

# The Bylaws of the Ohio Gamma Chapter of the Sigma Phi Epsilon Fraternity



We, the men of the Ohio Gamma chapter  
of the Sigma Phi Epsilon fraternity, do  
hereby ordain and establish these bylaws  
to govern this brotherhood.

live

**Ratified on 02/25/2001**

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## **Table of Contents**

Organization

Article I Mission, Vision, and Values

Article II Membership

Leadership and Governance

Article III Executive Board

Article IV Standards Board

Article V Officers, Cabinets and Chairman

Article VI Elections

Chapter Administration

Article VII Meetings

Article VIII Fees, Assessments, and Fines

Article IX Housing

Miscellaneous

Article X Rights and Responsibilities of Brotherhood

Appendices to follow.

## **Organization**

### **Article I Mission, Vision, and Values**

#### ***I, Section One***

This brotherhood shall be known as the Ohio Gamma chapter of the Sigma Phi Epsilon fraternity. It shall alternately be called SigEp, SPE, or the Greek letters ΣΦΕ.

#### ***I, Section Two***

This chapter and its members shall be governed at all times by these bylaws published herein and the resolutions affixed, as well as by the provisions of the Grand Chapter Bylaws and Administrative Policies and Procedures of the Sigma Phi Epsilon Fraternity.

#### ***I, Section Three***

It is the objective of this organization to uphold, develop, and strengthen the character of its members; to teach those principles which are essential to the individual as a member of society; to impress upon its members the true significance of the fraternal relationship; to aid and sustain, as far as possible, the government and discipline of the fraternity; and to promote scholarship.

#### ***I, Section Four***

The cardinal values of this chapter, displayed through the words, conduct, and appearance of its members both actively and passively representing it, shall be VIRTUE, DILIGENCE, and BROTHERLY LOVE.

### **Article II Membership**

#### ***II, Section One***

Membership in this chapter shall be subject to the provisions of the Grand Chapter Bylaws and Administrative Policies and Procedures, Article I, Sections 1 to 8 inclusive. This included but not limited to the following provisions:

- a. "A brother in the Sigma Phi Epsilon Fraternity is a man of good moral character who is eligible to membership therein and...is initiated according to the Ritual of the Fraternity...[f]urther provided that no man shall be elected to membership who is a member of another general national college social fraternity. Eligibility for membership shall not, in any way, be affected or determined by race, color, religion, age, physical disability, ethnic background, sexual orientation, creed, or national origin." (APP I, 1a)
- b. This chapter shall have the authority to initiate a candidate for honorary membership (APP I, 2c)
- c. "Any pre-initiation activity shall be of a constructive nature in accordance with the purposes and objectives of the Fraternity, and all forms of hazing are prohibited." (APP I, 4)
- d. "No member of the Fraternity shall belong to any society or organization which is inconsistent with the principles and objectives of the Fraternity." (APP I, 6)
- e. "Inactive membership, or any type of membership not specifically provided

herein, shall not be permitted.” (APP I, 7)

### ***II, Section Two***

No person shall be admitted to this chapter without receiving an invitation (bid) to do so. Only the President or the Vice President of Recruitment may extend said invitation. Additionally, the President or the Vice President of Recruitment may delegate this authority. The chapter, by a two-thirds majority vote, or the executive board, by seven positive votes of its officers, may invest this authority to other members or a group of members duly selected for this specific purpose, instead of or in addition to those aforementioned executive officers, through passage of a resolution.

### ***II, Section Three***

A member of any other chapter of Sigma Phi Epsilon who transfers to The Ohio State University may affiliate with the Ohio Gamma chapter only through the completion of the following process (APP, E, #30):

- a. He provides the Ohio Gamma chapter president with a letter from his former chapter’s president, proving him to be a member in good standing, and
- b. He is approved by both the Ohio Gamma chapter President and Vice President of Recruitment after meeting with them

### ***II, Section Four***

Any member from this chapter who graduates from The Ohio State University having been in the Epsilon Rite of Passage or transfers to another university without a Sigma Phi Epsilon Chapter shall be regarded as an alumni member of this procedure in chapter (APP I, 2b). He may also receive alumni status through the following conditional upon the final approval of the national fraternity:

- a. The brother must have Epsilon status and be in good standing as certified by the Standards Board, as defined by the section entitled “Rights and Responsibilities of Brotherhood”
- b. He must complete the formal application furnished by the National Board of Directors
- c. He must receive letters of recommendation from the chapter president, chapter counselor, and president of the AVC
- d. He must receive a positive majority vote of the chapter

### ***II, Section Five***

In alignment with our aims, this chapter sets and enforces high expectations for continued membership in this chapter. These requirements are binding and enforceable by the Standards Board. These can be found in the section of the bylaws entitled “Rights and Responsibilities of Brotherhood.”

### ***II, Section Six***

Any member, expelled or having resigned, from this chapter may be reinstated in accordance with the Grand Chapter Bylaws (APP, E, #42 and B, #11).

- a. A member resigned may be reinstated by a two-thirds vote of the membership in good standing present at a meeting in which there is quorum. The vote shall be taken by secret ballot.
- b. A member expelled may be reinstated by unanimous vote of the membership in good standing present at a meeting in which there is quorum. The vote may take place no sooner than six months after his expulsion and shall be taken by secret ballot.

## **Leadership and Governance**

### **Article III Executive Board**

#### ***III, Preamble***

Out of a necessity for the governance of this chapter's affairs and its members, to manage its internal operations and external relationships, to establish its general direction and goals, to plan each year's activities, and to in all ways further realize its mission, vision, and values, the Executive Board of the Ohio Gamma chapter is hereby established.

#### ***III, Section One***

The Executive Board shall consist of the following officers in rank order of succession: President, Vice President of Programming, Vice President of Finance, Vice President of Membership Development, Vice President of Recruitment, Vice President of Communications, Chaplain, Vice President of Campus Engagement, and Vice President of SigEp Learning Community.

#### ***III, Section Two***

The President or his designate shall serve as chairman of the Executive Board. He shall convene the Executive Board at least once a week between chapter meetings or as needed. He shall report to the chapter any actions taken or recommended by the Board.

#### ***III, Section Three***

The Executive Board shall be responsible for the formulation and adoption of chapter resolutions to perform the responsibilities outlined in Preamble to this Article III, but this power shall be shared with the membership.

- a. Resolutions are orders, policies, rules or mandates that concern a certain function of the chapter, regard its day-to-day practices, regulate the behavior of its members, husband the use of the chapter's resources, including its facilities, or clarify and expand upon these bylaws.
- b. No resolution shall be passed which contradicts state or federal law, or the rules of the University, or a contract the chapter has entered into, such as the house lease.
- c. Once adopted, resolutions are automatically effective and binding upon the membership and the leadership, enforceable by the Standards Board or the Executive Board, according to their provisions. The only exemption is those resolutions which mandate attendance at events, which must provide 30 days' notice, except when deemed to be an emergency.
- d. The Vice President of Communication shall announce and disseminate the text of

any adopted resolution. He shall add the adopted resolutions to the appendices of these bylaws, if it is intended for long-term usage.

- e. Executive Board shall draft Special Motions to adopt, repeal, or amend resolutions and require six positive votes of its officers to place it before the chapter to discuss and vote on it. In addition, any member may also draft and present a motion to adopt, repeal, or amend a resolution by Special Motion so long as they meet the requirements. (See Article VII, Section 7 for information about Special Motions). Deeming an action to be non controversial, particularly urgent, or for whatever reason, the Executive Board may also unilaterally adopt, repeal, or amend a resolution with eight positive votes of its officers.

### ***III, Section Four***

The order of business for meetings of the Executive Board shall be as follows:

- a. Roll Call
- b. Reading of minutes
- c. Executive Board reports
- d. Guest comments or as may arise
- e. Old Business
- f. New Business
- g. Notices and Communications
- h. Adjournment

### ***III, Section Five***

The Executive Secretary shall keep accurate minutes of the Executive Board meeting. In coordination with the President, the Vice President of Communication shall develop the agenda for the next chapter meeting.

## **Article IV Standards Board**

### ***IV, Preamble***

In an effort to preserve and sustain consistency between this chapter's values and the behavior of the individual members, and to personalize these ideals in our daily experience; to exist as the judicial arm of the chapter in settling controversies between and regarding members and in addressing comprehensively any situation in which members fail to live up to the expectations outlined in the section of these bylaws entitled "Rights and Responsibilities of Brotherhood"; to ensure fidelity to these Ohio Gamma Bylaws and to the Grand Chapter Policies and Administrative Policies and Procedures, and to safeguard the Ritual of the Sigma Phi Epsilon fraternity; the Standards Board of the Ohio Gamma chapter is hereby established.

### ***IV, Section One***

The Standards Board shall consist of the Chaplain, Senior Marshall, Junior Marshall, Guard, and Guide. Additionally, the chapter shall elect at least one alternate to serve in the event that any member of the Standards Board is unable to fulfill his responsibility due to his involvement or another conflict of interest.

#### ***IV, Section Two***

The Chaplain shall serve as chairman of the Standards Board. He shall convene the Standards Board as needed to conduct hearings, to receive testimony, to deliberate, to issue and enforce sanctions, and to manage the business of the Board. The Standards Board shall meet in secret, open only to its officers and those individuals invited by the Chaplain.

#### ***IV, Section Three***

The Standards Board shall have sole jurisdiction over the discipline of members and the administration of justice. The Standards Board shall provide a speedy and impartial hearing to members alleged to be in violation of the Rights and Responsibilities of Brotherhood, issue fair and just rulings as appropriate, and impose fair and just sanctions. They shall have the right to enforce their own sanctions through means they deem appropriate, to further sanction non-compliance with them, and to punish any disrespect or contempt of the Standards Board and the values it exists to protect.

#### ***IV, Section Four***

The Standards Board shall use the Grand Chapter Trial & Appeal Procedures in the performance of their business. They are summarized below:

- a. A member who believes his brother is in violation of the Rights and Responsibilities of Brotherhood shall submit the complaint or referral to the Chaplain in writing. On an infrequent basis, for unique circumstances, he shall be provided anonymity from the brother if he so requests, but shall still be required to give witness or written testimony to the violation in question. Complaints or referrals may also be submitted by groups of brothers.
- b. The Standards Board is obligated to investigate the alleged violation. In doing so, they may compel the cooperation of the member(s) who submitted the complaint, or of any other member(s) who may have witnessed the alleged violation or otherwise possesses knowledge of it, to answer questions in writing or appear in person.
- c. The member alleged to be in violation will be given the opportunity to state his position. The Chaplain will provide an abbreviated written complaint to the member alleged to be in violation at least 24 hours prior to the Standards Board meeting in which he is asked to appear.
- d. The Standards Board will decide first as to whether or not a violation has occurred, and if so, shall decide the sanctions to be imposed. A vote of the majority of the Board members shall constitute the decision of the Board, but consensus is the preferred method of resolution. The Chaplain shall participate in full discussion, but shall vote only as is necessary to break a tie.
- e. The Chaplain shall communicate the decision of the Standards Board in writing to the member in violation, as well as to any officers of the chapter necessary to enforce the sanctions.

