Oversee and regulate all voting procedures during chapter meetings.
   1. Eminent Treasurer. The Eminent Treasurer shall:
      1. Collect and record accounts receivable due to the Chapter, giving in return a receipt.
      2. Maintain the checkbooks and accounts of the Chapter.
      3. Prepare a budget for each semester with the assistance of Eminent Archon. The budget shall be submitted to the Chapter Advisor during the twelfth (12th) week of the preceding semester.
         1. The projected budget must obtain a majority vote of the Executive Board by any method necessary.
         2. The projected budget must be reported to the chapter by the third (3rd) week of the semester.
      4. Provide an end-of-semester summary to the chapter.
      5. Account for all fines levied against the members of the Chapter.
      6. Approve and sign off all expenditures of the Chapter, either in person or in the form of reimbursement form and collecting all receipts.
      7. Pay all fees and dues according to Section 32.
      8. Direct the fundraising program of the Chapter.
      9. Report delinquent members to the Eminent Warden.
      10. Serve as an ex-officio member of the House Corporation.
      11. Submit weekly written reports to the Eminent Archon and Eminent Recorder, and submit monthly budget reports to the Chapter.
      12. Complete all relevant tax forms annually, including the I-990.
      13. Be responsible for working with the House Manager to ensure the continuation of the chapter meal plan.
          1. The Eminent Treasurer shall be responsible for collection payments from the chapter for the meal plan.
      14. Report to the Eminent Archon.
      15. The Eminent Treasurer will receive a 25% reduction on fraternity dues.
   2. Eminent Warden. The Eminent Warden shall:
      1. Prosecute members accused under Title IX and have charge of trials and appeals, unless for any cause he is disqualified, unable, or unwilling to act in the capacity of prosecutor, in which case the Eminent Archon of the Chapter shall appoint another member of the Chapter or Alumni Commission to undertake these duties.
      2. Ensure that proper decorum and order is maintained at all functions of the Chapter.
      3. Decide, as described in Section 21A, who may be admitted to a meeting or function and who may not.
      4. Have dismissal power at all meetings as described in Section 25G7.
      5. Assist the Eminent Treasurer in collecting accounts receivable.
      6. Submit biweekly written reports to the Eminent Archon and Eminent Recorder.
      7. Send a mid-semester and end-of-semester email to all those who have committed fineable offenses.
      8. Manage, complete, and submit any documentation from the Member Educator and Continuing Education Chairmen related to the True Gentleman Experience.
         1. The Eminent Warden shall ensure that all members complete the education requirements incumbent upon them.
      9. Submit a comprehensive, compiled fine report to the Eminent Treasurer and Eminent Archon at the mid-semester and by the end of the tenth (10th) week of the semester.
      10. Report to the Eminent Recorder.
   3. Health and Safety Chairman. The Health and Safety Chairman shall:
      1. Review, understand, and enforce the Fraternity risk management policies, IFC/PHA Alcohol Policy, Ohio, Franklin County, and Columbus laws.
      2. Manage the risk management committee responsible for reducing the risk of loss and the enhancement of safety
      3. Generally study and advise the Chapter on ways to reduce the risk of injury and loss of life from any cause.
      4. Be responsible for the planning of risk management event(s) each semester.
      5. Develop and implement a written risk management and crisis management program.
      6. Administer the risk management program.
      7. Report to the Eminent Archon.
      8. The Health and Safety Chairman will receive a 25% reduction on fraternity dues.
      9. Have the authority to create and install incentive programs for sober monitoring and health and safety programs.
   4. Internal Social Chairman. The Internal Social Chairman shall:
      1. Coordinate the necessary preparations for upcoming social events along with the social committee, which may be formed at his discretion.
      2. Preside over the social committee, which may be formed at his discretion.
      3. Work alongside the External Social Chairman to schedule all social events held by the chapter.
      4. Work alongside the External Social Chairman to review, understand, and plan all social

events in accordance with the Minerva’s Shield, FIPG policies, and Ohio, Franklin County,

and Columbus laws.

* + 1. Work alongside the External Social Chairman to submit weekly reports to the Eminent Archon and Eminent Recorder.
    2. Work alongside the External Social Chairman to submit a budget for the next semester to the Eminent Archon by the tenth (10th) week of the preceding semester.
    3. Report to the Eminent Archon.
  1. External Social Chairman. The External Social Chairman shall:
     1. Reserve social event location venues when necessary
     2. Schedules joint social events with the participating organizations’ social chairpersons.
     3. Act as the main point of contact for the social chairpersons of other organizations.
     4. Work alongside the Internal Social Chairman to schedules all social events held by the chapter.
     5. Work alongside the Internal Social Chairman to review, understand, and plan all social events in accordance with Minerva’s Shield, FIPG policies, and Ohio, Franklin County, and Columbus laws.
     6. Schedule dry social events throughout the year.
     7. Work alongside the Internal Social Chairman to submit weekly written reports to the

Eminent Archon and Eminent Recorder.

* + 1. Work alongside the Internal Social Chairman to submit a budget for the next semester to the Eminent Archon by the tenth (10th) week of the preceding semester.
    2. Report to the Eminent Archon.
  1. Member Educator. The Member Educator shall:
     1. Be elected each semester.
     2. Develop and implement an education program for the Loyalty Experience.
        1. The Chapter Advisor must approve all local modules.
     3. Oversee the Continuing Education Chairmen.
     4. Work with the Eminent Warden to ensure all documentation is accurate and up-to-date with the National Organization.
     5. Ensure that Loyalty members complete all education requirements incumbent upon them.
     6. Ensure that newly initiated members become well versed in the organization and history of Sigma Alpha Epsilon and absorbed into the Ohio Theta chapter.
     7. Report to the Eminent Archon
  2. Recruitment Chairmen. The Recruitment Chairmen shall:
     1. Develop a recruitment strategy with a target audience, a set number goal, and innovative events and marketing.
     2. Manage the recruitment committee responsible for assisting in the recruiting of men eligible for membership according to Section 5 and distribute bids in accordance with Section 15D.
     3. Develop, implement and distribute a written recruitment program to all members.
     4. Conduct a recruitment workshop before the start of each recruitment period.
     5. Conduct a bid meeting according to Section 15C.
     6. Submit weekly written reports to the Eminent Archon and Eminent Recorder.
     7. Submit a budget for the next semester to the Eminent Archon by the tenth (10th) week of the preceding semester.
     8. Report to the Eminent Archon.
  3. House Manager. The House Manager shall:
     1. Manage the Chapter house and grounds, employ help, and purchase supplies.
     2. Partner with the Health and Safety Chairman to maintain safe condition in the house.
     3. Ensures that the house is kept clean at all times.
     4. Submit a budget for the next semester to the Eminent Archon by the tenth (10th) week of the preceding semester.
     5. Ensure the continuation of a meal plan to be made available to the chapter at-large, and shall:
        1. Serve as the chief liaison between SAE Ohio Theta, the current chef, and the respective chef provider.
        2. Ensure all payment obligations to the chef and/or chef provider are met in a timely manner.
        3. Be responsible for presenting a cost estimate to the chapter at-large three (3) weeks before the start of each academic term.
        4. Be responsible for the annual renewal of the chapter house kitchen license with the Columbus Department of Health.
           1. Ensure that the license is showcased in a presentable manner in the kitchen.
        5. Ensure the quality of the meal plan.
     6. The House Manager has the right to appoint a Deputy House Manager.
     7. Oversee the Steward.
     8. Reports to the Eminent Archon.
  4. Scholarship Chairman. The Scholarship Chairman shall:
     1. Monitor the academic status of each member, requiring those who are deficient in scholarship according to Section 36 to attend study tables and tutoring sessions.
     2. Partner with the Continuing Education Chairman to manage the scholarship and education committee responsible for assisting in the academic success, personal development and career development of members.
     3. Develop and implement a written scholarship program, which should include Chapter scholarships, awards and incentives.
     4. Provide members with information about scholarships, loans, and grants available through

the Ohio State University and the Fraternity Service Center.

