

CHAPTER BY-LAWS



SIGMA ALPHA EPSILON FRATERNITY

Ohio Theta-The Ohio State University

UPDATED 27 March 2023

Mission Statement of the Sigma Alpha Epsilon Fraternity

The mission of Sigma Alpha Epsilon is to advance the highest standards of friendship, leadership, scholarship and service for our members throughout their lives.

Title I: General Information

1. Name

1.1. The name of this association shall be the Ohio Theta Chapter of Sigma Alpha Epsilon, henceforth, in this document it shall be referred to as Chapter.

2. Creed

2.1. The creed of the Chapter shall be "The True Gentleman."

3. Secrecy

3.1. The members of the Chapter are bound to secrecy; and shall safeguard the secrets of ritual, spoken, and unwritten forms of the Chapter and Fraternity.

4. Precedence

4.1. These by-laws govern the Ohio Theta Chapter of Sigma Alpha Epsilon. They are written in coherence with, and shall be preceded by the Fraternity Laws of Sigma Alpha Epsilon and the Constitution of the Interfraternity Council of the Ohio State University

5. Non-Discrimination Policy

5.1. This chapter and its members shall not discriminate against any individual(s) for reasons of age basis, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, creed, handicap, or any other bases under the law, in its activities, programs, admission, and employment.

6. Sexually Abusive Behavior

6.1. This Chapter will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This behavior includes any actions that are demeaning to anyone including, but not limited to, date rape, gang rape, or verbal harassment.

7. Anti-Hazing Policy

7.1. Hazing of any kind will not be tolerated by this Chapter.

Title II: Membership

I. New Members

- A. To be eligible for membership in the Ohio Theta Chapter a candidate must be a male student at The Ohio State University, of sound moral character, achieve a minimum cumulative grade point average of 2.7, and be socially acceptable throughout the Chapter according to Section 15. A candidate must also have not been a member of another national or international college social fraternity except as specified in Section 18.
- B. The chapter reserves the right to regulate membership.
- C. The Recruitment Committee shall meet to decide who shall receive an initiation to membership. The Recruitment Chairs shall organize and preside at such meetings.
- D. Eligibility requirements for bid candidates are as follows:
 - 1. He must attain a minimum 2.70 grade point average to receive a bid.
 - 2. He must be a full-time student of the Ohio State University, and therefore enrolled in at least 12 credit hours of undergraduate courses.
 - 3. The chapter will not initiate a man who has joined another chapter collegiate or organization prohibited by the laws of The Ohio State University, National Organization, or Ohio Theta Chapter.
- E. Dropping/Rescinding a bid may be permitted if:
 - 1. The candidate notifies a Recruitment Chair prior to initiation
 - 2. Recruitment Chairs unanimously agree to rescind a bid
- F. The Chapter may accept into its membership any brother of Sigma Alpha Epsilon who, having been initiated by another chapter, has transferred to the Ohio State University, upon payment of dues and a majority vote from the Chapter.

II. Membership Status

- A. A member shall remain in good standing with the Chapter unless:
 - 1. He is delinquent in accounts or scholarship.
 - 2. He is under suspension.
 - 3. A valid accusation exists against him.
 - 4. He is not currently enrolled at the Ohio State University.
- B. Inactive Status

1. Under given circumstances, members may elect to assume inactive status.
2. Inactive status candidates must receive approval from the Standards board.
3. Inactive status may be permitted for a maximum of 2 consecutive semesters.
4. Full dues must be paid to the chapter prior to achieving inactive status.
5. Inactive status may be removed with a majority vote from the Chapter.
6. While on inactive status members may not:
 - a) Represent Sigma Alpha Epsilon in any way.
 - b) Wear letters.
 - c) Participate in ritual or Chapter meetings.
 - d) Attend social, philanthropy, brotherhood, or other Chapter events, without expressed permission from the presiding Chair.

C. Hardship Status

1. Hardship status is reserved for members with severe financial difficulty.
2. Hardship status may be approved by the Standards board.
3. Hardship status may only be issued for one semester.
4. Participation in Chapter events must be approved by the Executive Council.