#### ***IV, Section Five***

The Standards Board shall have the power to issue sanctions of the following types:

- a. Reprimand or censure, in a private or public setting.
- b. Imposition of a fine up to \$500, or up to 150% of the cost of damage.
- c. Revocation of chapter office, after consultation with the President.
- d. Eviction from the chapter facility, after consultation with the President.
- e. Imposition of specific educational or corrective actions.
- f. Loss of good standing.
- g. Probation – Probation is defined to be the denial of specific privileges.
  - a. Social probation, for example, is the state of members being prohibited from attending social events, while still being required to attend chapter meetings and other events.
  - b. “Academic probation” is a special form of probation for members that do not meet the academic requirements of the Rights and Responsibilities of Brotherhood. For this form of probation, members are not denied specific privileges, but are rather under enhanced scrutiny by the Standards Board to perform better. It may be combined with other sanctions.
- h. Suspension – Suspension is defined to be the denial for a definite period, of the privileges and benefits of membership, including wearing or displaying the Fraternity insignia, attending undergraduate chapter functions and meetings, use of chapter facilities and otherwise identifying himself as a member of the Fraternity (APP, E, 36).
- i. Expulsion – Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including those specifically enumerated in the preceding section (APP, E, 37).

#### ***IV, Section Six***

The Chaplain must announce at weekly Chapter meetings any actions of the Standards Board that have resulted in revocation of chapter office, eviction from chapter facility, loss of good standing, non-academic probation, suspension or expulsion of members. At the discretion of the Standards Board, The Chaplain may announce additional violations and sanctions as necessary to ensure they are enforced or for the purposes of censure, denunciation, or deterrence. He may also make announcements to exonerate members alleged to be in violation.

#### ***IV, Section Seven***

The Chapter President has the right to be informed of all Standards Board complaints, proceedings, and sanctions, and share his opinion on an issue, though he may not be present during any part of a hearing, vote on decisions, or otherwise influence the business of the Board.

#### ***IV, Section Eight***

The Standards Board may omit a full hearing with questioning of the member in violation and simply impose a sanction in the following circumstances:

- a. On routine matters where the sanctions will not result in revocation of chapter office, eviction from chapter facility, loss of good standing, non-academic probation, suspension or expulsion of members, the Standards Board may automatically impose sanctions according to existing resolution, bylaw, or the



Rights and Responsibilities of Brotherhood.

- b. Also, in cases of emergency to protect the chapter's reputation or resources, such as when a brother is facing criminal charges, the Standards Board may automatically suspend a brother from membership and/or suspend an officer from his position. He may be suspended for a period no longer than fourteen days, or until the conclusion of his hearing. This action requires the agreement of the Chaplain as well as three out of the Senior Marshall, Junior Marshall, Guard, and Guide. The Chaplain shall notify the brother of his suspension via writing, and will include the duration of his suspension and the nature of the circumstances. He shall communicate at a later date, within the 14 day maximum, regarding the brother's hearing.

#### ***IV, Section Nine***

The Chaplain may charge other officers of the fraternity in assisting him with tracking the progress of the chapter's members in meeting the Rights and Responsibilities of Brotherhood or create a common reporting mechanism.

#### ***IV, Section Ten***

Should the Chaplain or a Standards Board officer be alleged to be in violation or suffer a conflict of interest that prevents him from performing his duties, in his or in the President's opinion, the member shall temporarily remove himself from the Standards Board, or the President shall temporarily suspend him from it, for the purposes of the single relevant hearing.

#### ***IV, Section Eleven***

In the event that the Chaplain is unable to fulfill his responsibility due to his involvement or another conflict of interest, the Senior Marshal shall serve as acting Chaplain for the purposes of said trial. The elected alternate shall serve in place of the Senior Marshal.

#### ***IV, Section Twelve***

In the event that a member of the Standards Board other than the chaplain is unable to fulfill his responsibility due to his involvement or another conflict of interest, the elected alternate shall serve in his place.

#### ***IV, Section Thirteen***

A vacancy occurring in the office of any member of the Standards Board by resignation, expulsion, suspension, or otherwise shall be filled by the elected alternate.

#### ***IV, Section Fourteen***

There does not exist an absolute right to a Standards Board appeal. The only occasion in which a brother may exercise an appeal is when he is suspended due to finances or has been expelled for any reason. Appeals shall follow the following process from Grand Chapter Trial & Appeal Procedures:

- a. A brother who has received an eligible sanction may appeal the decision by notifying the Chapter President in writing; once he does so, his membership privileges shall stand suspended until the vote of the membership on his appeal.

- He must do so within 10 days of being expelled.
- b. The Chapter President shall notify the Chaplain and furnish a copy of these procedures to both him and to the member found in violation.
  - c. At the first available chapter meeting, either regular or special, occurring at least 96 hours after the appealing member notifies the Chapter President, at which a quorum of two-thirds of the members in good standing are present, the chapter shall hear the appeal. The Chaplain will present the Standards Board's report of the member's specific violation of membership obligations, as well as a report of the commission's justification for expelling the member, in no more than 15 minutes. Following the Chaplain's report, the appealing member will also be given 15 minutes to present his appeal. He can represent himself or designate a representative, as long as that representative is a current undergraduate member in good standing of the same chapter. The member is not entitled to an attorney.
  - d. When the Chaplain and the appealing member have made their reports, the Chapter President will call for a vote without debate by secret ballot as to whether the appealing member is expelled.
  - e. If two-thirds of the chapter's total membership in good standing vote to overturn the decision of expulsion, then the member is not expelled and his violations are referred back to the Standards Board for a decision of appropriate penalty other than expulsion. If two-thirds of the members in good standing do not vote to overturn the decision for expulsion, then the member is expelled, effective immediately.
  - f. It shall be the duty of the President: to keep a complete record of the proceedings, including the voting; to direct such record to become part of the records of the chapter and to promptly notify in writing the member found in violation and the Executive Director of the outcome of the proceedings.
  - a. In the event an expelled member wishes to appeal to the National Board of Directors, then this right is automatically granted to the National Board of Directors by the chapter. Such appeal must be filed in writing within seven days of the chapter vote for expulsion.

## **Article V Officers, Cabinets and Chairman**

### ***V, Section One***

The officers of the Executive Board and the Standards Board shall be elected annually by secret ballot beginning 3 Mondays prior to Thanksgiving Break. They shall be elected according to Article VI.

### ***V, Section Two***

The installation of the officers shall take place between weeks 2 and 5 of spring semester, such as to allow a transition period including the remaining portion of fall semester, winter break, at minimum the first 2 weeks of the spring semester and a transition period of at least 4 school weeks. The installation of the officers shall be according to the ritual of the Sigma Phi Epsilon fraternity.

### ***V, Section Three***

An Executive Transition Retreat will be held before the end of fall semester, ideally, the Friday following the second Monday of elections. The retreat will consist of programming dictated by the needs identified by incoming and outgoing executive boards. The retreat will always include positional SWOT analysis and SMART goal setting, and setting expectations for behavior and operation amongst the members of the new executive board.

### ***V, Section Four***

Committees will be drafted and announced to the chapter no more than 3 Mondays immediately following CLA.

### ***V, Section Five***

At the expiration of his term of office, each officer shall deliver all chapter books, papers, monies or other articles to his successor. Each officer shall render all information to enable his successor to assume full charge of the duties of his office.

### ***V, Section Six***

An executive or Standards officer of the chapter may be separated from his position by the following means:

- a. his voluntary resignation, submitted in writing to the other officers of the Executive Board and the Chapter Counselor
- b. falling below a cumulative oint average of a 3.0, according to the section of these bylaws called “Rights and Responsibilities of Brotherhood”,
- c. by sanction of the Standards Board after a hearing, for not completing the duties of his position or for not adhering to the Rights and Responsibilities of Brotherhood,
- d. by Special Motion for a Vote of No Confidence by the chapter, filed to the President or Chaplain, such that they can enter the Vote into the business of the next available chapter meeting. A petition for a Vote of No Confidence must include the reasons that the member ought to be removed from his position. The filer of the motion and the signatures may remain anonymous. The officer about whom the vote is to be taken shall be informed at least 48 hours in advance and given the option to resign. At the chapter meeting in question, the motion and its accompanying statement shall be read aloud, the brother shall have three minutes to address the charges before him, and the brother shall be removed for discussion, the length of which shall be determined by the Chair. At the conclusion of discussion, the Vote of No Confidence shall be taken by secret ballot, and shall be effective immediately. It shall require a two-thirds majority to vacate the office.

### ***V, Section Seven***

The President, Vice Presidents, and Chaplain shall each supervise and oversee his own Cabinet of subordinate positions (henceforth known as “chairmen”, but could also be directors, coordinators, etc.) that shall assist him in executing effectively the duties of his

office, though he shall retain ultimate responsibility.

- a. Between the incoming Executive Board's election and installation, it shall disseminate a common application to the chapter containing the titles and duties of all Cabinet chairs. Any brother may apply to be a chairman. Each officer shall, in consultation with his peers on the Executive Board, choose the chairmen of his Cabinet and shall announce each chairman, his title, and his duties to the chapter within one week of his officer installation.
- b. Each officer shall also announce, with the consultation of his Cabinet, three Specific, Measurable, Attainable, Reasonable/Righteous, and Timely (S.M.A.R.T.) goals for himself and each of his chairmen, and is encouraged to revisit these each semester.
- c. The Standards Board, a simple majority vote of the chapter, or their Cabinet officer, may remove chairs from their position. The Cabinet officer shall announce and explain to the chapter any vacancies that arise by resignation, removal, or any other reason, and shall select and announce his replacement with an application process, or without soliciting applications assuming the consent of the executive board.
- d. The Cabinets shall consist of the named chairs outlined by resolution in these appendices. While there is a presumption of retaining the same positions from year to year for the purpose of clarity, the executive board may modify, divide, or combine positions if necessary. Officers may create "assistant" chairmen, directors, or coordinators, as they feel appropriate. The language shall be as such: generally "chairman" will work a loose committee of volunteers to perform their duties, while "directors" and "coordinators" will work alone or with appointed co-positions.
- e. Unique and distinct to the rest of the bylaws, the sections under each executive officer that detail the duties of the chairmen may specially be amended on by the unanimous action of the Executive Board, to update position descriptions and include more specificities, as the chapter develops further. When this is done, an updated copy detailing the changes made must be sent to the chapter.

### ***V, Section Eight***

Each of the officers of an undergraduate chapter shall have such powers and perform such duties as prescribed in the Bylaws and Administrative Policies and Procedures or the Ritual of the Fraternity, in the bylaws of the undergraduate chapter, as listed below, or as may be directed by the Grand Chapter. Among their duties, powers, and responsibilities are the following, in rank order of succession:

### ***V, Section Nine***

The President shall serve as the chief executive and administrative officer of this chapter with ultimate authority and responsibility for it, limited only by these bylaws.