* + 1. Maintain files with information of classes that members have taken, including copies of old tests and used textbooks still current.
    2. Attend study tables and enforce proper conduct.
    3. Ensure that all members have met all grade point average requirements.
    4. Report to the Eminent Deputy Archon Internal.
  1. Eminent Herald. The Eminent Herald shall:

1. Understand, promote, and maintain proper use of the Ritual of the Fraternity and Chapter.
2. Organize the proper completion of the Formal Pledging Ceremony, Initiation Week Ceremonies, Initiation Ceremony, Opening Ceremony, Closing Ceremony, Graduation Ceremony and Ceremony for Installation of Officers.
3. Conduct rehearsal of all ceremonies and rituals.
4. Maintain good condition of all ritual equipment, robes, and ritual books.
5. Instruct the Chapter in the Fraternity songs.
6. Educate members on the Fraternity’s Ritual and its meaning.
7. Report to the Eminent Recorder.
8. Plan and coordinate the Chapter’s yearly trip to the Levere Memorial Temple in the Spring
   1. Eminent Chaplain. The Eminent Chaplain shall:
9. Provide a brief nondenominational service prior to Chapter meetings.
10. Have information about student health and wellness centers.
11. Coordinate end-of-year awards at Formal in conjunction with the Social Chairman, Community Service Chairman, Eminent Deputy Archon Internal and Eminent Archon
12. Report to the Eminent Recorder.
    1. Eminent Chronicler. The Eminent Chronicler shall:
13. Keep a history of the Chapter.
14. Keep all archives and personal or historical data pertaining to the Chapter, alumni, and the Ohio State University, including campus news and events, scientific, literary, social or athletic occurrences of interest to Sigma Alpha Epsilon or to the general college and educational world.
15. Create and distribute a Parents Newsletter once per semester
16. Organize and facilitate a Parents’ Weekend held every Fall semester
17. Report to the Eminent Recorder.
    1. Continuing Education Chairmen. The Continuing Education Chairman shall consist of two (2) members who shall:
18. Ensure the completion of the Friendship and Honor experiences.
19. Design local education programs in addition to nationally required modules.
    1. The Chapter Advisor must approve all local modules.
20. Work with the Eminent Warden to ensure all documentation is accurate and up-to-date with the National Organization.
21. Election. The Continuing Education Chairmen election process will be that multiple brothers run for the position, and the two (2) highest vote getters will win the positions.
    1. The winner with the most votes will get preference as to whether he will be responsible for the Friendship Experience or the Honor Experience. The second highest vote getter will then be responsible for the other.
22. Report to the Member Educator.
    1. Brotherhood Chairman. The Brotherhood Chairman shall:
23. Organize and plan multiple brotherhood retreats and brotherhood-building activities.
24. Arrange weekly Chapter Dinner.
25. Report to the Eminent Deputy Archon Internal.
    1. Eminent Preceptor. The Eminent Preceptor shall:
26. Understand, promote and maintain proper use of the Ritual of the Fraternity and Chapter.
27. Rehearse his role of the ritual prior to the Initiation Ceremony, so that he may recite his role from memory with clarity and feeling.
28. Report to the Eminent Recorder.
    1. Marketing/Public Relations Chairman (formerly Eminent Correspondent). The Marketing/PR Chairman shall:
29. Conduct all marketing and public relations for the Chapter.
30. Advertise for social events, philanthropy events, and alumni events with corresponding communities, sororities, alumni, and student organizations.
31. Lead a Marketing Committee of a size and makeup of his choice.
32. Write and submit reports of Chapter and individual activities to all media including The Record, The Lantern, The Columbus Dispatch, the Greek life website and other appropriate outlets.
33. Assist the Alumni Relations Chairman in completing alumni newsletters.
34. Send greeting cards, thank-you notes, invitations, gifts and flowers for all necessary occasions.
35. Coordinate the annual chapter composite photo during the spring semester.
36. Report to the Eminent Deputy Archon External.
37. Take photographs at all chapter events
38. Submit photographs to the Technology Chairman for the chapter website
39. Submit Chapter news and photographs for the Chapter’s scrapbook, which is maintained by the Fraternity Service Center.
    1. Alumni Relations Chairman. The Alumni Relations Chairman shall:
40. Work closely with the Columbus Area Alumni Association Chairman.
41. Invite alumni to events recruitment events, Formal Pledging Ceremony, Initiation Ceremony and Graduation Ceremony.
42. Seek assistance from alumni in every aspect of chapter operations.
43. Schedule at least one (1) alumni event per semester.
44. Publish and mail a minimum of two (2) alumni newsletters per year.
45. Publish an alumni directory every two (2) years.
46. Write alumni news briefs to be submitted to The Record on a semester basis.
47. Write alumni news briefs and maintain information to be posted on the alumni portion of the Chapter website.
48. The Alumni Relations Chairman shall plan and coordinate a Founders Day and a Homecoming Event with the House Corporation/Alumni Chairman.
49. Report to the Eminent Archon.
    1. Athletics Chairman. The Athletics Chairman shall:
50. Organize teams each semester for the Greek intramural sports.
51. Organize teams each semester for other sports based upon Chapter interest.
52. Report to the Eminent Deputy Archon External.
    1. Community Service Chairman. The Community Service Chairman shall:
53. Organize community service events each semester.
54. Ensure participation in all IFC community service events.
55. Ensure participation in university-wide community service events.
56. Obtain documentation from each event attended, which shall be submitted to the university and Fraternity Service Center.
57. Ensure the each active member completes the minimum required amount of service, as per Section 33.
58. Report to the Eminent Deputy Archon External.
59. University Relations Chairman. The University Relations Chairman shall:
    1. Develop and implement a university relations program.
    2. Initiate interaction between university officials, advisors and community leaders inviting them to Chapter events, dinners and Formal Pledging Ceremony.
    3. Serve as the chapter’s delegate to Homecoming and Greek Week committees and all those necessary for other university-sponsored events.
    4. Collect and maintain a database of organizations and activities that members have joined, as well as leadership positions they hold in those organizations.
    5. Complete all paperwork and fulfill all undergraduate obligations associated with the annual renewal of the chapter’s approved Sophomore Live-In status. In this capacity, the University Relations Chairman shall report to the President of the Ohio Theta House Corporation.
    6. Report to the Eminent Deputy Archon External.
60. Philanthropy Chairman. The Philanthropy Chairman shall:
    1. Organize and plan all philanthropic events, raising donations to charity.
    2. Obtain documentation from each charitable donation, which shall be submitted to

the university and Fraternity Service Center.

* 1. Assist the Eminent Warden in ensuring participation in all sorority and fraternity philanthropies, as per Section 56A7.
  2. Organize teams for all athletic philanthropies.
  3. Report to the Eminent Deputy Archon Internal.

1. Design Chairman. The Design Chairman shall:
   1. Design, compile, and maintain graphics and templates to be used in various outlets and materials we distribute, in an effort to promote and maintain the brand image of Sigma Alpha Epsilon, specifically that of Ohio Theta. This includes, but is not limited to:
   2. Print materials such as fliers, brochures, business cards, newsletters
   3. Clothing items such as recruitment shirts, athletic shirts, homecoming and event-related shirts, etc.
   4. Online content that appears on electronic mailings, our website, and social media outlets
   5. Maintain and update the recruitment board with fresh paint when needed, new and diverse photographs, and information pertinent to any given recruitment period.
      1. Creating multiple, unique designs every time a clothing item is needed in any instance previously mentioned.
      2. Collecting concepts and designs from other members and converting them to a viable form if necessary.
      3. Ordering aforementioned clothing items once a general consensus is reached
   6. Report to the Eminent Deputy Archon Internal.