Title III: Chapter Leadership and Offices

I. Chapter Executive Positions:

- A. Eminent Archon-President
- B. Eminent Deputy Archon-Vice President
 1. External and Internal
- C. Eminent Treasurer
- D. Professional Development Chair
- E. Marketing and Design Chair
- F. Brotherhood Chair
- G. Philanthropy Chair
- H. Health and Safety Chair

- I. Social Chairs
- J. Member Educator
- K. Eminent Warden
- L. Recruitment Chairs

II. Qualifications for Office

- A. Every initiated member in good standing of the Chapter as described in Section 21A, is eligible to hold any office in the Chapter.
- B. Undergraduates must also have a cumulative grade point average of 2.70 to be eligible for an Executive Council Office.

III. Method of Election

- A. Nomination of candidates shall be open between the 9th and 11th Chapter meetings of the semester. A finalized list of nominees intending to run will be compiled at the 11th Chapter meeting by the Eminent Deputy Archon External.
- B. Elections shall be conducted by way of secret written ballots. The Eminent Archon shall preside over the election.
- C. Nominees are expected to prepare a spoken presentation for the Chapter, each candidate shall speak before voting commences.
- D. Transitions between incoming and outgoing officers shall be conducted in between the conclusion of elections and the beginning of the following semester.

IV. Term of Offices

- A. The following offices hold two-semester terms, which shall begin in the spring semester after elections and end after the following fall semester:
 - 1. Eminent Archon, Eminent Deputy Archons, Philanthropy, Brotherhood, Socials, Health and Safety, Professional Development, Eminent Treasurer, Eminent Warden
- B. The following offices hold single-semester terms.
 - 1. Member Educator, Recruitment, House Manager

V. Officer Duties

- A. The Eminent Archon shall:
 - 1. Serve as the Chief Executive of the Chapter.

2. Represent the Chapter at meetings with the Interfraternity Council, Housing Corporation, National advisors or other audiences.
3. Preside over Chapter and Executive Board meetings.
4. Promote and maintain proper use of the Ritual of the Fraternity and Chapter.
5. Arrange weekly Chapter Dinner.
6. Maintain efficient communication with and solicit advice from the Chapter Advisor, Alumni Commission President, House Corporation President, Province Archon, Fraternity Service Center and the Ohio State University Greek Advisors.

B. The Eminent Deputy Archon External shall:

1. Prepare the submission of Chapter forms to the Fraternity Service Center and the Ohio State University.
2. Represent the Chapter at Interfraternity Council meetings in the cause of absence of the Eminent Archon.
3. Keep minutes of Chapter meetings.
4. Maintain a current Roster/Contact list
5. Organize community service events each semester.
6. Initiate interaction between university officials, advisors and community leaders inviting them to Chapter events and dinner, when applicable.
7. Ensure the delegation and completion of university and national awards.

C. The Eminent Deputy Archon Internal shall:

1. Perform the duties of the Eminent Archon in the absence of that officer.
2. Send a mid-semester and end-of-semester email to all those who have committed fineable offenses.
3. Organize and preside over the Standards Board.
4. Monitor and manage Chapter Award applications.
5. Keep minutes for weekly Chapter meetings.
6. Prepare a character development presentation for the Chapter once per semester.

D. The Eminent Treasurer shall:

1. Collect and record accounts receivable due to the Chapter
 2. Maintain the checkbooks and accounts of the Chapter.
 3. Account for all fines levied against the members of the Chapter.
 4. Approve and sign off all expenditures of the Chapter, either in person or in the form of reimbursement form and collecting all receipts.
 5. Pay all fees and dues according to Section 32.
- E. The Health and Safety Chairman shall:
1. Review, understand, and enforce the Fraternity risk management policies, IFC/PHA Alcohol Policy, Ohio, Franklin County, and Columbus laws.
 2. Manage the risk management committee responsible for reducing the risk of loss and the enhancement of safety
 3. Generally study and advise the Chapter on ways to reduce the risk of injury and loss of life from any cause.
- F. The Social Chairs shall:
1. Coordinate the necessary preparations for upcoming social events.
 2. Review, understand, and plan all social events in accordance with the Minerva's Shield, FIPG policies, and Ohio, Franklin County, and Columbus laws.
 3. Reserve social event location venues when necessary
 4. Act as the main point of contact for the social chairpersons of other organizations.
 5. Schedule joint social events with the participating organizations' social representatives.
- G. The Member Educator shall:
1. Work with the Eminent Deputy Archon External to ensure all documentation is accurate and up-to-date with the National Organization.
 2. Manage, complete, and submit any documentation related to the Phoenix Member Education Program.
 3. Ensure that newly initiated members become well versed in the

organization and history of Sigma Alpha Epsilon and absorbed into the Ohio Theta chapter.