- a. He shall serve as the chief spokesman of the chapter to entities such as Sigma Phi Epsilon Headquarters, other Sigma Phi Epsilon chapters, The Ohio State University, other Greek-letter organizations, and any others.
- b. He shall preside at all chapter meetings, call special or extra meetings at his discretion, decide in the case of tie votes, appoint replacement officers arising from temporary or permanent vacancies, and sign all papers requiring authentication. He shall have the authority to suspend from a chapter meeting any

- member for conduct unworthy of a Sigma Phi Epsilon. (APP, E, 3a)
- c. The power to assess monetary fines rests ultimately in the President, though he shall exercise this power primarily through delegation to the Standards Board, the Vice President of Finance, and other appropriate officers. (APP, E, 3a)
  - d. He shall decide all questions regarding the interpretation of the Bylaws, Ritual, or Administrative Policies and Procedures, subject to a right of appeal by the chapter who may overrule him by a two-thirds majority (APP, E, #16).
  - e. The President may create and appoint members to *ad hoc* committees to study certain issues and report back to the chapter with their conclusions and recommendations.
  - f. He shall issue binding directives on risk management matters, enforceable by the Standards Board.
  - g. He shall ensure the Ohio Gamma chapter is in compliance with The Ohio State University and Office of Student Life policies and standards.
  - h. In addition to directing the executive committee, the president shall be chairman of a separate President's Cabinet shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
    1. The IFC Delegate: To represent the Sigma Phi Epsilon fraternity at meetings of the Interfraternity Council every other Wednesday night, and to coordinate the chapter's involvement in Interfraternity Council initiatives as arise.
    2. Executive Secretary: To attend each executive board and chapter meeting, to keep and post meeting minutes, and to assist the President with other administrative duties as arise.

### ***V, Section Ten***

The Vice President of Programming shall keep the chapter calendar. He is also the ritualistic vice president.

- a. He shall serve as the keeper of the chapter's calendar, arranging the chapter's many events such as to avoid scheduling conflict, reduce over-programming, and foster the proper promotion of the chapter's priorities.
- b. He shall be responsible for the promotion of brotherhood through chapter wide events and programs.
- c. He shall organize a lively, fun, and safe social program for the chapter and promote ties between this chapter, the campus at large, and the rest of the Greek Community. He shall closely monitor the management of risk and oversee relationships with annex houses.
- d. He shall administer, or delegate to the Director of Risk Management and Logistics, the responsibility for managing the expectation of the Rights and Responsibilities relating to brothers assisting with events.
- e. He shall organize the chapter's efforts to meet and exceed the Standards of Excellence, with the required Safety, Health, and Wellness and Diversity Education events. He shall organize one chapter-wide alcohol education event each year, before March 15, and submit it to SigEp Headquarters for an insurance

rebate.

- f. He shall be the immediate replacement for the President in the case of a vacancy, for a period no longer than three weeks, while emergency elections are organized.
- g. The Vice President shall be chairman of a separate Programming Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  1. Brotherhood Chairman: To plan, coordinate, and execute large-scale traditions that facilitate and build the bonds of brotherhood, such as Men of Brotherhood (M.O.B.) week/weekend in the spring, chapter-wide trips (such as cabin weekend in the fall), Senior Week (including Senior Roast and other activities), Old Man's Night, and other events or programs as arise. May supervise assistant brotherhood chairs or appointed project managers.
  2. Social Chairman: To plan, coordinate, and execute both annual events involving other members of the Greek community, including but not limited to Homecoming Week, Football Block, and Greek Week, and also semester-ly events both involving other members of the Greek Community and unaffiliated guests, such as list parties, date parties, and themed gatherings. Will serve as the delegate to any Greek-wide event committees. Position may be split into "First" and "Second" Social Chairman (to handle annual versus semester events), or may supervise assistant social chairs or appointed project managers.
    - a. Director of Greek Relations: To promote positive relationships in the Greek community by coordinating support for other chapters, participation in others' philanthropies and activities, and celebration of other chapters' milestones and successes. Will be responsible for positive publicity and fostering of good relationships with other organizations through serenades, cards, food, gifts, etc.
    - b. Director of Risk Management and Logistics: To work with officers and chairmen to support the compliance of all SigEp events with state and local laws, as well as with IFC and University regulations regarding their safety; to be responsible for the selection and presence of an appropriate amount of "sober brothers" or monitors at necessary events, and to register those events in advance of their date; and to oversee the logistics of events by arranging for all necessary supplies, selecting an appropriate number of "set-up brothers" and "clean-up brothers."
    - c. Intramural Activities Director: To administer and promote the involvement of brothers on all of Sigma Phi Epsilon's official intramural sports teams, to register those brothers and teams in accordance with Rec Sports policies, to place brothers on the correct teams according to their skill level, and to appoint a team captain to lead each team and encourage and track attendance, reserving the right to remove members from SigEp intramural teams where they miss more than one game per season. To work with the Greek Relations Chairman to identify all philanthropic athletic tournaments on campus and organize championship caliber teams.

### ***V, Section Eleven***

The Vice President of Recruitment shall be responsible for the chapter's recruitment program to bring new members into the chapter, which is the lifeblood of every Sigma Phi Epsilon chapter and the fraternity as a whole.

- a. The Vice President shall conceive of and disseminate an overall plan and strategy to reach the chapter's recruitment goals, the general vision of which shall be the recruitment of the highest-number of high-quality men as possible.
- b. With an explicit bias against a "rush" mentality, the Vice President shall conceive of recruitment as a year-round process of creating pipelines of potential new members, exposing them to the chapter and its men, shepherding them through the recruitment process, offering a bid (in large groups if possible, utilizing the White Room Ceremony), and securing its acceptance.
- c. He shall work to ensure that recruitment is an activity of the whole chapter, with as many general members as possible receiving recruitment training, attending events and giving input on the offering of bids. He shall lead a fall semester retreat with the explicit focus on recruitment training.
- d. The Vice President of Recruitment (and President) may offer bids of membership, though they shall do so with the advice and consent of the Recruitment Cabinet, subject to any restrictions imposed by Article II, Section Two.
- e. The Vice President shall be chairman of a separate Recruitment Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  - a. Recruitment Chairman: To work with the vice president in implementing the chapter's recruitment strategy and each manage a smaller team of recruiters, with all potential recruits being assigned to one of their teams; to help train members of the chapter and Recruitment cabinet to become more effective recruiters; to plan recruitment events and disseminate the recruitment schedule, and to, at the discretion of the Vice President of Recruitment, give bids to new members. There shall likely be several recruitment chairmen chosen each year, each with distinct responsibilities.
  - b. Balanced Man Scholarship Director: To begin the process of administering the BMS in the spring by contacting high school guidance offices, to plan the summer BMS event that brought students and their families to campus to see Ohio State and learn more about SigEp, to spend the fall identifying and selecting the Balanced Man Scholarship recipients in conjunction with the recruitment cabinet, to plan the Balanced Man Celebration event in January; and to encourage all participants who are worthy of membership to accept a bid to the chapter if one is offered. A co-director may be appointed.

### ***V, Section Twelve***

The Vice President of Member Development shall act to uphold, develop, and strengthen the character of the members and to preserve the ideals and principles upon which the Fraternity was founded.

- a. He shall assume the ritualistic role of Examiner.
- b. He shall be responsible for the successful onboarding and integration of new members into the chapter, including its Mentor/Mentee and Guide/Guidee program.
- c. He shall be the administrator of the chapter's Balanced Man Program, responsible for the coordination, synergy, and execution of the Sigma, Phi, Epsilon, and Brother Mentor Challenges, according to the principles outlined in the Rights and Responsibilities of Brotherhood, which can only be changed via the amendments process. He shall also determine the advancement of members from challenge to challenge, delegating the decision to others as appropriate. He shall enforce the Membership Lapsing policy.
- d. He shall organize Sound Mind, Sound Body, and Healthy Spirit programs and events.
- e. He shall schedule and lead at least one chapter retreat with an enrichment and development component per semester, in coordination with the Vice President of Programming.
- f. The Vice President shall be chairman of a separate Member Development Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  1. Sigma Coordinator: To plan and execute a comprehensive and constructive new member education program for new members of the fraternity in line with the aims of the Sigma Challenge; to conduct interviews for progression into the Phi Challenge and to create clear and challenging expectations for what is required of progression; and to work with other chairs and officers to establish a seamless and smooth transition into the fraternity. Two assistants or co-coordinators may be appointed, so long as their responsibilities are clearly delineated.
  2. Phi Coordinator: To plan and execute a comprehensive and constructive Phi Challenge, striking a balance between individuals' responsibilities to meet the requirements and the Member Development Cabinet's expectation to assist in meeting them, to aid in personal reflection and facilitation during the Phi Challenge, scheduling 1:1's with Phis as necessary, to give recommendations to the Vice President of Member Development on who should pass to Epsilon, and to transmit to the Senior Marshall the names of brothers not meeting the Rights and Responsibilities of Brotherhood expectations for Phi events. Two assistants or co-coordinators may be appointed, so long as their responsibilities are clearly delineated.
  3. Epsilon Coordinator: To plan and execute a program in line with the aims of the Epsilon Challenge, taking into account the preferences and desires of the Epsilons in the planning, and to transmit to the Senior Marshall the names of brothers not meeting the Rights and Responsibilities of Brotherhood expectations for Epsilon events. One assistant or co-coordinator may be appointed.
  4. Sound Mind Chairman: To plan and execute cultural and educational



learning experiences and speakers to coincide with other chapter events such as Challenge Events, chapter meetings, and retreats, preferably along some theme or topic for the semester.

5. Sound Body Chairman: To run the semester Sound Body test and to tweak it in ways that will improve participation; to help educate the chapter at large on principles of basic fitness, nutrition, and wellness, and to plan events and programs throughout the semester that encourage and build fitness, not just test it. To transmit to the Senior Marshall members the names of brothers not meeting the Rights and Responsibilities of Brotherhood expectations for Sound Body. One assistants or co-coordinator may be appointed, so long as their responsibilities are clearly delineated.
6. Retreat Director: To plan at least one retreat per semester, in coordination with the Programming Cabinet, that will serve for the purposes of both fun and also examination of our chapter's development and progress
7. Mentors/Guides Director: To be the liaison between new brothers looking for mentors before they can pass into the Phi Challenge, and older brothers able and willing to take on younger brothers as mentees; and to plan periodic events and programs that bring together mentors and mentees. To update, on an annual basis, the Family Tree document. To also match incoming brothers with a guide upon arrival in the chapter, and to communicate the role of the guide before making an assignment

### ***V, Section Thirteen***

The Chaplain will be chairman of the Standards Board, with which he shall share responsibility to plan the use of the Ritual, inspect the Ritual equipment, practice the Ritual, enforce Grand Chapter and local chapter bylaw, resolve brother disputes, ensure the congruency of brothers with the Rights and Responsibilities of Brotherhood, and in general live up to the weighty charge of the Preamble of Article IV. He shall strive for the highest standard of both accountability and transparency.