AA. Sustainability Chairman. The Sustainability Chairman shall:

1. Promote the ideals of sustainability for the health and productivity of brothers as well as society and the environment as a whole
2. Team up with the Brotherhood Chairman and Treasurer to promote healthy foods for chapter meals, brotherhood meals, and all food that brothers partake in together
3. Creates and implements a recycling program for aluminum cans and any other items that the chairman feels could be recycled
4. Works with the Eminent Chaplain to have information for members on Student Health and Wellness Center and additionally the Counseling and Consultation Service
5. Teams up with the House Manager to promote sustainable planting on the grounds of SAE as well as the correct utilization of materials, water, and energy
6. Implements proactive measures to lessen the spreading of sicknesses during flu and cold season
7. Participates in one (1) house walkthrough per month with the Housing Positions and House Director
8. Create and manage all SAE establishment cleaning plans
9. Reports to House Manager

AB. Parliamentarian. The Parliamentarian shall:

1. Monitor and maintain proper decorum and observance of Robert’s Rules of Order during

chapter meetings.

1. Interpret and maintain the chapter and national bylaws.
2. Act as a resource to educate the Chapter on Roberts Rules of Order and individual bylaws.
3. Report to the Eminent Deputy Archon Internal.

AC. Technology Chairman. The Technology Chairman shall:

* 1. Serve as the chief manager and officer of the SAE Ohio Theta website, and ensure that the website is easy to navigate and has relevant and current info relevant to SAE Ohio Theta
  2. Serve as the chief operator of the SAE Ohio Theta Carmen page, and be responsible for working with other chapter officers to constantly update the Carmen page with

events, documents, and any relevant information.

* 1. Be responsible for updating and maintaining email list serves
     1. Work with the Eminent Recorder to make sure chapter email list serves are updated and accurate every semester
     2. Work with the Member Educator to create updated new member email list serves
     3. Work with the Recruitment Chairmen to create and maintain updated list serves for potential new members
  2. Ensures receipt of automated event notifications to all brothers who want to participate.
     1. Responsible for assisting other chapter offices and executive board members with technology, when necessary
     2. Constantly needs to be innovative and search for new ways that technology can be applied to the chapter
     3. Responsible for assisting the House manager or his designee in coordinating the wireless network system in the chapter house, if assistance is required
  3. Report to the Eminent Deputy Archon Internal.

AD. Professional Chairman. The Professional Chairman shall:

1. Collect and keep a record of majors, minors, and career interests from members
2. Develop professional, networking, and interview skills for membership
3. Actively seek out networking opportunities for members on and around Ohio State’s

campus

1. Utilize Sigma Alpha Epsilon’s alumni network to assist members in obtaining full time positions and internships
2. Coordinate networking events for members of all interests, if necessary
3. Develop contacts with major campus organizations that are pipelines to leadership and job positions for membership
4. Report to the Eminent Deputy Archon External. AE. Steward. The Steward shall:
5. Be elected each semester.
   1. Up to three (3) members may be elected Steward.
   2. If there is more than one Steward, their work shall be split evenly amongst them.
   3. The Steward must live in the Chapter House.
6. Clean and sanitize all relevant dishes, cups, and meal plan items every day. The steward is not responsible for the materials used to cook food by the chef, as the chef is responsible for cleaning those items.
7. Maintain the cleanliness and order of the refrigerator.
8. Ensure kitchen cleaning supplies are always in stock
9. Subsidy. The Steward shall receive all chapter-affiliated meals at no charge.
   1. If there is more than one Steward, the subsidy will be split evenly amongst them, and they will have to pay for the remaining charges towards meals.
   2. The chapter budget will pay for the Steward’s meals fee, and the remainder of the cost of the chef meal plan shall be spread out amongst members enrolled in the meal plan.
   3. Additional incentives may be put in place to boost interest in the position (room choice/living in the house) as determined by the House Manager and approved by the Executive Board.
10. Officer exception. The Steward position will not count against the maximum number of chapter offices a brother can hold.
11. Supplies. The Steward may, with the approval of the Eminent Treasurer, establish an additional charge for those enrolled in the meal plan to purchase kitchen supplies.
    1. This fee shall not exceed $50 per member per semester.
    2. The Steward and Eminent Treasurer must first seek assistance from the House Corporation regarding the purchase of kitchen supplies. The fee may be established if that request is denied.
12. Ensure that kitchen facilities and equipment are cleaned and in working order for successful kitchen operations.
13. Report to the House Manager. AF. Chapter Whip. The Chapter Whip shall:
14. Actively promote and ensure that all active brothers are fulfilling their duties as a good standing member of the chapter in terms of financial, philanthropic, service, academic, and other various measures.
15. Communicate with executive and chapter officers for detailed accounts of what is required of each brother for respective tasks.
16. Have direct communication with active brothers that are in poor standing and hold said brothers accountable for fraternal responsibilities and obligations.
17. Serve a term lasting one academic semester. Elections for the Spring semester shall occur during regular Chapter Officer elections, and elections for the Fall semester shall occur during the tenth (10th) chapter meeting of the semester.
18. Report to the Eminent Archon.
19. **Executive Council Duties**. Executive Council Officers shall have responsibilities above that of their specific office. Members of the Council shall:
    1. Attend all Executive Council meetings each Sunday.
    2. Approve all new business with a majority vote before being voted on by the Chapter.
    3. Approve amendments to by-laws according to Section 57A and B.
    4. Hold a retreat at the beginning of their terms of office to set chapter goals and strategy.
    5. Ensure that Chapter goals are developed and evaluated each semester, assigning specific tasks to officers and committees.
    6. Assist in creating the Chapter calendar each semester, which shall be posted and distributed to every member.
20. **Standing Committees**.
    1. Purpose. To delegate tasks and responsibilities beyond the capabilities of chapter or executive officers to ensure completion of duties both enumerated and non-enumerated in chapter bylaws.
    2. Committee leadership. Committees are to be formed and led by the chapter or executive chairman/chairmen responsible for overseeing them, if necessary.

a. The committee chairman/chairmen may have oversight by their respective Eminent Deputy Archons, if necessary.

* 1. Meeting frequency. Committee meetings are to be held at least two times per semester.
  2. Committee formation

1. Effective term. Committees are to be formed after chapter officer elections are held, and will be in effect from election to election.
2. New member committee membership. Newly initiated brothers may join committees upon

initiation, with the permission of the committee’s respective chairman/chairmen.

* 1. New members may attend committee meetings during pledgeship with the permission of the committee’s respective chairman/chairmen.

1. Committee composition
   1. Size. Committees are to be the size of the discretion of their respective chairman/chairmen.
   2. Selection. The chairman/chairmen overseeing the respective committees will select committee members at his/their discretion.
2. Committee membership
   1. Committee members may be removed or added at the discretion of their respective chairman/chairmen during the middle of the effective term.
3. **Ad Hoc Committees**. Committees that do not serve the purpose of a specific chair may be formed by any active member of the chapter, and be joined by any new or active member of the chapter.
   1. Ad hoc committees may be formed at any time if the need arises.

a. Ad hoc committees may only be formed with the majority approval of the executive council.