4. Ensure the completion of the Friendship and Honor experiences.
5. Appoint and manage the New Member Education committee.

H. The Recruitment Chairs shall:

1. Develop a recruitment strategy with a target audience, a set number goal, and innovative events and marketing.
2. Manage the recruiting of men eligible for membership according to Section 5 and distribute bids in accordance with Section 15D.
3. Conduct a recruitment workshop before the start of each recruitment period.
4. Finalize bid recipient list before the closure of rush periods.
5. Assist Member Educator with candidate initiation within 96 hours of issuing bids.

I. The Professional Development Chairman shall:

1. Monitor the academic status of each member, requiring those who are deficient in scholarship according to Section 36 to attend study tables and tutoring sessions.
2. Collect and maintain a record of majors, minors, and career interests from members.
3. Utilize Sigma Alpha Epsilon's alumni network to assist members in obtaining full time positions and internships.
4. Network with industry professionals to arrange remote or on-site presentations.
5. Develop and maintain a list of members' other organizations, leadership positions, etc.
6. The Professional Development Chair shall have a GPA no lower than 3.25.
7. Host and preside over Professional Development workshops: Resumes, Interviews, Professional Conduct, Securing Internships, etc.

J. The Brotherhood Chairman shall:

1. Organize and plan multiple brotherhood retreats and brotherhood-building

activities.

2. Organize and manage teams for the Greek intramural sports.
3. Coordinate the annual chapter composite photo during the spring semester.

K. The Philanthropy Chairman shall:

1. Organize and plan all philanthropic events, raising donations to charity.
2. Obtain documentation from each charitable donation, which shall be submitted to the university, Eminent Deputy Archon and Fraternity Service Center.
3. Organize teams for all athletic philanthropies.

L. The Marketing and Design Chairman shall:

1. Conduct all marketing and public relations for the Chapter.
2. Advertise for social events, philanthropy events, and alumni events with corresponding communities, sororities, alumni, and student organizations.
3. Design, complete and maintain graphics and templates to be used in various outlets and materials we distribute, in an effort to promote and maintain the brand image of Sigma Alpha Epsilon, specifically that of Ohio Theta.
4. Take photographs at all chapter events

VI. Executive Board Responsibilities

A. The Executive Board shall:

1. Act as an advisory group to the Eminent Archon
2. Be the policy-forming body on all matters not requiring a vote of the entire chapter
3. Meet weekly to discuss and develop opinions concerning tabled motions from previous Chapter meetings
4. The Executive Council shall refer members to the Standards Board in cases of disciplinary issues
5. The Executive Council can supersede a decision made by the Judicial Board if procedure is not followed as outlined in these by-laws or the decision does not abide by the Fraternity Laws.

VII. Other Positions

A. House Manager

1. Coordinate refreshments, meals, and repairs with the house dad
2. Assist members with move-in into the Chapter house.
3. Maintain contact with the chef to coordinate meals and refreshments
4. Meet with Housing Representatives monthly.

B. Chapter Advisor

1. The Chapter shall have at least one Chapter Advisor, residing in or near Columbus, who shall counsel the Chapter in the administration of its affairs and who shall represent the Supreme Council and the Province Archon in perpetuating the Fraternity's standards, policies, and traditions.

VIII. Impeachment of Officers

A. Grounds for Impeachment

1. In the event that an officer no longer represents the founding tenets of Sigma Alpha Epsilon, or fails to exemplify the qualities of a True Gentlemen, the Impeachment process may be used at the discretion of the Chapter.