- a. "The Chaplain shall serve as chairman of the Standards Board. He shall convene the Standards Board as needed to conduct hearings, to receive testimony, to deliberate, to issue and enforce sanctions, and to manage the business of the Board. The Standards Board shall meet in secret, open only to its officers and those individuals invited by the Chaplain." (Section IV, Section Two)
- b. He shall be responsible for following all Standards Board processes outlined in Article IV, charged with holding accountable, insulating from disgrace, and securing the rights and protections, of both the chapter at large and individual brothers. Indeed, he and his Standards Board shall fulfill any role laid out for them in these bylaws or the Grand Chapter Bylaws.
- c. He shall supervise awards given by the chapter (see Appendix C).
- d. He shall share the President the responsibility for processing chapter resignations and expulsions.
- e. He shall supervise the activities of the Senior Marshall, Junior Marshall, Guard, and Guide of the Standards Board, whose roles are outlined later in these bylaws.

- f. He shall lead supplemental ritual or spiritual activities, such as the Hoop of Steel ceremony, and any others.
- g. He shall call before the Standards Board those in violation of the Sound Mind expectation of the Rights and Responsibilities of Brotherhood.
- h. To assist him with promoting academics and scholarship and creating and executing a comprehensive scholarship plan, he shall oversee a Chaplain's Cabinet, consisting of the following:
  - 1. Academics Director: To assist the Chaplain in keeping on top of the chapter's academics by both creating proactive programming to improve the chapter GPA (study tables, common class study groups, incentive and recognition programs, etc) and reactive solutions when brothers fall below academic expectations. He shall administer a Faculty/Staff recognition program to identify and reward talented University employees who have aided brothers in their pursuit for academic excellence. He shall not be present during Standards Board hearings, but may be privy to any academic information or records necessary to do his job. Two assistant or co-directors may be appointed, with clearly delineated responsibilities.

#### ***V, Section Fourteen***

The Vice President of Finance shall collect all dues and other charges due from the members to the undergraduate chapter, and shall make disbursements and expenditures subject to the budget approved by the Executive Board and the Chapter, or other necessary expenditures, approved by the Chapter President. He shall monitor the overall financial health of the chapter, both on a semester and long-term basis.

- a. The Vice President of Finance shall be responsible for the prompt collection and transmittal to Headquarters of all moneys due the Fraternity pursuant to Section C of the Administrative Policies and Procedures, such as insurance payments and the fall and spring semester bill.
- b. He shall be the official liaison with the Office of Student Life to place moneys scheduled for payment onto the Student Statement of account. He shall coordinate with the Senior Marshall to ensure any necessary fines are present, with the Vice President of Programming to ensure any elected purchases are included, and with the Vice Presidential of SigEp Learning Community for any and all house matters, such as rent.
- c. In coordination with the Executive Board, he shall prepare a semester budget, to be approved by the chapter by a two-thirds vote.
- d. He shall organize the chapter composite photo.
- e. He shall search for efficiencies in management of the chapter and create policies to achieve cost-savings.
- f. The Vice President shall be chairman of a separate Finance Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  - 1. Budget Director: To assist with the assembly of a chapter budget, and to assist the Vice President in executing reimbursements and payments according to it.

2. Fundraising Director: To plan and execute any fundraising activities to raise (non-philanthropic) money for the operation of Sigma Phi Epsilon, including Stadium Cleanup.
3. Merchandise Director: To design and order any and all chapter apparel and merchandise, for recruitment, social events, chapter brand management, and any other, coordinating with other officers and chairs of the fraternity as necessary to present a unified image to the campus and community. The Executive Board shall approve all designs, both subsidized using chapter funds and made available for optional purchase. Whenever possible, the chapter shall be allowed to vote (though not discuss) its preferred apparel design.

### ***V, Section Fifteen***

The Vice President of Communications shall act to assist in the overall administration of the chapter through technology, support, and organization, while strengthening the chapter's relationship with external constituencies, such as the campus, university administration, community, family, Headquarters, alumni at large, and the general public.

- a. He shall manage the "brand" of the chapter and use all available media, such as publications, the web, and other methods, to "tell the story" of the chapter to relevant audiences, coordinating with the Vice President of Campus Engagement when working on relevant initiatives and with the Vice President of Recruitment when doing this to spread awareness of the chapter to Potential New Members.
- b. He shall maintain the membership records of the chapter, sending out an up-to-date roster to the chapter each semester, and assist in filling out Headquarter's annual Periodic Membership Review and the Office of Student Life's roster requirements.
- c. He shall have charge of the seal, books, papers and records of the chapter, except those in the charge of other officers. He shall conduct all correspondence on behalf of the chapter./
- d. The Vice President shall be chairman of a separate Communications Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  - a. Alumni Relations Chair: Assist with communication back-and-forth between the Alumni & Volunteer Corporation and alumni at large, assist with the planning and execution of alumni events, and work other chairs and officers to keep alumni informed of the chapter's news and successes.
  - b. The Family Relations Chair: Plan an annual Parents & Family Day, organize some method of regular communication and families, and plan additional family-related events and initiatives if there is demand (Sibs Weekend, Mom's Day, etc).
  - c. Technology Director: Oversees the use of technology to organize and promote the chapter's activities, including the website's front-end and back-end, Carmen, the listservs, the Twitter, and other means.
  - d. The Chief Editor: Work with other officers to put out a newsletter each

semester to share with multiple constituencies, that reports on the successes and news do the chapter and the campus.

- e. Public Relations Director: Assist with adhoc and regular public relations efforts, such as photographing large chapter events, updating the websites with news and successes, and generally monitoring the chapter's use of social media, such as the Twitter.
- f. Historian: Work with other officers and chairs to uncover, share, and celebrate the chapter's long history at Ohio State by researching and presenting two history projects/findings a semester, while cataloguing "current" events for historical purposes.

### ***V, Section Sixteen***

The Vice President of Campus Engagement is to be the chapter's liaison to persons, programs, events, and organizations occurring on campus, either by students or administrators. He shall also organize the means by which the chapter contributes its time and energy to the community at large, both through direct, hands-on service and philanthropy.

- a. He shall promote "involvement", broadly defined, amongst the brothers of the Sigma Phi Epsilon, with the understood vision that a chapter of our caliber should possess broad and deep participation and leadership amongst Ohio State's organizations, traditions, and offices. He shall assist brothers in Phi to meet their co-curricular requirement, shall regularly share opportunities with the chapter at large, and shall encourage and support individuals in applying/participating. He shall serve as a link to the Office of Student Life and the Ohio Union.
- b. He shall be the administrator of the Community Service expectation of the Rights and Responsibilities of Brotherhood, setting guidelines and disseminating opportunities and offerings to meet the requirements alongside brothers, in both fraternity and campus-sponsored events, to meet the priorities of the chapter. He shall transmit to the Senior Marshall members the names of brothers not meeting the Rights and Responsibilities of Brotherhood expectations for Community Service.
- c. He shall manage the process of applying for various awards on behalf of the chapter, with the understanding that awards are not an end in and of themselves, but rather a means towards communicating our success to others. These shall include the Ohio Union Leadership Awards and the Greek Awards, along with sponsoring and encouraging brothers to apply for the individual components, and he shall work with the President and Vice President of Communications in assembling the Buchanan Cup application.
- d. The Vice President shall be chairman of a separate Campus Engagement Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  - a. Service Chairman: To plan, organize, and execute all direct, hands-on community service initiatives and events of the chapter, including Very Sharey Halloween in the fall, Dr. Seuss Week in the spring, three blood drives per year, including one on Founder's Day, and other projects as

arise. Two assistant or co-directors may be appointed, with clearly delineated responsibilities.

- b. Philanthropy Chairman: To plan, organize, and execute the overall campaign for the philanthropic cause of the chapter's choice, which will include at least one premier large-scale event that promotes awareness and raises several thousands of dollars, and smaller events. Two assistant or co-directors may be appointed, with clearly delineated responsibilities.
- c. Director of Campus Leadership & Visibility: To assist the Vice President with any initiatives that promote engagement between the brotherhood and the campus and community, to assist the Vice President in tracking of data or planning of large-scale events, to organize unique partnerships between the chapter and existing events and organizations on campus, and to serve as a resource for the chapter when it comes to involvement and leadership opportunities. An assistant or co-director may be appointed, with clearly delineated responsibilities

### ***V, Section Seventeen***

The Vice President of SigEp Learning Community shall serve as the officer charged with the administration of the chapter facility, including the physical maintenance of the chapter grounds and facility, the business aspects of leasing and filling the house, and the fostering of a "learning community" within its walls through various initiatives.

- a. He shall serve as the House Manager, an employee in-effect (though not legally) of the chapter, for which he shall be compensated, responsible for upkeep of the house and coordination with the University and Alumni & Volunteer Corporation. He shall submit maintenance requests and coordinate and plan any house improvements.
- b. He shall work with the President, Vice President of Finance, and Office of Student Life to fill the house with brothers who wish to live there, achieving total capacity at all times, placing brothers according to House Points and the House Draft, coordinating the signing of leases, and placing rent and other fees onto the Statement of Account.
- c. He shall be responsible for the utilization of the house not only as the physical home of the brothers who rent there, but as the campus home for all chapter brothers, in creating a space for collaborative learning, education, and brotherhood.
- d. He shall be responsible for updating the House Rules from time to time and enforcing them when necessary, through the resolution process.
- e. He shall be the administrator of the house meal plan, including communications between the chapter and the Cook.
- f. He shall submit the annual RLC Update to HQ in time to receive the liability insurance rebate.
- g. The Vice President shall be chairman of a separate RLC Cabinet that shall assist him in executing effectively the duties and responsibilities of his office, to be composed of the following:
  - a. Kitchen Manager: To serve as in-effect (though not legally) employees of

the chapter, for which they will be compensated, in cleaning and preparing the kitchen before and after meals. They may also work with the RLC Cabinet and the Cook to promote and administer the meal plan. Two to three Kitchen Managers may be named per semester.

- b. House Life Director: To be responsible for initiatives that promote learning and brotherhood in the house, such as running house meetings, encouraging brothers to post their goals on doors, securing an in-house Ohio State course, updating house decoration and photos, suggesting and following up on new house improvements, and other responsibilities as arise.

### ***V, Section Eighteen***

The Senior Marshall of the Standards Board fulfills appropriate positions in the Ritual and the processes of the Standards Board. In chapter, he shall sit to the right of the President. He shall be responsible for tracking brothers' adherence to the Rights and Responsibilities of Brotherhood expectations, including attendance at chapter meeting and other events. He shall manage [absenceline@gmail.com](mailto:absenceline@gmail.com) and excuse any appropriate absences at chapter events.

### ***V, Section Nineteen***

The Junior Marshall of the Standards Board fulfills appropriate positions in the Ritual and the processes of the Standards Board. In chapter, he shall sit to the left of the President. He shall assist the President in running of chapter meetings, serving as the Parliamentarian for the meeting.

### ***V, Section Twenty***

The Guard and Guide of the Standards Board fulfill appropriate positions in the Ritual and the processes of the Standards Board. They shall assist in running of chapter meetings, as needed. They may be charged by the Executive Board or the Chaplain from time to time to complete special responsibilities or duties on behalf of the chapter.

## **Article VI Elections**

### ***VI, Section One***

The officers of the Executive Board and the Standards Board shall be elected annually at a regular or special meeting of the chapter chaired by the President; if the President is a candidate for election, he shall relinquish the Chair role to the highest able and willing executive officer with no similar conflict of interest for the duration of that set of elections. The election shall follow the following procedure:

- a. The nominations period will commence at least one week prior to elections, continuing through the week and onto the floor directly before an election.
- b. Nominations include the name of the brother, the position for which he is being nominated to, and a short statement on his behalf. They require a second. A brother will go on to an election if he accepts his nomination. Brothers who lose an election have an automatic nomination to the election of any subsequent office, should they choose to exercise it.