# Title VI. Financial, Scholarship and Service Requirements.

1. **Fees and Dues**.
   1. Initiation Fee. Every candidate is subject to a Fraternity initiation fee of three hundred and ten ($310) made payable to the Eminent Supreme Recorder, to be collected and submitted by the Chapter no later than ten (10) days after initiation of said candidates.
   2. Annual Fraternity Dues. Every active member is subject to annual Fraternity dues in accordance with the Fraternity Laws of Sigma Alpha Epsilon.
   3. Province Dues. Every active member is subject to Province dues in accordance with the by-laws of Province Delta.
   4. Interfraternity Council (“IFC”) Dues. The chapter is subject to IFC dues in accordance with the by-laws of IFC.
   5. Chapter Dues. Every member of the Chapter is subject to local dues equal to six hundred and fifty dollars

a. ($650) per semester, which shall cover costs of recruitment, social, scholarships and other Chapter activities and costs.

* 1. Scholarship Discount. Any member who achieves a 3.70 GPA or higher in one semester gets a 10% discount on dues the following semester.
  2. Meals. Meals shall be $125 per semester.
  3. Abroad/Interning Charges. Any undergraduate member who is abroad or interning and will not be participating in fraternity activities will be subject to his portion of national fees and risk management charges. He will not be assessed any Ohio Theta chapter or housing fees during his time away.

a. If an undergraduate member is interning/away from school but still wishes to actively participate in chapter functions (i.e. meals, social, brotherhood, etc.), then he may pay full dues and fees.

1. **Community Service**. Every active member, neophyte and new member must perform no less than ten
2. hours of community service each semester.
   1. At least five (5) of the required ten (10) hours may not be obtained through participation in

Greek chapters’ philanthropy or fundraising events.

1. **Financial Policy and Delinquency**.
   1. Financial Policy. It is the policy of the Fraternity that a prompt and faithful observance and enforcement of financial obligation is a test of a member’s right to retain his membership and of the Chapter’s right to retain its charter.
   2. Financial Delinquency.
      1. Delinquency to the Fraternity. If the Chapter is delinquent one month or more, it shall be fined one-and-one half percent (1.5%) of the amount due, a minimum amount of twenty-five dollars ($25) for each month of such delinquency. The Fraternity Service Center shall notify the Chapter if delinquent upon any monthly assessment of a fine. The Chapter is responsible for the monies owed to the Fraternity Service Center, and uncured delinquencies shall be cause for action pursuant to Section 13.
      2. Notification and Response. If at any time during the academic year a member becomes delinquent in accounts, he shall be immediately notified thereof in writing by the Eminent Treasurer. Within fourteen (14) days from the date of such notice he shall either 1) pay the whole account, exclusive of charges entered subsequent to such date, or 2) submit to the Chapter a written statement setting forth the reasons for nonpayment. No such statement shall be valid as an excuse, however, unless it is accepted by a two-thirds (2/3) vote of the members in good standing present at the meeting. The acceptance of an excuse shall not return the delinquent brother to good standing unless the account is paid in full.
      3. Preferral of Charges. If the delinquent member fails within the fourteen (14) days of notification to pay the whole account, exclusive of charges entered subsequent to such date, or to submit to the chapter a written statement setting forth the reasons for nonpayment, charges shall be preferred against him under the provisions of Title X.
   3. Maximum Indebtedness.
      1. Any member of the Chapter who, at any time during the academic year, is over thirty (30) days delinquent in moneys owed to the Chapter, without a written payment plan, shall lose his good standing as a member and privileges of membership as defined in Section 22B.
      2. If the Chapter permits a total indebtedness exceeding an average of fifty dollars ($50) per active member, where such indebtedness is outstanding for more than three (3) months, shall be put on probation, and its delegate to a Fraternity or Province Convention shall have no vote until such indebtedness has been reduced below this maximum.
2. **Bonds and Insurance**. The Fraternity Service Center shall arrange for coverage and the Chapter shall pay premiums for:
   1. Bonds. The Eminent Treasurer and any other officer or member entrusted with the handling of Chapter funds shall be under the corporate security bond of not less than ten thousand dollars ($10,000).
   2. Liability Insurance. The Chapter shall maintain comprehensive liability insurance with coverage of not less than five hundred thousand dollars ($500,000) and separate and additional umbrella liability coverage of not less than ten million dollars ($10,000,000).
   3. Property Insurance. The Chapter shall maintain adequate comprehensive property and casualty insurance. The Supreme Council may grant an exception for the Chapter if particular circumstances mandate such an exception.
3. **Scholarship Delinquency**. There are three (3) phases that lead up to scholarship delinquency, which begin when a member’s cumulative grade point average falls below a 2.70 grade point average. The three (3) phases and conditions that the members are subject to are as follows:
   1. Scholarship Warning. The first (1st) semester a member’s grade point average falls below a 2.70 cumulative average or 2.30 semester average the member shall be placed under scholarship warning. The member shall then be subject to the following conditions:
      1. He shall meet with the Scholarship Chairman to identify areas of weakness and devise an action plan to improve scholarship.
      2. He shall attend a minimum of four (4) hours of study tables per week or three (3) hours of faculty office hours per week.
   2. Scholarship Probation. A member shall be placed under scholarship probation if his cumulative grade point average remains below a 2.70 for a second (2nd) consecutive semester or he earns less than a 1.7 average for the semester. The member shall then be subject to the following conditions:
      1. He shall meet with the Scholarship Chairman to identify areas of weakness and devise an action plan to improve scholarship.
      2. He shall attend a minimum of six (6) hours of study tables per week or four (4) hours of faculty office hours per week.
      3. He shall not attend any social or athletic events.
   3. Scholarship Delinquency and Loss of Good Standing. A member shall lose his status of good standing and all benefits of membership in Section 22B if his cumulative grade point average remains below a 2.70 for a third (3rd) consecutive semester. He must petition the chapter in order to retain his good standing status.

# Title VII. House Corporation, Chapter Advisor, and Chapter Advisory Board.

1. **House Corporation**. For the purpose of acquiring and holding title to or for the lease of real property, acquiring or erecting a Chapter house, and conducting all such transactions as may be necessary for the proper maintenance, administration, or disposition thereof, the Chapter has organized a corporation to be known as the House Corporation in accordance with the Ohio state laws. The Eminent Archon and the Eminent Treasurer shall act as ex-officio members.
2. **Chapter Advisor**. The Chapter shall have at least one Chapter Advisor, residing in or near Columbus, who shall counsel the Chapter in the administration of its affairs and who shall represent the Supreme Council and the Province Archon in perpetuating the Fraternity’s standards, policies, and traditions. Such advisor need not be a member of Sigma Alpha Epsilon. The Chapter, with the approval of the Province Archon, late in the spring term, shall elect him annually, as needed, and his election shall be reported with the official reports of elections. He shall visit the Chapter at least twice each month and shall report to the Eminent Supreme Recorder and the Province Archon any conditions that need any special attention. He shall also approve all Chapter budgets and calendars.
3. **Chapter Advisory Board**.
   1. Requirement. If the Province Archon determines, in consultation with the Chapter and its Chapter Advisor, that it would benefit from the institution of a Chapter Advisory Board, he may require the Chapter to have a Chapter Advisory Board which shall advise and counsel the Chapter in the administration of its affairs and represent the Supreme Council and the Province Archon in perpetuating the Fraternity’s standards, policies, and traditions.
   2. Members.
4. Ex-Officio. The Chapter Advisory Board shall include as ex-officio members the following:
   1. The President of the Ohio Theta Alumni Association.
   2. Any faculty advisor(s) on the staff of the Ohio State University, who need not be a member of the Fraternity and who shall be selected by the Chapter.
5. Other. The remaining members of the Chapter Advisory Board shall consist of such alumni members in good standing of the Fraternity, as the Province Archon shall deem appropriate. Such member shall be appointed by the Province Archon, by the end of the Ohio State University’s academic year or as soon thereafter practical, after consultation with Columbus area alumni, to serve for the following two academic years. The Province Archon may replace any such member who resigns or becomes inactive with another member who shall serve for the unexpired duration of the term of office of the member being replaced. Both ex- officio members and members appointed by the Province Archon shall serve until their respected successors are elected or appointed and shall have the right to vote upon any matter coming before the Chapter Advisory Board.
   1. Officers. The Chapter Advisory Board shall elect a President.
   2. Meetings. The Chapter Advisory Board shall meet monthly during the regular academic year of the Ohio State University. Additional meetings may be called by the President or by any two (2) members of the Board. Reports shall be submitted to the Province Archon and the Eminent

Supreme Recorder when requested by either of them or as deemed appropriate by the Chapter Advisory Board. The Board may request assistance from the Province Archon or the Eminent Supreme Recorder with any problems it is unable to resolve.