B. Initial Motion

1. In the event that an Executive Board member is unable to fulfill his duties or no longer has the Chapter's confidence, a motion to Impeach may be filed during a weekly Chapter meeting.
2. This motion must have a second to be considered by the Executive Board. A motion without a second will not be accepted or deliberated.
3. The officer in question will be provided an opportunity to defend his position upon the motion's second approval.
4. Following the defense, a majority vote from the Chapter is required to approve an officer Impeachment.
 - a) ***Notice*** The entire Impeachment process is designed to be completed within one Chapter meeting.

\Title IV: Financial and Scholarship Expectations

I. Fees and Dues

A. The financial obligations of members are as follows:

1. Every member is subject to a Fraternity initiation fee of \$310.
2. Every active member is subject to annual Fraternity dues in accordance with the Fraternity Laws of Sigma Alpha Epsilon.
3. Interfraternity Council (“IFC”) Dues. The chapter is subject to IFC dues in accordance with the by-laws of IFC.
4. Parlor fees shall be set by the Housing Corporation and enforced by the Eminent Treasurer. The fee will apply to every member of the Chapter not living in the house.
5. Every member is subject to \$500 social dues each semester.
 - a) ***Notice*** In compliance with IFC standards, the collection of social dues will *not* be allocated for the purchase of alcohol. Dues shall be purposed for covering the social expenditures including but not limited to:
 - (1) Venue rentals, surfaces and partitions, audio and stereo equipment, fences and other dividers, food items, decorations, and other expenses.

B. Delinquency of Accounts

1. Accounts are considered delinquent whenever a member has neglected to pay money owed to the chapter after two weeks of being notified by the Eminent Treasurer.
2. After becoming delinquent in accounts, the Standards Board shall notify the member that he is delinquent in accounts. At that time, the member must either:
 - a) Pay the whole account
 - b) Establish a payment plan with the Eminent Treasurer.
 - c) Failure to pay amounts will result in sanctions from the Standards Board.

3. Payments and payment plans must be completed before the end of the current semester.

II. Executive Board Discounts

A. The following Executive Board positions shall receive a 50% discount from social dues:

- 1.

B. The following Executive Board positions shall receive a 25% discount from social dues:

- 1.

III. Scholarship

A. Academic Expectations

1. Members shall maintain a minimum GPA of 2.70.
2. Members must be enrolled in a minimum of 12 credit hours.
3. Members with a GPA below 2.7 will be placed on academic probation. Members of this status shall report to the Professional Development chair to develop an Academic Recovery Plan.
 - a) While on Academic probation, members must receive expressed permission from the executive council to attend social events.

Title V: Meetings

I. Chapter Meetings

A. Chapter meetings shall follow the following structure:

1. Old business
2. New business
3. Executive Board reports
4. Open forum
5. Brother of the Week
6. Closing/The True Gentleman

B. Attendance

- a) Minimum Chapter meeting attendance shall be 75%.
- b) Members who fail to meet this requirement shall be fined \$5 per the number of meetings short of the minimum.

C. Special Meetings

1. Special meetings may be called at any time by the Eminent Archon and shall be called by him on the expressed request of five (5) or more active members. In either case, due notice shall be given to all members.

Title VI: Conduct and Discipline

I. Risk Management Policies:

A. Alcohol

1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official Fraternity event, or in any situation sponsored or endorsed by Sigma Alpha Epsilon Fraternity, must be in compliance with any and all applicable laws of the state, county, city and university. This includes the laws regarding the serving of alcoholic beverages to minors.
2. Alcohol is forbidden at any and all recruitment activities, including bid night.
3. No purchase of alcoholic beverages shall be completed with Chapter funds. This includes the purchase of kegs of beer. All alcoholic beverages consumed at SAE Chapter functions must be brought by the individual brothers attending the function.
4. The purchase or use of a common source of alcohol such as kegs, party bowls, punch, etc. is prohibited. Chapters may hire a licensed, professional catering service with certified bartenders, which may utilize common containers.
5. No Forced Drinking
6. Open parties, meaning those with unrestricted access, and without specific invitation, shall be prohibited.