- c. The order of elections shall be the order of succession for executive officers, followed by the Standards Board offices.
- d. All candidates must certify that they are in good standing with the chapter and have at least a 3.0 cumulative GPA. In addition, in order for the President, Vice President of Programming, Vice President of Recruitment, Vice President of Member Development, Chaplain, or Vice Presidential of SigEp Learning Community to hold an elected position, the brother must live in the chapter facility for the majority of the year in which his term takes place. As deemed appropriate by the chapter, this bylaw may be suspended by a two-thirds majority vote immediately prior to the election. The candidate shall be given 1 minute to explain the circumstances and reasons why he is not living in the chapter house, and what he will do to ensure it does not hamper the execution of his duties.
- e. The Chair shall randomly determine the order of the candidates for each office.
- f. By a majority vote, the chapter may approve a brother in absence to have his speech read by another brother. However, he shall not be able to answer questions for him.
- g. Candidates for the position of President shall have 5 minutes to speak, followed by a question period of 10 minutes, while other candidates for executive office shall have 5 minutes to speak, followed by a question period of 8 minutes. The first 3 questions will be asked by the Chair, which will come from the solicitation of the Brother Mentors, and the rest will come from the floor. Each candidate for the Standards Board will have 2 minutes to speak, with no question period. Each candidate shall be removed during others' time.
- h. After each election's candidates have spoken, been questioned, and been removed, discussion will commence. The Chair reserves the authority to limit the time of responses, to limit the number of turns to speak, and to monitor the flow of discussion. All discussion should remain confidential from candidates, even after the election.

## ***VI, Section Two***

After the conclusion of each election's discussion, voting by secret ballot shall occur:

- a. For executive officers, members may vote only for one candidate; for Standards Board elections, members may vote for four candidates. In the case of the latter, the candidates may return after the conclusion of discussion to participate in the vote. Members may also vote "no confidence," signifying no confidence in any candidate.
- b. The Chapter Counselor and current Standards Board members will oversee the counting of the votes and will inform the Chair, who shall announce the winner of the election.
- c. In the event of a two-way tie, the Chair will cast the deciding vote; in a three-way tie, the lowest vote getter will be eliminated and a revote shall occur.
- d. In a Standards Board election, the highest vote getter will have his choice of position, followed by the second vote-getter, and so on.
- e. Should the "no confidence" option be the highest vote getter in an election or should a position lack eligible candidates, another election shall be held within

three weeks in which the original candidates may be nominated. Should there continue to be a lack of eligible or worthy candidates after that second holding of an election, the outgoing President shall, with the advice and consent of his executive board, appoint a successor who will take office after the transition as though he were duly elected.

### ***VI, Section Three***

The right of members in good standing to vote in chapter elections cannot be bound by any circumstance other than suspension or expulsion.

## **Chapter Administration**

### **Article VII Chapter Meetings**

#### ***VII, Section One***

A regular meeting of this chapter shall be held each Monday evening during the school year when class is in session. The Executive Board may cancel or reschedule a chapter meeting with appropriate notice, but not twice in a row.

#### ***VII, Section Two***

The Executive Board shall designate each chapter meeting as formal or informal.

- a. Formal meetings require the use of ritualistic paraphernalia and are conducted as prescribed by the Ritual. Formal meetings must be called at least once a semester, or under any of these conditions: Rites of Passage, the installation of officers, at the request of a representative of the Grand Chapter, or at the discretion of the Executive Board to mark significant business. Members' attire to formal meetings shall be dress shirts, tie, slack, dress shoes, and pin.
- b. Informal meetings are in place whenever formal meetings are not. The Executive Board shall designate members' attire to informal meetings.
- c. The Creed of Sigma Phi Epsilon shall be read aloud at the beginning of each semester.

#### ***VII, Section Three***

The President shall chair and lead chapter meetings. If he is not available, the chair shall be the next highest available and willing executive officer.

#### ***VII, Section Four***

The President shall have the authority to suspend any member from a meeting for conduct unbecoming of a member of Sigma Phi Epsilon. He shall also decide all questions of interpretations of the Bylaws, Administrative Policies and Procedures, and Ritual unless overruled by a two-thirds majority.

#### ***VII, Section Five***

No food, alcoholic beverages, or tobacco shall be permitted during the chapter meeting. No drinks shall be permitted unless granted by the Chair.



### ***VII, Section Six***

The order of business of chapter meetings shall be as follows:

- a. Roll Call
- b. Reading of Minutes from Preceding Meeting
- c. Executive Board Reports
- d. Cabinet and Committee Reports
- e. Chaplain and Standard Board Report
- f. President's Report
- g. Old Business
- h. New Business
- i. Notices and Communications
- j. Reports of Sickness and Health
- k. Remarks for the Good of the Fraternity
- l. Closing

### ***VII, Section Seven***

Special Motions (main motions) are those that introduce new items into consideration. The Chair shall provide for the announcement, discussion, and vote on Special Motion in the business of the soonest available chapter meeting, with no need for second. Two parties can submit them: the Executive Board or any active member:

- a. To submit a Special Motion, an active member must submit to the President at least 48 hours in advance of the chapter meeting the text of the motion as well as the signatures of 20% of the total active membership in concurrence with the idea that the motion ought to be submitted (not necessarily approved). The signatures may be public or anonymous, as intended by the motion's sponsor. At his discretion, the President may waive the 48-hour and 20% requirements. However, a motion meeting these requirements may not be denied, only delayed to the next available chapter meeting within two weeks.
- b. Special motions include
  - a. Resolutions. Whether originating from the Executive Board or an active member, a Special Motion to adopt, repeal, or amend a resolution requires a simple majority vote to pass, the ability of the Executive Board to adopt resolutions through eight positive votes notwithstanding. (See Article III, Section Three for more about resolutions.)
  - b. Amendments of the bylaws. A Special Motion to amend the bylaws must be read, discussed, and voted on at two separate chapter meetings. An amendment requires a two-thirds majority to pass.
  - c. No Confidence in officers. (See Article V, Section Five for more about Votes of No Confidence). The officer must be given three minutes to respond to the allegations in the text of the motion. It requires a two-thirds majority to pass.

### ***VII, Section Eight***

Regular motions (subsidiary motions) are those that pertain to an item being considered.

They are made on the floor after recognition by the presiding Chair and require a second. The Chair shall provide for discussion at his discretion. They require a vote, if there is opposition. A non-exhaustive list of regular motions includes:

- a. Motion to open, extend, limit, or close debate
- b. Motion to close the speakers' list
- c. Motion to call the question
- d. Motion to vote a certain method (open hand, voice, standing, secret ballot, etc)
- e. Motion to postpone
- f. Motion to appeal a decision of the Chair

### ***VII, Section Nine***

“Points” (incidental motions or privileged motions) are those demands for attention to fulfill a specific need. They can be made from the floor after recognition from the presiding Chair without a second and do not generally provide debate unless provided by the Chair. A non-exhaustive list of points include:

- a. Point of order: to confirm that parliamentary procedure is being followed correctly, to raise a possible irregularity in parliamentary procedure
- b. Point of parliamentary inquiry: to ask a question about parliamentary procedure
- c. Point of privilege: to address a personal comfort or distraction that is disrupting the meeting, such as a condition in the physical environment
- d. Point of information: to ask a substantive, factual question to the Chair regarding the issue at hand

### ***VII, Section Ten***

Quorum is established at the beginning of the meeting unless its composition changes, as noted by the Chair. Quorum to perform the business of the chapter shall be two-thirds of the active membership.

### ***VII, Section Eleven***

The rules contained in the current edition of Robert’s Rules of Order shall be the authority on all parliamentary questions where they do not conflict with these Bylaws or the Grand Chapter Bylaws.

## **Article VIII Fees, Assessments, and Fines**

### ***VIII, Section One***

The lifetime membership fee must be paid in full before a new member can be inducted and must be sent to Sigma Phi Epsilon Headquarters within twenty-four hours following the Sigma Rite of Passage.

### ***VIII, Section Two***

All members shall pay equal dues and assessments each semester to finance the budget prepared by the Vice President of Finance and the Alumni and Volunteer Corporation and approved by a two-thirds majority vote. Membership dues may not be adjusted without the approval of the Alumni and Volunteer Corporation. All members not living in the chapter facility will be assessed a parlor fee as set forth in the budget.

***VIII, Section Three***

As of Autumn 2014, membership dues shall be \$470 per semester, and increase each subsequent year consistent with the Head Quarter’s annual per man fee increase (set at 4% OR the previous yearly change in the Higher Education Price Index, whichever is less) This number may be changed by a two-thirds majority vote, and with the approval of the Alumni and Volunteer Corporation.

Year	2014-15	2015-16	2016-17	2017-18	2018-19
Dues Cap	\$470.00	\$488.80	\$508.35	\$528.69	\$549.83

***VIII, Section Four***

The President, acting through the Standards Board, Vice President of Finance, or any other officer to whom he delegates, shall fine members for their violations of bylaws or resolutions. Unless otherwise noted, fines shall be assessed and paid through the online financial collection system (LegFi.com), monitored by the Vice President of Finance.

***VIII, Section Five***

All charges will remain open for payment for a minimum of 7 days. Any member who has not paid a financial obligation within 14 days from the date due shall be suspended from the chapter. If the bill has not been paid within 28 days, then the member shall be brought to the Standards Board for an expulsion hearing. The Vice President of Finance has the authority to suspend members for non-payment. Members suspended for non-payment will be able to participate in chapter activities immediately once all past-due debts are paid. Members expelled for non-payment may only re-enter the chapter in accordance with Article II, Section Six, in addition to completing all payments. Chapter members in good standing shall have the power to waive any financial suspension or expulsion by a two-thirds majority vote, in accordance with the Grand Chapter Bylaws.

***VIII, Section Six***

The Vice President of Finance may work out assistance plans or schedules with members to assist in the smooth payment of their bills.

***VIII, Section Seven***

A fine of \$25.00 shall be placed on any member who “bounces” a check to the chapter.

***VIII, Section Eight***

Members resigned or expelled from the chapter do not have the right to have returned any monies they have paid or are already scheduled to pay to the chapter. However, at the mutual determination of the President and the Chaplain, the member may be returned his semester dues and/or rent, pro-rated, in exchange for the member returning his

membership card, badges and pins, and attire signifying connection to the fraternity. Parlor fees may not be reimbursed.

### ***VIII, Section Nine***

Any member who is on leave for one semester (such as internship or study abroad) shall pay the insurance to Headquarters and Inter Fraternity Council dues which is currently set at \$150 for Autumn and \$161 for Spring. He is not expected to pay any other fees unless he expects to attend programming by the fraternity. In differing scenarios (such as formal attendance), the exec board and standards board may come to an agreement with the brother for an appropriate payment. If the brother would like access to the chapter facility he is still responsible for the full amount of parlor fees in order to maintain access.