* 1. Removal. The Chapter Collegiate may, at any regular meeting of the chapter, remove a member of the Chapter Advisory Board with a two-thirds (2/3) vote of the undergraduate members present and in good standing. Removal is only warranted in the case of a lack of performance of duties, as determined by the Chapter Collegiate.

# Title VIII. General Rules.

1. **Chapter’s Yearly Newsletter**. During the academic year the Chapter shall publish a newsletter at least once. It shall be mailed to every alumnus of the Chapter with an address on file with the Chapter or Fraternity Service Center, the Chapter Advisor, the House Corporation President, and the Province Alumni Secretaries. Two (2) copies of each newsletter must be deposited in the archives of the Fraternity at the Fraternity Service Center.
2. **Insignia of Membership**.
   1. Membership Badge.
      1. A membership badge shall be loaned by the Fraternity to each initiate and, upon the payment of such sum as may be fixed by the Supreme Council, to any member in good standing. In either case, the membership badge shall remain the property of the Fraternity and shall be worn only by members in good standing. For due cause communicated in writing to a member, the membership badge may be recalled by the Fraternity.
      2. The use of the membership badge or its design upon any article of jewelry is forbidden, except by the authorization of the Supreme Council.
   2. Certificate of Membership. The Eminent Supreme Recorder shall forward a certificate of membership to the Chapter for each initiate upon receipt of his initiation record and the required fee by the Eminent Treasurer. For due cause communicated in writing to a member, the certificate of membership may be recalled by the Fraternity.
   3. Membership Card. Each newly initiated member eligible to receive a Certificate of Membership will also receive a wallet-sized membership card identifying him as such as an initiated member of Sigma Alpha Epsilon.
   4. New Member Badge and Phoenix.
      1. The official new member badge shall be of the form and design described in the Ritual. Only initiated members shall be permitted to wear or display the coat-of-arms of the Fraternity.
      2. Each new member, upon payment of the new member fee, will be given a Fraternity manual, the Phoenix. If a new member withdraws his intention to affiliate, the Chapter shall recall the manual.
3. **Founders’ Day**. The ninth of March shall be known as Founders’ Day, and that day, or another day which is more suitable and practical, shall be observed in commemoration of the first meeting of the Fraternity on March 9, 1856.
4. **Secrecy**. The Ritual and unwritten forms of the Fraternity (such as the name, motto, and grip or their translation, which shall in no case be put in writing but be transmitted by word of mouth only, and then under proper safeguard as to secrecy), the names of members voting against candidates for membership, and the reasons therefore shall be secret.
5. **Chapter Website**. The Chapter shall maintain and update a Chapter website at all times to be used as a recruitment and marketing resource.
6. **Behavioral Offense**. Whenever the Chapter shall be charged by academic authorities with an offense against institutional rules on matters of behavior, the Supreme Council shall be empowered to take such action as it deems necessary to reconstruct the attitude and practices of the Chapter to conform with the standards of the Fraternity and the Ohio State University, including the right to suspend the Chapter’s powers of initiation and voting in Province and Fraternity Conventions pending a full report and review of the case by the Eminent Supreme Recorder and the Supreme Council.
7. **Chapter House Living**.
   1. Lease Agreements. All members living in the Chapter house must sign a lease agreement with the House Corporation and abide to the rules and regulations defined in such agreement.
   2. Roommates. All members living in the Chapter house shall have a roommate as necessary and some rooms will require three (3) roommates. The Eminent Archon is not required to have a roommate. Roommates are determined according to members’ preferences.
   3. Room Picks.
      1. Room picks shall be determined on the basis of the established point system.
      2. Squatter’s Rights. Members who have lived in a room the previous academic year have the right to remain in the same room regardless of seniority.
   4. Parlor Fees. The House Corporation shall set Parlor Fees for members who do not live in the Chapter House.
   5. Damage to Chapter House Property. Members will be held financially responsible to all damage done to Chapter house property and billed accordingly.

# Title IX. Risk Management Policies.

1. **Sexually Abusive Behavior**. The Chapter will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This behavior includes any actions that are demeaning to women including, but not limited to, date rape, gang rape, or verbal harassment.
2. **Hazing**. Hazing of any kind is not tolerated.
3. **Fraternity Alcohol Policies**.
   1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official Fraternity event, or in any situation sponsored or endorsed by Sigma Alpha Epsilon Fraternity, must be in compliance with any and all applicable laws of the state, county, city and university. This includes the laws regarding the serving of alcoholic beverages to minors.
   2. Sale of alcohol by any chapter of Sigma Alpha Epsilon is strictly forbidden. This is to include any action that can be remotely construed as alcohol sale such as: charging admission to parties, passing the hat, selling empty cups and selling drink tickets.
   3. The possession, sale and/or use of any illegal drugs or controlled substances at any SAE house or sponsored event that would allow a normal observer to view one as associated with the fraternity is strictly prohibited and will be grounds for immediate expulsion of those involved.
   4. Each chapter will instruct members and new members on the drinking age laws, regulation of sale laws, open container laws and other laws pertinent to chapter’s jurisdiction, specifically dramshop liability, implied consent, and host liquor liability. The chapter shall also provide instruction with the goal of engendering in each member a sense of responsibility toward the welfare of those who consume alcohol. The chapter shall further teach the encouragement of intervention to prevent any person from drinking to excess, or from engaging in any potentially dangerous activity, including driving a motor vehicle while under the influence of alcohol. The chapter must provide instruction on emergency procedures to be employed as a result of alcohol abuse.
   5. No grain alcohol or any such distilled liquor that exceeds one hundred (100) proof, or above fifty percent (50%) pure grade alcohol per volume, is to be served in any form or mixture during a fraternity sponsored event.
   6. All recruitment and/or post pledging activities may not include alcohol, especially bid night.
   7. Open parties, meaning those with unrestricted access, and without specific invitation, shall be prohibited.
   8. No purchase of alcoholic beverages with Chapter funds. This includes the purchase of kegs of beer. All alcoholic beverages consumed at SAE Chapter functions must be brought by the individual brothers attending the function or through a cash bar operated by the licensed establishment where the function is held.
   9. The purchase or use of a common source of alcohol such as kegs, party bowls, punch, etc. is prohibited. Chapters may hire a licensed, professional catering service with certified bartenders, which may utilize common containers. Any service retained must have general liability and liquor liability insurance policies.
   10. No Drinking Games
   11. No Shots or Shooters
   12. No Glass Bottles Permitted
   13. No Forced Drinking
   14. No Beer Funnels or Beer Bongs
4. **Sober Monitor Policy**.
   1. Structure
      1. For every registered event, a minimum of three (3) Sober Brothers will be required. Sober Brothers will be determined and appointed by the Health and Safety Chair. Brothers will be chosen in the following manner:
         1. There will be two (2) Brothers for each event that shall be determined by badge order.
         2. There will be one (1) Brother from Executive Board for each event that shall be determined by badge order.
         3. There will be an option to volunteer for Sober Brother duties and the assignments will be given on a first come first serve basis.
      2. There will be a list maintained by the Eminent Recorder that will contain all Brothers officer positions and badge order. This will be the list the Health and Safety Chair shall use to determine Sober Brothers for any event.
   2. Special Circumstances
      1. If an event has more than ninety (90) attendees and is not in conjunction with another Greek organization or event, additional Sober Brothers shall be appointed. The number of additional appointed Sober Brothers will be determined at the discretion of the Health and Safety Chair.
      2. If the event is a pre-game, Sober Brothers will only be required at the defined location of the pre-game. Once the pre-game has ended, Sober Brothers will be relieved of their duties.
   3. Definition of Terms
      1. A Sober Brother will have not consumed alcohol twelve (12) hours prior to the event for which they are monitoring. This is a zero tolerance policy.
      2. A Brother is defined as an initiated member of the Fraternity, and/or a Neophyte. New Members are not classified as such and are therefore exempt from Sober Brother duties.
      3. A registered event is defined as, but not limited to:
         1. Themed Gathering
         2. Pre-Game
         3. Sporting Events
         4. House Parties
   4. Duties
      1. To prevent and break up any and all physical altercations between Brothers and/or other attendees.
      2. To ensure clearly impaired Brothers and guests have a safe ride or means of transportation home and have proper care.
      3. In the event of an emergency, to assist in implementing the Crisis Management Plan and to act as a witness to the events which took place.
      4. To participate in all IFC inspections.
      5. If the event takes place at a non-third-party vendor, at least one (1) Sober Brother who is at or above the legal drinking age shall serve as bar tender and manage all alcohol distribution, as well as the volume of any music which may be playing in accordance with the noise policy in the given neighborhood.
      6. If the event takes place at a non-third-party vendor, at least one (1) Sober Brother will be responsible to maintain the entrance/exit to manage attendees.
   5. Implementation
      1. The badge list will be maintained by the Eminent Recorder, and appointments and volunteers will be coordinated by the Health and Safety Chair.
      2. The Health and Safety Chair will ensure that appointments are done first by badge order, in the event that volunteers are not found to fill the necessary requirements.
   6. Enforcement
      1. A Brother who, after signing up for a spot at an event, breaks this policy, shall, at the earliest possible time, appear before Standards Board. No recommendation by any Brother is required for this appearance to be enforced.
      2. If a Brother feels a Sober Brother did not fulfill his duties within reason, he can recommend the Sober Brother to Standards Board to determine if this assessment was correct.
      3. Any Brother who does not follow the instructions of a Sober Brother at an event, shall, at the earliest possible time, appear before Standards Board. The Sober Brother with whom the infraction occurred shall nominate the offending Brother.
   7. Newly initiated members. Newly initiated members will be required to shadow sober monitor at least once within the first six (6) weeks after their initiation. The shadowing members will not count towards the total number of sober monitors at the event.