B. Sober Monitors

1. For every registered event, a minimum of three (3) Sober Monitors will be required. Sober Brothers will be appointed by the Health and Safety Chair if there are no volunteers.
2. There will be one (1) Brother from the Executive Board for each event.
3. The option to volunteer for Sober Brother duties and the assignments will be given on a first come first serve basis.
4. If the event is a pre-game, Sober Brothers will only be required at the defined location of the pre-game. Once the pre-game has ended, Sober Brothers will be relieved of their duties.
 - a) Sober Monitors shall:
 - (1) To prevent and break up any and all physical altercations between Brothers and/or other attendees.
 - (2) To ensure clearly impaired Brothers and guests have a safe ride or means of transportation home and have proper care.
 - (3) To participate in all IFC inspections, when applicable.
 - (4) If a sober brother abandons his duties, he shall appear before the Standards Board.

II. Standards Board

A. Appointments

1. The Eminent Deputy Archon shall appoint 6 members from various classes to serve on the Standards Board.
2. A member may not sit on the Board if he is the member accused in the charges.

B. Hearings

1. The Board shall meet and hold hearings as deemed necessary by the Eminent Deputy Archon Internal in accordance to Section 51B.
2. Notification of a member's hearing must also be filed with the Eminent Deputy Archon External for administrative purposes.
 - a) The format for official hearing notice is as follows:

Sigma Alpha Fraternity

vs.

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

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

(Here set forth the facts)

Summons Requested: Yes No

If so, Date: Time: Location:

(Signed)

Eminent Deputy Archon Internal

(or the Alumni Standards Board Advisor)

C. Sanctions

1. Sanctions may include dismissal from social, brotherhood, philanthropy, rituals or other Chapter events.
2. Sanctions may also include fines, up to an amount no greater than \$100.
3. In severe cases, removal from the fraternity may be implemented, with expressed support from the Eminent Archon.

III. Delinquency

A. Financial delinquency

1. All national dues may be paid through the Financial and Housing portal.
 - a) Late fees are incurred ten(10) days after the initial deadline.
 - b) Failure to pay social dues will result in delinquency, though additional fines will not be added.
2. Any member of the Chapter who, at any time during the academic year, is over thirty (30) days delinquent in finances owed to the Chapter, without a payment plan, shall lose his good standing as a member and privileges of membership as defined in Section 22B.
3. All payment plans must be approved by the Eminent Treasurer.

B. Scholarship delinquency

1. Scholarship Delinquency will be monitored by the Professional Development Chair. Delinquency will be managed in two stages.
 - a) The first (1st) semester a member's grade point average falls below a 2.70 cumulative average the member shall be placed under Scholarship Warning.
 - (1) Meeting with the Professional Development Chair to devise an academic recovery strategy.
 - (2) Mandatory 3 hours of Study Tables or office hours per week must be completed before admittance to social or brotherhood events.
 - b) If the member's GPA remains below 2.70 for a second (2nd) semester, he will be placed on Scholarship Probation.
 - (1) Loss of Good Standing status and rights therein.
 - (2) The member must attend a mandatory 4 hours of weekly Study Tables or office hours.
 - (3) Social and brotherhood privileges will be revoked unless otherwise permitted by the Executive Board.
 - (4) Fines may be incurred with each following semester of Scholarship Probation.

IV. Fineable Offenses and Fines

- A. Fines may be issued by the Standards Board or Executive Board.
 - 1. Fining precedents are listed below, but may be changed at the discretion of the Eminent Deputy Archon Internal or Eminent Treasurer.
 - a) Unsatisfactory Chapter meeting attendance
 - (1) \$5 fine per meeting short of the minimum requirement(75%).
 - b) Scholarship Probation, beyond 2 consecutive semesters
 - (1) \$15 fine per additional semester on probation.

Title VII: Miscellaneous

I. Amendment

- A. A motion to amend the bylaws may be made by any member at any regular meeting of the Chapter.
- B. Amendments must be presented in writing at least four days prior to consideration and must refer to the specific Article and section affected.
- C. Amendment requires a two-thirds vote of the active chapter.

II. No Letters Policy

- A. The No-Letters policy applies to social events.
 - 1. At no time may a member of another fraternity wear their letters (jerseys, sweatshirts, etc.) in the Chapter house at a social event.