A brother who is on leave may attend events by the discretion of the executive board, if said member is approved to attend a chapter function that member is subject to the cost defined by the Vice President of Finance, this will be determined by calculating the per man fee (event total cost divided by chapter size) for every event. A brother on leave understands that he is forfeiting his right to attend chapter meetings, being an eligible guide (unless deemed eligible by the Vice President of Membership Development).

### ***VIII, Section Ten***

Any member who has not paid a financial obligation will be subject to a late fee of 10%, not to exceed \$50. There will be a \$10 minimum on all late fees.

### ***VIII, Section Eleven***

Students entering their final semester of undergrad will not be permitted to use payment plans. All dues, fees, and other financial commitments must be paid in full.

## **Article IX Housing**

### ***IX, Section One***

With the consultation of the Executive Board and his Cabinet, the VP RLC shall publish a list of house rules via resolution, which shall go into these appendices, enforceable by the VP RLC and the Standards Board.

### ***IX, Section Two***

No member shall live in the house without following the proper procedure of signing a house lease. Rooms shall be assigned according to the rank order of house points, the exact details of which shall be contained in resolution. The annual House Draft shall occur in the spring to determine the room assignment for all members seeking to live in the following year.

### ***IX, Section Three***

When space becomes available in the house at a time at uncommon times due to any

reason, all brothers will be given an opportunity to submit their name for interest in living in the room (including those brothers current living in the house). The VP RLC shall use his judgment to determine room assignment, guided by both use of the house points and chapter finances. ***IX, Section four***

If the circumstance arises that the house has not been filled for the following year, brothers will be chosen to live in the house to fulfill the house capacity requirement. The Vice President of SigEp Learning Community will be responsible for filling the house with chapter members until the house has reached capacity. This is outlined in the membership agreement signed by all members of the chapter. If desired, brothers will be allowed to appeal this live in requirement and be given 1 minute to present their case before the chapter. This appeal will only be overturned by a 2/3 Chapter vote.

1. Brothers chosen to live in the house will be rising sophomores. This is group is chosen due to the following rationale:

a. The house is STEP certified and university managed, meaning that the chapter house can uphold the sophomore live-on requirement

b. The house has a lower cost of living than on campus housing does, so there is not financial burden put on these individuals

c. Older brothers will not be put in risk of legal situations due to breaking leases, and we cannot guarantee not acquiring financial burden on those individuals

d. The house is a place where new members can see the chapter and experience it on a large scale, and also be in a learning community environment. This helps to reinforce our values deeper in members earlier, and helps to create higher exposure to engage in leadership opportunities, relationship building, and high academic excellence

e. Having a higher number of sophomore members living in the house can help to guarantee the Ohio Gamma Step program, due to its minimum number capacity requirement

2. This VPRLC will choose members before the deadline for housing contracts are due in Spring semester each year.

3. Members will be selected based off cumulating house points for all members, and then pulling in individuals with the lowest scores.

## **Article X Rights and Responsibilities of Brotherhood**

### ***X, Preamble***

The Rights and Responsibilities of Brotherhood is a summation of the fraternity and chapter's expectations of all members. It is an uplifting statement of the standards to

which our members hold themselves and their brothers. While the Standards Board plays the most direct role in ensuring the adherence of brothers to this article, members fulfill the most regular responsibility for correcting the wayward course of their brothers – as stated in the Creed of Sigma Phi Epsilon, “I believe I should be generous with the faults of a Brother, as I should wish him to be with mine.” As such, brotherly love is not mere affection, but it is furthermore the act of loving one another enough to hold a fellow man to a higher standard. Members should endeavor to know and understand the ideals expressed in the Creed of Sigma Phi Epsilon and the Ritual of Sigma Phi Epsilon, especially the Oath of Obligation, and will try to incorporate the principles of Virtue, Diligence, and Brotherly Love into their daily lives.

All members should sign and return this document to the Chaplain upon receiving membership, thus signifying his understanding and acknowledgement of the high requirements of a Lifetime Responsibility of Brotherhood. This article should be reaffirmed, and amended if preferred, on an annual basis, by the brotherhood.

### ***X, Section One***

Because the fraternity exists to uphold, develop, and strengthen the character of its members according to the values of Virtue, Diligence, and Brotherly Love, and because personal actions reflect not only on individuals, but upon the entire chapter and Greek-letter community as well, members shall exhibit responsible and respectful conduct at all times, at no times exhibiting “conduct unbecoming of a Sigma Phi Epsilon.”

- a. There is to be no division between individual actions and actions taken in the capacity of a fraternity brother: every man is said to wear his letters as visibly and constantly as though they were emblazoned upon his own chest.
- b. Members acknowledge they are responsible for actions taken under the influence of alcohol or other substances, and that the misuse of those substances may well constitute improper conduct.
- c. Members shall not act in a manner that reflects poorly upon or brings disgrace to the chapter by the standards of the University or the larger community.
- d. Members shall be especially cognizant of their responsibilities when hosting an event or a guest, and shall recognize a special responsibility to act as gentlemen to females at all times.
- e. Members shall recognize that they differ from each other only in their knowledge and experience of the fraternity and will treat each other with respect. There shall be no physical, emotional, or mental hazing among members
- f. Members shall honor their Oath of Obligation, especially those clauses which pertain to keeping the secrecy of the fraternity’s ritual and not bringing dishonor to the fraternity.

### ***X, Section Two***

Consistent with the Creed of Sigma Phi Epsilon that that “group rights and privileges are based on individual rights and privileges” and that “obedience to the laws of my community and my country is essential to good citizenship”, members shall not violate with impunity the risk management rules or policies of the chapter, fraternity, University,

or community, especially those outlined in the “Statement on Chapter & Individual Responsibility.”

***X, Section Three***

Subject to the procedures and protections outlined in Article IV and others within these bylaws, members acknowledge the legitimacy and authority of the independent chapter Standards Board in making findings of fact regarding their actions and in issuing fair and just sanctions. Members agree to participate and abide by the processes and outcomes of its proceedings, or they may be subject to further sanction. Any member found being dishonest or disingenuous to the Standards Board in written or oral communication or omission shall be sanctioned accordingly.

***X, Section Four***

Congruent with the Balanced Man ideal of Sound Mind, members shall strive for academic achievement and will practice academic integrity.

- a. Members must achieve a grade-point average above the chapter minimum of 3.0 during the most recent full-time academic semester enrolled (not including summer semester), or he shall be placed on “Academic Probation” and thus subject to the provisions of the Standards Board Academic Plan.
- b. Should a member’s grade-point average in a single semester fall below a 2.0, or should he achieve a grade-point average below 2.8 for two out of three consecutive semesters, he shall be subject to expulsion by the Standards Board, unless three officers of the Standards Board vote to sanction him in another way.

***X, Section Five***

Congruent with the Balanced Man ideal of Sound Body, members shall strive to have a Sound Body.

- a. Members must complete the Sound Body Test, designed and administered by the Vice President of Membership Development and his Cabinet, once per semester. The Sound Body Chairman must offer at least one alternate testing date for those who missed the first.
- b. Members must also complete one additional Sound Body-related event each semester for the purpose of bettering one’s health and fitness alongside brothers. The Vice President of Member Development shall offer guidelines on approved events, make available opportunities for meeting this expectation, and arrange special circumstances for brothers with unique circumstances or to meet chapter goals. Brothers seeking to use participation on a chapter intramural team to meet this requirement must not have missed more than one game per season.
- c. Members who are not excused by the Senior Marshall or Sound Body Chairman will be fined \$20 for nonparticipation per event. Those not meeting the aggregate score of 33 on the Sound Body test, calculated by rubric attached to the bylaws, shall work with the Sound Body Chairman to receive guidance on improving their health.

***X, Section Six***

As stated by the Creed that “Believing that my fraternity can be no greater than any of its

members, I shall strive to make it so high and so worthy that men will consider it an honor and privilege to belong to it and will strive to be admitted to it” and that “to be a good member I must be loyal to my Fraternity. In order to be loyal to it, I must love it. In order to love it, I must strive constantly to make it worthy of my love,” the chapter will require the contribution of the time and energy of its members for the effective operation of its events and programs. Members must engage in weekly chapter meetings, Ritual, and other activities.

- a. Attendance at weekly chapter meetings is mandatory, but brothers may petition the Senior Marshall of the Standards Board to excuse an absence. Members requesting multiple or chronic absences must include documentation. Unexcused absences after the first excused three shall earn a \$50 fine each.
- b. Each semester, members may miss three chapter meetings, which are automatically excused, for brothers to use for work, studying, last-minute emergencies, personal reasons, professional development, co-curricular obligations, etc. This does not extend to weekly chapter meetings where Rites of Passage are being performed (those absences must be specifically excused or the brother shall be fined \$50).
- c. Attendance is additionally mandatory at the annual election of the Executive Board. The Senior Marshall may be petitioned to excuse an absence. Unexcused absences at this event shall earn a fine of \$100.
- d. The Senior Marshall must specifically excuse absences at the Epsilon Rite of Passage seven days in advance; unexcused absences carry a \$75 fine.
- e. During the Rush period set by the Interfraternity Council (IFC) the Vice President of Recruitment may program mandatory events. One unexcused absence is allowed during this time. The Senior Marshal may be petitioned for an excused absence. Any unexcused absences after the first shall result in a fine of \$50.
- f. Attendance at the Balanced Man Ceremony at the beginning of the spring semester and the Founder’s Day Celebration at the end of the fall semester is required. Brothers may petition the Senior Marshal for an excused absence. Failure to attend or do so shall incur a fine of \$25.
- g. No more than twice a semester, each brother may be called upon to attend an event in a support capacity. At the beginning of the semester or at midpoints within it, the Vice President of Programming will distribute an events calendar. Beginning with seniors and proceeding downward by rank, each brother will be asked to select one volunteer slot to serve as a sober monitor, as clean-up or set-up crew, or in another work-related role. At the end of the volunteering period, the remaining volunteer positions will be randomly assigned to the brothers that have not volunteered, beginning with the lowest rank. The Vice President of Programming may move or reassign members between events to ensure social events are well staffed with brothers of mature age. The Risk Manager may be petitioned for an excused absence. Failure to work one of these commitments unexcused shall result in the brother to be fined \$25 per missed shift. If a brother misses two consecutive shifts, i.e. a set-up and then a following sober shift, he may only be fined once for an amount of \$25. This does not



- extend to missing a shift the following morning, such as a clean-up shift.
- h. Per this chapter's adoption of the Balanced Man Program, all members must engage with the Challenges of membership. For Sigmas and Phis, attendance shall be considered mandatory at events according to the discretion of their respective coordinators, who determine passage to the next challenges, but no fines will be levied (rather, members deemed not to have participated enough shall not pass to EpsiloPhi). Epsilons will be expected to attend 2 events per semester, including epsilon interviews, per semester or face a \$20 fine that semester, per event missed. The Vice President of Member Development or the conductor of interviews will determine attendance at events and interviews.
  - i. Once per semester, the Vice President of Campus Engagement may mandate a service event following a 30 day notice. Any brother may petition the VPCE for an excused absence. Failure to attend unexcused shall incur a fine of \$25. Each active brother in the chapter must complete and report to the office of Sorority & Fraternity Life (SFL) 5 service hours per semester, or incur a fine of \$20 per service hour for a maximum of \$100.
  - j. Each member must complete two Standards of Excellence per semester and report them to the office of SFL. One must be in Risk & Harm Reduction and one in Inclusive Excellence. Failure to do so will result in a fine of \$20 per SOE missed. The Vice President of SigEp Learning Community (VP SLC) will determine attendance at events.
  - k. The constitution of an excused absence may include, but is not limited to, commitments to other institutions such as familial and medical emergencies, work, class, exams, academic group projects, planned events such as vacation communicated at least two weeks prior, or severe sickness. Discretion of what constitutes an excused absence is ultimately decided by the officer or chairman being petitioned
  - l. The proceeds of all fines collected in this manner shall go to the benefit of Sigma Phi Epsilon's national philanthropic partner.