# Title X. Discipline of Members.

1. **Standards Board**. The Standards Board shall be responsible for upholding the obligations made during initiation; the standards of “The True Gentleman”; the by-laws; and ensuring a quality reputation for the Chapter in relation to ordinary infractions and offenses commonly occurring throughout the year; also known as offenses which would not subject the offending brother to suspension, expulsion, or similar terminal disciplinary rulings. The Supreme Council may also prefer charges against members of the Chapter.
   1. Standards Board Fundamentals.
      1. Members to the Standards Board shall be nominated the week following the election of Chapter Officers, and elected during the following week according to Section 27F.
         1. A The Board shall consist of:

-Eminent Deputy Archon Internal (EDAI),

-Two members holding Rank 4/Senior status

-Two members holding Rank 3/Junior status

-Two members holding Rank 2/Sophomore status

* + 1. By default, the Eminent Deputy Archon Internal is the senior ranking member of the Standards Board.
    2. A valid Standards Board hearing consists of the EDAI and a least four (4) Board Members present.
  1. Accused Board Member. A member may not sit on the Board if he is the member accused in the charges.
  2. Meetings. The Board shall meet and hold hearings as deemed necessary by the Eminent Deputy Archon Internal in accordance to Section 51B.

1. **Judicial Board and Hearings**.
   1. The Judicial Board is composed of the same members sitting on the Standards Board.
   2. The Judicial Board shall convene when necessary to hear extreme violations of the law of The Land, laws of the Fraternity, etc. for which the disciplinary ruling must be suspension, expulsion, or similar judgment; also known as those violations or infractions which may have consequences well beyond the control or influence of the local or national fraternity.
   3. Original Jurisdiction. Every member of the Fraternity is under the original jurisdiction of the Chapter Collegiate of which he is, or was last, a member (except as provided for unaffiliated transfers in Sections 20 and 21) and of the Supreme Council. Charges may be filed against such member either with his Chapter Collegiate or with the Supreme Council, and he shall be tried by the body, before which the charges are filed, subject, however, to certain exceptions hereinafter set out under “change of venue.”
   4. Change of Venue. The Supreme Council may order that a member against whom an accusation has been issued shall be tried by the Supreme Council, by a specified chapter other than the accused member’s Chapter Collegiate, or by a Special Commission duly appointed and authorized by the Eminent Supreme Archon or by the Supreme Council, the Supreme Council having the power of review and passing of sentence. A change of venue shall be granted if 1) the convenience of all parties will be better served or 2) it is shown to the satisfaction of the Supreme Council that an impartial trial will not or cannot be conducted by the accused Chapter Collegiate.
   5. Preferment of Charges. Any member, whether active or alumnus, having reasonable cause that an

offense cognizable under Section 49 has been committed by a member, may prefer charges against him. Such charges shall be in writing, signed by the complainant, specify the alleged offense, and be submitted by the complainant to the Eminent Deputy Archon Internal or direct to the Supreme Council.

* 1. Preliminary Investigation. The Executive Council or the Supreme Council, as the case may be, shall make a preliminary investigation of the charges submitted and, if the charges appear to be well founded, shall issue a formal accusation. There should be no discussion of the guilt or innocence of the party or parties involved.
  2. Accusation. The accusation shall be in writing and shall be issued in the name of the Sigma Alpha

Epsilon Fraternity by the Chapter, the Supreme Council, or by the Chairman of the Commission appointed under Section 51J4 on behalf of the Supreme Council, as the case may be. It shall specify the alleged offense, state the essential facts constituting the same, and be in the following form:

Sigma Alpha Fraternity

vs.

(Name of the accused) (place) (date)

The (Ohio Theta Chapter) (or the Supreme Council) accuses (name of the accused) of the offense of (specify the alleged offense) committed as follows:

(Here set forth the facts)

Summons Requested: Yes No

If so, Date: Time: Location:

(Signed)

Eminent Deputy Archon Internal

(or the Alumni Standards Board Advisor)

The Supreme Council issuing an accusation in the case of an active member shall transmit a copy of such accusation, together with a copy of the record of the case, to the Eminent Recorder as well as to the accused himself, and if a change of venue is ordered under Section 51D a copy of the accusation and record of the case shall transmitted to the Board or to the Special Commission specified in such order.