### ***X, Section Seven***

Consistent with the Creed's statement "that a man will be made better for having been a member of my Fraternity," and with the charter of the first Sigma Phi Epsilon chapter which stated the fraternity's purpose shall be "to intensify and perpetuate friendship and promote happiness among its members, to encourage literature and education, and to create such sentiments, mold such opinions, and perform such deeds as shall conduce to the building of a noble and pure manhood," Sigma Phi Epsilon sets forth the multi-stage Balanced Man Program as the foundation of the chapter.

- a. Upon acceptance of a bid of membership, a man shall be inducted into the Sigma Rite of Passage. The Sigma Challenge shall serve to orient the new member to campus, to the Greek Community, and to Sigma Phi Epsilon. The Sigma shall learn the customs, operations, language, history, values, and dynamics of the Ohio Gamma chapter, the national fraternity, and the Greek Community as a whole. The Sigma shall also engage in any skill-building necessary to thrive in the challenging environment of fraternal life and shall build relationships with his

fellow brothers. To complete the challenge, he shall pass an interview with the Sigma Coordinators, who shall examine his knowledge of the chapter, the fraternity, and the Greek Community, his relationship with his brothers, his successful integration with the chapter (selection of a mentor and demonstrated involvement) and plan for further involvement, and his familiarity with the Creed of Sigma Phi Epsilon.

- b. Upon passage of the Phi discussion and performance of the Phi Rite of Passage, a man shall be entered into the Phi Challenge.

To complete the Phi Challenge, a brother shall complete an Epsilon Discussion conducted by the VP of Member Development which must be attended by at least six brothers in the Epsilon or Brother Mentor Challenge excluding the discussion facilitator. If the circumstance should arise where the VP of Member Development is not available to facilitate the discussion, the facilitator for the discussion will be chosen by soliciting the following groups in this order: previous VP of Member Development, current Phi Coordinators, previous Phi Coordinators, Brother Mentors, Epsilons. All facilitators must be active brothers in the Epsilon or Brother Mentor Challenge and must have attended at least five Epsilon discussions in order to be eligible to facilitate any Epsilon discussion. The brother having his discussion shall be examined based on the pillars of the Phi program, which are understanding of self, understanding of mentorship, and understanding of Sigma Phi Epsilon's values according to the ritual. These pillars are to be exemplified by the significant contributions he has made to the chapter through chapter operations and mentorship/guideship. He shall also be examined upon how he has involved himself in the co-curriculum of campus and the community, his deep understanding of himself, his beliefs, his journey of personal development, his professional aspirations and ambitions, and his understanding of and familiarity with the Oath of Obligation of Sigma Phi Epsilon. With the decision of the discussion facilitator that the brother shall advance to the Epsilon Challenge, the Epsilon Rite of Passage shall be performed.

If a brother is not deemed ready to progress into the Epsilon Challenge, he must abstain from the next round of Epsilon Discussions for time to reflect and properly implement the feedback gained from his Epsilon Discussion. In the event that the brother believes he is ready for the next round of discussions, he may participate if given approval by the VP of Member Development.

Lastly, each Epsilon must attend three Epsilon discussions per semester. In the event that a brother joined the Epsilon Challenge during that semester, he is exempt from the requirement of attending three discussions in the same semester. Failure to attend at least three discussions per semester will result in a \$20 fine. If a brother in the Epsilon Challenge cannot attend at least three discussions, he shall submit a valid excuse to the VP of Member Development to avoid paying the fine.

- c. Upon passage of the Epsilon Interview and performance of the Epsilon Rite of Passage, a man shall be initiated into the Epsilon Challenge. The Epsilon Challenge shall be an outlet for service to the chapter, the campus, and the community and shall serve to prepare a man for success after graduation, bridging

the gap between college and the “real world.” Brothers in Epsilon can be measured by the pillars of the epsilon challenge, which are accountability, servant leadership, and preparation for life after college. Accountability is to be vocal about one’s concerns at fraternity events and in personal relationships. Servant leadership is to be active in one’s pursuit to give back to the chapter and leave a legacy to benefit those who will come after him. An epsilon is expected take guiding roles in his area of greatest skill to improve the chapter. Lastly, a brother in Epsilon is only beginning to develop professionally and to define his lifelong legacy. Epsilons are expected to pursue this development wholesomely at epsilon events and by putting themselves out of their comfort zones. Brothers in Epsilon are expected to be living role models of the loftiest interpretation of the values and principles of Sigma Phi Epsilon.

- d. The Brother Mentors for entrance into their challenge may select those who best exemplify the ideals of the Ritual and forge a compelling and right path through the fraternity without disruption. Upon selection by the existing Brother Mentors, and performance of the Brother Mentor Rite of Passage, a man shall be elevated into this challenge. Brother Mentors are charged with the task of guiding the chapter in some way that the individual sees fit. They each undertake one specific goal that serves the purpose of helping their brothers adapt, grow, learn, or experience life in a way they would otherwise not have been able to do. The Brother Mentors may, when called upon, advise the Standards and Executive Boards in times of need.
  1. To be taken into consideration for admission to the Brother Mentor Challenge, a brother of the Epsilon Challenge must submit a portfolio of sorts outlining his accomplishments both within and outside of the chapter. There are no rigid requirements to become a Brother Mentor, such as holding an Executive Board position, however, it is upon the candidate to make a compelling case for his acceptance into the Brother Mentor Challenge.
  2. Once the portfolio has been submitted, the Brother Mentors will convene to discuss and evaluate the candidate’s proposal. In order for the proposal to pass, it must achieve  $\frac{2}{3}$  (two-thirds) vote of all Brother Mentors present.
  3. A Brother Mentor coordinator will be chosen to serve as a liaison between the Brother Mentors, the VP Member Development, and the Chapter. The Brother Mentor coordinator is not required to be a Brother Mentor. Among the duties of the coordinator are: scheduling 1-2 BM meetings per semester, scheduling time frames for portfolios to be submitted for selection, and scheduling ritual dates.
- e. No member may progress from one Challenge to another if he did not meet or was not properly excused from the Sound Body standard, or if he was on academic probation, in that semester (or, if interviews precede the determination of Sound Mind and Sound Body standards, then the previous semester).
- f. The Vice President of Membership shall be responsible for enforcing the “membership lapsing policy”: a member has one semester (given two chances to interview) to complete the Sigma Challenge and enter the Phi Challenge, or he

shall meet with a member of the Standards Board to work out a plan for completion; if found unwilling or unable to do so, he shall face departure from the chapter upon his own volition or by order of the full Standards Board. A Phi shall have a maximum of four semesters to complete the Phi Challenge, or he shall endure a Standards Board hearing to determine adequate progress, inquire as to the cause of his tardiness, and decide as to his worthiness to continue as a member.

### ***X, Section Eight***

Fraternity membership being a privilege which endows its sons with many benefits, it is the obligation of members to use the chapter for the promotion of the good of the community and campus. Members must thus engage in community service and philanthropic activities.

- a. Members must attend three community service events each semester, either in coordination with the chapter and campus or on one's own. The Vice President of Campus Engagement shall offer guidelines on approved events, make available opportunities for meeting this expectation, and arrange special circumstances for brothers with unique circumstances or to meet chapter goals.
- b. Members who are not excused by the Senior Marshall or Vice President of Campus Engagement will be fined \$20 for nonparticipation, per event. Members who do not complete any of the three events shall incur a hearing with the Standards Board. They may levy a sanction for him to perform a task laid out for him by the Chaplain as a means of contributing to the campus and community that time and energy which he failed to do previously, or render a more serious sanction if he is found lacking in commitment to the fraternity.

### ***X, Section Nine***

The right of the chapter Vice President of Finance to work out individual payment plans notwithstanding, members must pay all financial obligations promptly, including, but not limited to: member dues, parlor fees, fines, rent, meal plan costs, elected purchases, and any others agreed to and assessed in accordance with these bylaws and the chapter.

- a. The Standards Board shall suspend any member who has not paid a financial obligation within 30 days from the date imposed.
- b. The Standards Board shall expel any member who has not paid a financial obligation within 60 days from the date imposed.

### ***X, Section Ten***

Members shall respect any and all facilities and property associated with the chapter. They shall follow all rules associated with the chapter house, written by the Vice President of SigEp Learning Community and approved by the chapter or executive board via resolution.

- a. Members are responsible for up to 150% of damage caused by their actions. They are also responsible for the actions of their guests.
- b. Members may not use or bring illegal drugs onto the premises. Doing so shall be grounds for suspension or expulsion by the Standards Board.

## Appendices

Appendices contain resolutions intended for long-term use. They can be amended using the resolution process outlined above.

### Appendix A House Draft and Procedures

The annual House Draft shall occur each spring to determine room placement for those wishing to live in the chapter facility during the coming year. Placement shall be according to the order of house points, for which the method of calculating is determined below. The exception is the Chapter President, who shall have first choice.

All brothers shall be assigned a total score out of a possible 16, according to these 4 criteria, for which each can earn a maximum of 4 points.

Category	How to determine points
Cumulative point average	Cumulative point average to the hundredths place, as determined by the most recently updated Advising Report
Current stage in the chapter Balanced Man program	Sigma Challenge = 1. Phi Challenge = 2. Epsilon Challenge = 3. Brother Mentor Challenge = 4.
Single highest present or past leadership position held in the chapter	Current/Incoming Executive Board = 4. Former Executive Board, = 3. Current Standards Board = 3. Former Standards Board = 2. Current Cabinet officer (chair, director, etc) = 2. Former Cabinet officer = 1.
Amount of time spent living in the house previously or already	Each semester, counting the current semester if relevant, that the brother has lived in the house = .5

The VP RLC shall assemble above information and publish the house points of all brothers looking to live in so that a house draft may be performed to select rooms. The VP RLC shall decide any special cases or circumstances involved in the awarding of the above points in a fair and just way; should a brother disagree with his decision, he may appeal the decision to the President, which is the final decision.