* 1. Plea. The accused will be asked to respond to the Eminent Deputy Archon Internal with a plea to the charges. A plea of guilty, either orally at the trial or in writing otherwise, is conclusive. A plea of not guilty requires the Eminent Deputy Archon Internal to establish the Chapter’s case. Then the accused shall be given a full opportunity to be heard.
  2. Summons. Upon issuing charges requiring the presence of the accused or upon receiving one issued by the Supreme Council or the Chairman of the Special Commission, the Board shall serve it upon the accused together with a written summons to appear for trial at a specified time and place.
  3. Service of Charges and Summons. The charges and summons may be served personally upon the accused, may be sent by mail in a registered or certified letter addressed to him at his last known residence or place of business or may be emailed. Proof of such mailing is sufficient proof of service. Such service must be made by either such method at least seven (10) days prior to the date specified in the summons for trial.
  4. Trial.
     1. Trial by the Judicial and Standards Board. The Eminent Deputy Archon Internal shall preside as the judge and shall conduct the prosecution, or in the case of his inability for any reason so to act, the Eminent Archon shall appoint a substitute to conduct the prosecution. The accusation shall be read and the accused required to state his plea. The accused shall be given a full opportunity to be heard. The Eminent Deputy Archon Internal may, at the discretion of the presiding judge, and the accused may of right, either in person or by attorney who, however, must be a member in good standing of the Fraternity, address the Judicial and Standards Board on the issues raised in the trial. Thereafter the Board shall determine the guilt or innocence of the accused. A majority vote of the members present and in good standing, provided there is a quorum present, is required to find the accused guilty. A separate vote is required to impose any penalty as prescribed in Section 51.
     2. Trial by the Chapter. If the matter is deemed serious offense, the Judicial and Standards Board may forego a trial and forward the charges to be heard by the Chapter. All charges pertaining to suspension and expelling shall be heard by a trial by the Chapter. The trial by the chapter shall be deemed a special meeting, thus requiring two-thirds (2/3) of the members in good standing of the Chapter to be present to constitute a quorum. The Eminent Archon shall preside as the judge and the Eminent Deputy Archon Internal shall conduct the prosecution. Thereafter the Chapter shall determine the guilt or innocence of the accused. A majority vote of the members present and in good standing, provided there is a quorum present, is required to find the accused guilty. A separate vote is required to impose any penalty as prescribed in Section 51.
     3. Trial by the Supreme Council. The trial by the Supreme Council or the hearing by Special Commission shall be conducted at a specified time and place. The Eminent Supreme Archon or any other member of the Supreme Council designated by the Eminent Supreme Archon shall act as the presiding judge at the trial, and in the case of a Special Commission being appointed for the hearing the Chairman of the Commission shall preside. The accused shall have the privilege of counsel who, however, must be a member in good standing of the Fraternity.
     4. Trial by Commission. In certain cases the Supreme Council or the Eminent Supreme Archon may appoint a Special Commission, which may consist of one (1) member or no more than five (5) members who are in good standing of the Fraternity, to conduct the hearing and have the evidence submitted to it and report the evidence with its finding and its opinion to the Supreme Council. Upon the receipt of the same the Supreme Council shall a t with the same force and effect as if it had conducted the trial. In all cases where the Supreme Council or the Eminent Supreme Archon appoints a Special Commission, the Chairman of the Commission shall have the right to call upon other members in good standing of the Fraternity to sit as associate commissioners to hear evidence, but in no case shall there be more than five (5) such commissioners.
     5. Trial by Province Council. If, within thirty (30) days after written notification to a chapter by the Province Archon, House Corporation President or Chapter Advisory Board of conduct of a member or members which constitutes a violation under Section 49, the Chapter fails to eliminate any such offense, the Province Archon, House Corporation President or Chapter Advisory Board may prefer charges against the offending member or members to the Province Council, which shall then conduct a trial pursuant to the procedures set forth in Section 51.
     6. Failure to Appear for Trial. If, after being duly summoned according to Section 50E, the accused fails to appear for trial, he shall not thereby be deemed guilty of the offense charged, but the trial body may either postpone the trial or proceed therewith notwithstanding his absence. In the latter case, the presiding judge shall direct that a plea of not guilty be entered and shall appoint one member to represent the accused, which appointee shall have the same rights as the accused would have had under Section 51J1. In all cases where the accused could not be found or where a registered letter has been returned, the trial shall proceed against the accused within four (4) weeks but without prejudice to appeal or motion for new trial. In all cases the accused, whether absent or present, shall have the privilege of being represented by counsel, as provided under Section 51J.
     7. Postponement. Upon due cause shown, the Board, Chapter or Special Commission may postpone a trial to such time as it sees fit.

1. **Penalties**.
   1. If the accused pleads guilty or is found guilty, the Chapter or the Supreme Council shall immediately impose on him one or more of the following penalties: 1) expulsion, 2) suspension, 3) fine, and 4) reprimand. A two-thirds (2/3) vote of the members of the trial tribunal present and in good standing at a lawful special meeting is necessary to impose a penalty of suspension or expulsion. A majority vote of the members of the trial tribunal present and in good standing is necessary to impose a fine or reprimand. During the pendency of an appeal, the members shall be temporarily suspended from the rights, privileges, and immunities of the Fraternity.
   2. General Fines. General fines are described in Section 56.
   3. Expulsion. An expelled member shall lose all connection with the Fraternity and all the rights and privileges of membership, but shall not be released from the pledge of secrecy given at the time of his initiation. A member expelled by the Chapter shall surrender the badge, certificate of membership, and membership card previously issued to him to the Eminent Archon of the Chapter who shall then forward them to the Eminent Supreme Recorder. A member expelled by the Supreme Council or the Fraternity Convention shall forward the badge, certificate of membership, and membership card to the Eminent Supreme Recorder when notified of his expulsion or deliver them to such person as may be designated by the Eminent Supreme Recorder to receive them on his behalf. He shall forfeit his right to receive The Record. Should he claim any connection with the Fraternity or ask any hospitality from the Chapter or member, he should be treated as any other impostor. When a member has been expelled by the Chapter, the Eminent Correspondent shall at once notify the members of the Supreme Council, the Province Council, Chapters Collegiate in Province Delta, and any other interested parties. The notice shall state the member’s full name, date, penalty, and reason for such expulsion; and a copy of the accusation, together with a summary of the proceedings, shall be filed with the Eminent Supreme Recorder. Reinstatements shall be reported in a similar manner by the proper officer of the body taking action. The Eminent Recorder of the Chapter shall forthwith enter in the Book of Expulsions of the Chapter all expulsions reported and shall also make a record of any reinstatements.
   4. Suspension. A suspended member shall temporarily lose all rights and privileges of membership.

If a member of the Chapter is suspended, he shall surrender the badge loaned to him at the time of initiation to the Eminent Archon who shall hold it during the period of suspension. He shall not display the certificate of membership during the period of suspension. He shall not be permitted to 1) attend any Chapter meeting or social affair given under the auspices of the Fraternity or 2) enter any Chapter house for any purpose. Suspension imposed by the Chapter shall lapse when the suspended member ceases to be a student at the Ohio State University. If an undergraduate member is suspended by a Special Commission he will not be automatically reinstated upon

graduation. In order for his suspension to be lifted, the individual must petition the Supreme Council for reinstatement.

* 1. Reinstatement.
     1. From Expulsion. Any member who has been expelled may be reinstated by 1) a two-thirds

(2/3) vote of the then current Chapter which imposed such penalty, 2) a four-fifths (4/5) vote of the then current Supreme Council which imposed such penalty, or 3) the Fraternity Convention. No reinstatement, however, unless by action of the Fraternity Convention, shall be effective until approved by the Supreme Council by a four-fifths (4/5) vote.

* + 1. From Suspension. Any member who has been suspended may be reinstated by 1) a two-thirds (2/3) vote of the then current Chapter which imposed such penalty, 2) a four-fifths (4/5) vote of the then current Supreme Council which imposed such penalty, or 3) the Fraternity Convention. No reinstatement, however, unless by action of the Fraternity Convention, shall be effective until notice of such action has been given as required in Section 52C. A

suspended member may petition the Chapter for reinstatement at any time, but the motion must be made for him by a brother in good standing. A suspended person may be reinstated by a two-thirds (2/3) vote of the members in good standing present at the Chapter meeting if a quorum is present.

* + 1. Re-Initiation. Any member reinstated to the Fraternity must as a requirement of such reinstatement participate in an Initiation Ceremony of the Chapter under procedures recommended by the Committed on Ritual and adopted by the Supreme Council.

1. **Appeals**. In all cases where the accused is tried by the Chapter, the Chapter has power to pass sentence subject to appeal to the Supreme Council. An appeal from decision of the Supreme Council may be taken to the Fraternity Convention. An order granting a change of venue is not subject to appeal.
   1. To the Judicial and Standards Board. General fines as described in Section 56 may be tested by a written request submitted to the Eminent Warden no later than seven (7) days after receiving acknowledgement of the fine. The Board will review request and deliver a verdict.
      1. Any standards board sentence may be appealed by a motion by an undergraduate member in good standing, followed by a 2/3 vote by the chapter in favor of the appeal. If the appeal passes, the subjected member will return to the standards board for a renewed session.
2. Each case may only be reviewed one (1) time.
3. An active member may not submit an appeal to their own punishment.
   1. To the Supreme Council. If a penalty is imposed under Section 52 by the Chapter, an appeal may be taken to the Supreme Council. The appellant, within one (1) month after conviction, shall give notice of such appeal to the Chapter and to the Eminent Supreme Recorder and within two (2) months after conviction shall transmit to the Eminent Supreme Recorder a complete record of his defense and any newly discovered evidence relevant to the issue. A decision on such appeal shall be rendered by the Supreme Council with or without a hearing within six (6) months after the conviction.
   2. To the Fraternity Convention. If the Supreme Council affirms the finds of the Chapter and in all cases where the Supreme Council takes original jurisdiction, a final appeal may be take from findings of the Supreme Council to the Fraternity Convention. The appellant, within one (1) month after the affirmance, shall give notice of such an appeal to the Eminent Supreme Recorder. The appeal shall be heard at the next Fraternity Convention following such notice by a court composed of all Province Archons present at the convention, which shall, before the adjournment of the convention, report its findings to the convention for final action by the convention. The Eminent Supreme Archon shall have the right to attend the hearing on appeal in the court of Province Archons or be represented by a member of the Fraternity in good standing, whether a member of the Supreme Council or not, but he shall have no vote in the court.
   3. Transmission of Record on Appeal. If an appeal is duly taken, the Chapter or Supreme Council from whose action the appeal is taken, shall, as soon as practicable after receiving notice of the appeal and before the appeal is to be heard, transmit the appellate body a complete record of the case.
   4. Judgment on Appeal. The judgment on appeal shall be to 1) affirm the conviction and the penalty,

2) affirm the conviction but reduce the penalty, or 3) reverse the conviction and acquit the appellant.

* 1. Effect of Reversal. A judgment to reserve the conviction and acquit the appellant restores the member to his original rights, but, if the penalty was expulsion or suspension, does not render him liable for any obligation which would have accrued during the period between his conviction and the reversal thereof, nor does it render the Chapter liable to the Fraternity or to the Province for any obligation which would have accrued by reason of such membership during this period.
  2. Failure to Appear on Appeal. If the appellant fails to appear, either in person or by attorney, at the hearing of his appeal, or if, in case he appeals to the Supreme Council, he fails to file the record of

his defense with the Eminent Supreme Recorder as required, his appeal shall be dismissed, and no subsequent appeal shall be entertained.

* 1. Rules Governing Appeals. The Supreme Council and Fraternity Convention, respectively, may make rules governing the hearing of appeals before them.

1. **Void Initiation**. The Chapter shall not have the power or authority to initiate any person ineligible for membership under Section 5 or Section 17, except as provided in Section 18, and the attempted initiation of any such person shall be void and of no effect and shall not constitute such person a member of Sigma Alpha Epsilon or entitle him to any of its rights and privileges. If any such person has been initiated, either the Chapter or the Supreme Council shall, upon reasonably satisfactory proof of such ineligibility, declare the initiation void.
2. **Summary Actions**.
   1. Summary Expulsion. No member of any student organization, the program of which is primarily devoted to or includes the use of narcotics and marijuana, over-indulgence in the consumption of alcoholic beverages, participation in perversion or illicit sexual activities, the preparation or distribution of pornographic materials, or the clandestine control of student politics shall be eligible for membership in the Sigma Alpha Epsilon Fraternity. Any member who violates this law shall be expelled from the Fraternity. All questions of violation of this section of the law shall be tried by the Supreme Council or Special Commission appointed by it or the Eminent Supreme Archon under Section 51J3-4.
   2. Summary Action by a Chapter Advisor, Chapter Advisory Board, or House Corporation. Whenever an undergraduate member commits an offense cognizable under Section 49, the Chapter Advisor, the Chapter Advisory Board or the House Corporation, with the consent of the Province Archon, may summarily reprimand, place on probation, or suspend that member. An appeal may be made in writing within thirty (30) days to the Province Council. The decision of the Province Council may be appealed pursuant to Section 53.
3. **General Fines**. Fines are used to enforce efficiency and responsibility of members and are not intended as punishment.
   1. All fines shall be enforced by the Eminent Warden and collected by the Eminent Treasurer.
   2. All revenue generated by the collection of fines shall be allocated at the discretion of the Eminent Treasurer.
   3. Fines shall be levied for the following:
      1. Absence and tardiness from mandatory events.
4. Mandatory events shall include chapter meetings, community service events, continuing education events, recruitment events, ritual events, social events during which a member has a specified duty, or any other events for which members have agreed upon a time and location. Such events must be posted on the calendar, emailed out, or communicated via telephone with a minimum of one (1) week notice in order to be considered a mandatory event.
5. Excused absences include previously-approved class schedules, serious illnesses, family emergencies, or instances agreed upon between the Eminent Archon and the member in question. The time period a member must contact the Eminent Archon is twenty-four (24) hours in advance of the event and only by email. In the occurrence of an emergency it is up to the discretion of the Eminent Warden to determine whether the event was excused.
   1. The Eminent Warden may request documentation to prove the need to be excused.
      1. The fines shall be levied in the following manner:
6. Absent without excuse is twenty-five dollars ($25).
7. Tardy without excuse is ten dollars ($10).
8. Absent with less than 6-hour notification is ten dollars ($10).
9. Tardy with less than 6-hour notification is five dollars ($5).
10. Absent from fundraising event without excuse is thirty dollars ($30).
11. Absent from fundraising event with notification but no replacement is twenty-five dollars ($25).
12. Absent from a philanthropy event for which a member has signed up is his share of the entry cost, unless he finds a replacement.
    1. Dress Code. A member may be fined five dollars ($10) for not being dressed properly for a Chapter event. This includes the dress code pertaining to Chapter meetings described in Section 25F.
    2. Payment. Fines will be assessed along with the following semester’s Chapter dues.
    3. Any Brother may obtain permission to levy a specific fine with the approval of the Eminent Archon and the passing of a simple majority chapter vote.

# Title XI. Amendments and Waiver of By-Laws

# Procedure for Amendments.

* 1. Proposals. Any member may submit a proposal to amend the by-laws or to add a by-law. Proposals shall be submitted in written form by the ninth (9th) week of spring semester to the Executive Council.
  2. Executive Council Approval. Proposals shall be approved during the ninth (9th) week of spring semester by a majority vote by the Executive Council before voted upon by the Chapter.
  3. Announcement of Proposals. The approved proposals shall then be read by the Eminent Recorder during new business for the next two (2) weeks and automatically tabled to the eleventh (11th) week of spring semester.
  4. Chapter Approval. Proposals shall be approved during the eleventh (11th) week of the spring semester by a two-thirds (2/3) vote of all members in good standing at the Chapter meeting.

1. **Waiver of By-Laws**. The Chapter by-laws may be waived only by a unanimous vote of the Chapter present during a Chapter meeting. By-laws may not be waived if such waiver creates a conflict with Fraternity Laws or Province by-laws.