## **Appendix B House Rules**

House Rules (last updated in *August 2020*)

1. All members are responsible for the actions of their guests. Members should ensure that guests do not roam around the house unattended. If members plan on allowing guests to sleep overnight in the house in common areas, they shall inform the House Director in advance. Guests are only permitted to sleep overnight in the room of the brother hosting them.
2. All members are responsible for the general order and upkeep of the house. They are responsible for cleaning up after themselves and rectifying any messes of their creation. Per our bylaws, members may be responsible for up to 150% of the damages that they might cause to the house.
3. Members and guests are NOT permitted to store, hold onto, or consume alcohol on ANY of the house premises. This includes the common areas, hallways, exterior porch, patio, parking lot, grass areas, or any personal room. Per Ohio State Code of Conduct, Sigma Phi Epsilon national legislation, and Ohio State Sorority and Fraternity Life regulations, the Sigma Phi Epsilon house, as well as any of its registered spaces, are to remain completely and entirely substance and alcohol free, as of 2020. There will be no exceptions whatsoever.
4. The house shall remain free of smoke, tobacco, and any illegal substance, both in common areas and in resident rooms. This is especially important as only a small amount of heat/smoke can set off the fire alarm and/or the sprinkler system.
  1. This rule includes Marijuana. As a federally illegal substance, Marijuana will also not be permitted anywhere on house property and will be treated the same way as any illegal substance.
5. Members may alter the temperature in their own room, but should not tamper with the house-wide air conditioning system.
6. No illegal substances, weapons, or fireworks are permitted at any time in or around the chapter facility.
7. At no time may furniture be moved out of the facility for any reason without the permission of the House Manager.
8. No pets, except creatures that can live in a 20-gallon or smaller tank.
9. There shall not be set “quiet hours” but all hours are “courtesy hours”: if there is a conflict, members may ask another to turn down music or otherwise be quieter, to respect the use of the house by others.
10. Silverware, cups, plates, and all kitchen items must be returned to the kitchen by the end of the day in which they were taken.
11. No food is allowed in the chapter library, except for drinks and small snacks.
12. The kitchen is off-limits 8 am through 8 pm, Monday through Thursday, and 8 am to 2 pm on Friday. This is to allow the Cook and the Kitchen Manager to set up, prepare, serve, and clean up for meals.
13. Items purchased by the chapter for the use of the fraternity may not be taken from the chapter facility without permission of the President or the House Manager. This

- includes the grill, the speakers, the projector, and any others.
14. Members may from time to time be asked to pitch in to clean up their resident rooms or the common areas in preparation for large chapter events, such as Parents Days, recruitment events, or others. On this occasion, members will be given appropriate notice.
  15. If a member decides to prop open the doors to the house, it is their responsibility to close the doors when they are done using them. The same responsibility applies to lights turned on, equipment used, and anything else pertaining to a betterment of house facilities
  16. These rules are enforceable by the House Manager, the Executive Board, and/or the Standards Board. If there are any changes, members will be informed.
    1. Any violation of these rules may result in a violation of “good standing” for the brother in the chapter, thus resulting in action from the Standards Board; See Article IV, Section Four.

### **Appendix C Chapter Honors and Awards**

The chapter shall have several awards given to members.

- Each meeting, the Chaplain may award the Brother, Mentor, Friend (BMF) award and tags, according to the submissions of the membership. He shall also supervise the passage of The Book award tradition. Finally, he may select an outstanding member of the last week to read Lines from the Creed and explain what they mean to him.
- Each fall semester, the chapter shall select recipients of the following awards, to be announced at the Balanced Man Celebration: Faithful Friend Award, Community Service Award, Campus Impact Award, and Balanced Man of the Year. The first three have no set descriptions. The description for Balanced Man of the Year award is: an award bestowed upon a graduating brother who embodies the best of what SigEp stands for. His approach to life is guided by the principles Virtue, Diligence, and Brotherly Love. Focused on developing his Sound Mind and Body, he demonstrates a consistent balance in his actions. This brother is a mentor, strives to continually learn as well as teach, and has grown tremendously through his involvement both within the fraternity and elsewhere at The Ohio State University.

The chapter also has awards for non-initiates.

- Each spring semester, the chapter shall elect a Sweetheart. The definition or criteria of the Chapter Sweetheart shall not be determined by bylaw, but rather by tradition and changing customs.
- A brother may Lavalier a woman with whom he has been in a meaningful, exclusive relationship for at least six months. The Lavalier carries with it the expectation of a longer relationship, after graduation. To Lavalier a woman, the brother must first make the case to the Standards Board and have it approved. After that, coordinating with the Chaplain, he shall bring it to the chapter, where it must receive a two-thirds vote. He shall coordinate with the Chaplain for the

performance of the Lavaliering Ceremony.

## **Appendix D The Sound Body Challenge**

Congruent with the Balanced Man ideals, members shall strive to uphold a Sound Body. To encourage a continuous active lifestyle throughout Brother's days as an undergraduate, herein establishes The Sound Body Challenge.

- A. Brothers must accumulate a specified number of Sound Body points throughout the semester to complete The Sound Body Challenge. The number of points required will be determined by the Sound Body Coordinators and are subject to change on a semesterly basis. Brothers earn points by participating in various activities and events that promote physical health and wellness. The Sound Body Coordinators will reveal a list of activities that qualify for points and distribute that list to the members of the fraternity.
  - a. Examples of point earning opportunities include but are not limited to:
    - i. Completion of the Sound Body Test
    - ii. Weekly physical fitness challenges
    - iii. Intramural/club/varsity sport participation
    - iv. Community held fitness events
    - v. Brotherhood sport events
    - vi. Brother-led health and wellness seminars
    - vii. Fitness goals established and measured along with the Coordinators
    - viii. Sleep schedule tracking, diet tracking schedule, etc.
- B. By the 1st Chapter of each semester, The Sound Body Coordinators must present the list of Sound Body Challenge events and their corresponding point values along with a system in which Brothers will track and report their completion of events. Events and opportunities can be added to the list throughout the semester.
- C. By the 3rd Chapter of each semester, Brothers must submit their plan to accomplish the Sound Body Challenge to The Sound Body Coordinators.
- D. If a member has not accumulated 75% of their required points or will not foreseeably complete The Sound Body Challenge by the end of the semester or by the time of a planned sound body test organized by the VPMD and Sound Body Coordinators, that member is required to take the following sound body test. A score of at least 1 in each category is required to pass the test.



E. The Sound Body Test

Sound Body Scores												
		Score										
		0	1	2	3	4	5	6	7	8	9	10
Test	Flexibility	0	5	9	13	17	21	26	31	36	41	46
	1 Legged Squat	0	1	2	5	7	10	14	18	22	26	30
	Pull up	0	1	2	3	4	6	8	11	16	24	30
	Push up	0	5	10	15	20	25	30	38	47	58	75
	Sit up	0	12	18	25	30	36	43	50	56	61	70
	Mile	>10:30	10:30	9:50	9:10	8:40	8:00	7:25	6:50	6:20	5:45	5:00

F. Members who are not excused by the Senior Marshall and Sound Body Coordinator and do not complete the Challenge will be fined \$50. For Brothers who fail to complete the Challenge will be referred to the Vice-President of Member Development and The Sound Body Coordinators for guidance and consultation on Sound Body improvement.

**Appendix E In the Case of a National Pandemic**

(last updated on the *16th of January 2022*)

Any and all policies stated in this Appendix are subject to change per Ohio State, Ohio, or Federal restrictions and guidelines as they are updated and deemed appropriate by the President.

General Safety:

1. Any and all guest(s), regardless of the purpose of entrance or length of time spent in the house, must have their temperature taken AND maintain a temperature below 100.4 degrees Fahrenheit before entrance to the house will be permitted. The guest(s) must also remain “socially distanced” and at least six feet away from all members of the house. It is the responsibility of the brother(s) who is hosting the guest to keep their guest(s) away from those brothers who do not wish to be exposed to the guest(s).
2. Proper mask usage will be required within common areas of the house, when deemed appropriate by the executive board.
3. Any meetings taking place in the house (PNM visits, alumni visits, chapter/challenge meetings) must be properly socially distanced with the use of masks. Group sizes must always stay below 10 total people.
  - a. **For chapter meetings specifically,** brothers who are living in the house may attend these meetings in person or online with a maximum additional attendance of 10 people who do not live in the house.
4. If deemed by the university, brothers are required to comply with all testing requirements unless the individual is able to secure an exemption approved by the

university.

Altered Guest Policies:

**5. Guests who are members of the chapter that DO NOT have a lease to live in the house:**

- a. Any brother who is not living in the house facility will be permitted to attend any chapter or challenge meetings online until the end of the National Pandemic. These brothers may attend these meetings over the internet via any means.
  - i. Those brothers who are not living in the chapter house will be permitted to attend in-person meetings so long as they follow the “General Safety” procedures listed above.
  - ii. Brothers not living in the chapter house will also be permitted access to enter the facilities as they wish, so long as they follow the “General Safety” procedures listed above.
- b. When any guests are present, there can be no more than 10 total people in the same room at the same time.

**6. Guests who are NOT members of the chapter (“outside guests”):**

- a. No more than two outside guests can be hosted by a brother living in the chapter house at any time.
- b. Any outside guest cannot stay in the chapter house for more than 3 consecutive days/nights at a time.
- c. Only a maximum of ten outside guests in total will be permitted in the house at the same time. Any brother who is planning on hosting a guest to the house must disclose that to the House Director and the executive board.
- d. Guests will NOT be permitted to sleep in any unoccupied bedrooms or common areas in any location within the house. It is the responsibility of the brother(s) hosting these guest(s) to provide them with a space to sleep WITHIN their own personal bedroom.
- e. When any guests are present, there can be no more than 10 total people in the same room at the same time.

**7. Any guest policy that is not outlined or altered specifically in this Appendix will remain the same as stated in Article IX of the Local Bylaws.**

**8. A maximum of five people will be permitted in any NON-common area rooms (bedrooms, bathrooms, kitchen, laundry room, study rooms, and game rooms), so long as people follow the “General Safety” rules outlined above.**

Other Matters:

9. The house gym will require a sign-in sheet prior to use of the facility. No more than two occupants will be allowed in the gym facility at the same time.
10. Cleaning professionals hired by the chapter will come through and clean any and all common areas, restrooms, and facilities in the chapter house on a weekly basis. Brothers are required to regularly disinfect and clean their own personal spaces
  - a. It is also highly encouraged for brothers to disinfect any surface or object they touch at any time in the house after they are done.

- b. Hand sanitizer stations will be provided at the entrances, as well as other common areas within the house.
11. Any brother living in the house who comes down with Covid-19 related symptoms or tests positive for Covid-19, regardless of the accuracy of the test, will be required to disclose this information to the Undergraduate Executive Board.
- a. It is the responsibility of the Executive Board to disclose any and all information regarding the health of any member within the chapter (Specific names and personalized medical information will not be necessary to disclose)
  - b. A brother who experiences any symptoms or positive Covid-19 test results will be required to “self-quarantine” in their own bedroom, **but may choose to use any** room located in the empty “long hallway” located on the third floor. These brothers will then also only be permitted to use the restrooms located on the third floor. Brothers who regularly live on the third floor that are not experiencing symptoms or a positive Covid-19 test will be therefore required to use the restroom facility located on the second floor of the house until the quarantined brother has been cleared of any and all symptoms related to Covid-19, received a release letter and/or receives a negative test result. The brother must comply with guidance given by the CDC and Ohio State University.