

# **Sigma Phi Epsilon, NC Mu Chapter Bylaws** **Elon University**

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## Article I. Name and Purpose:

1. This chapter shall be named as the North Carolina Mu Chapter of the Sigma Phi Epsilon Fraternity.
2. The purposes of the organization are:
  - a. To build balanced, servant leaders for the world's communities
  - b. To push its members to strive for a Sound Mind and Sound Body
  - c. To promote the principles of Virtue, Diligence, and Brotherly Love through the Balanced Man program
  - d. To develop and strengthen the character of its members, building a noble and pure manhood
  - e. To preserve the ideals and principles upon which the Fraternity was founded by living the best of all possible lives
  - f. To create an environment for members to enhance their overall college experience, academically and socially
  - g. To impress upon its members the true significance of fraternal relationships and to create and perpetuate friendship among all persons
  - h. To instill those principles which are the responsibilities of an individual as a member of society
  - i. To enhance the Greek Life experience at Elon University

## Article II. Membership

1. Membership in this chapter shall be subject to the provisions of the Grand Chapter Bylaws, Article 1 to 8 inclusive. The Grand Chapter bylaws can be found at [www.sigep.org/documents/grand-chapter-bylaws-2009.pdf](http://www.sigep.org/documents/grand-chapter-bylaws-2009.pdf)
2. A member of any other chapter of Sigma Phi Epsilon attending Elon University shall be permitted to affiliate with this chapter in accordance with the Grand Chapter *Bylaws and Administrative Policies and Procedures*, Section E, No. 30.
3. This chapter shall have the authority to initiate a candidate for honorary membership in accordance with the Grand Chapter Constitution, Article I,

Section 2(c).

4. Any member of this chapter who is no longer a student at Elon University shall be regarded as an alumnus member in accordance with the Grand Chapter *Bylaws and Administrative Policies and Procedures*, Article I, Section 2(b).
5. Any member initiated by this chapter and enrolled in this institution, or a member who has been properly affiliated and is enrolled in this institution, shall be considered a student member and included in the determination of the chapter's annual deposits to the Housing Loan Fund and Chapter Investment Fund in accordance with Grand Chapter *Bylaws and Administrative Policies and Procedures*, Section C, Nos. 8 and 12.
6. Inactive membership shall not be permitted by this chapter in accordance with Grand Chapter By-laws and Administrative Policies and Procedures, Article I, Section 7.
7. The procedure for voting on candidates to receive full membership shall be in accordance with Grand Chapter By-laws and Administrative Policies and Procedures, Section E, Numbers 25 through 29 inclusive.
8. The method for extension of membership into the North Carolina Mu chapter of Sigma Phi Epsilon shall be as follows:
  - a. The Vice President of Recruitment shall be the chief executive officer over all aspects of recruitment including chair of the recruitment board
  - b. The Recruitment Board shall consist of the following people:
    - i. Two members of each academic class (sophomore, junior, senior) elected by the general body of each class respectively
    - ii. One member at large elected by the general body of the chapter
    - iii. Two members appointed by the Vice President of Recruitment, which shall be of the two underrepresented classes.
      1. e.g. Member at large is an elected sophomore, two appointments must be from the junior and senior academic classes
  - c. Each member of the board including the chair has a vote in the extension of membership to a potential new member.
    - i. No member shall abstain from a vote.
  - d. Procedures for Bid Extension meetings shall be as follows.
    - i. Only members of the board may speak unless addressed by the Vice President of Recruitment

1. Quorum (100%) of recruitment board members must be present in order for business to be conducted.
2. In the event that there are absent members during a Bid Extension meeting then the VP of recruitment shall appoint a brother in good standing to act as a temporary recruitment board member.
  - a. The appointment must be confirmed by a 2/3 vote of the chapter present at time of bid extension meeting.
  - b. This brother must be from the class of the absent brother.
- e. Extension of an invitation to a potential new member must meet a super majority (2/3) vote by the Recruitment Board
  - i. In order to be extended a bid, potential new members must have a cumulative grade point average (GPA) of no less than **2.85**.
  - ii. Overturning of a decision (for / against) by the Recruitment Board can occur if 1/3rd of the chapter votes to do so.
    1. There will be a chapter meeting the day immediately following the bid extension meeting.
      - a. At this meeting a 2/3 vote of present brothers is required in order to extend a bid to any potential new member going through the appeals process.
        - i. No vote may be administered without quorum.
2. Brothers on any type of probationary status are not in good standing.
  - a. Justifications for brothers not in good standing are, but not limited to:
    - i. Overdue fines, dues, or other payments owed to the chapter.
    - ii. Maintaining a cumulative GPA below that of the chapter minimum.
      1. The chapter minimum shall be defined as a cumulative **2.85** GPA
    - iii. Failure to comply with the will of the Standards Board.
3. In order to reinstate a brother who has resigned under any circumstances, he must receive a unanimous vote of brothers present in favor of his reinstatement.
  - a. In accordance with the beliefs and rites as established in the Epsilon Ritual, any member who has left the Sigma Phi Epsilon Fraternity, who has been through the Epsilon Rite of Passage, and seeks re-admittance into the Fraternity Chapter, shall have his request conferred among the active members of the Chapter who have been

through the Epsilon Rite of Passage.

- i. Once the conference among active Epsilon members occurs, the following procedures may be enacted:
  1. Should the Epsilon members find that the individual requesting re-admittance has in no manner violated the duties or rites of the Epsilon Ritual, they may approve the request to go before the greater Chapter to be voted upon under the conditions of the greater bylaw.
  2. Should the Epsilon members find that the individual requesting re-admittance has violated the duties and rites of the Epsilon Ritual, a declination of the individual's request may be enforced if supported by a majority vote. If declined among the Epsilon members, the Epsilon members' decision will be considered final and the issue will not go before the greater Chapter.

### Article III. Executive Committee

1. The executive committee shall consist of the President, Vice President of Programming, Vice President of Finance, Vice President of Member Development, Vice President of Recruitment, the Vice President of Communications, Chaplain. The House Manager shall serve as the Vice President of RLC and will be an active member of the Executive Committee.
2. The executive committee shall meet prior to each chapter meeting, or when called by the president.
2. The President shall serve as chairman of the executive committee and shall report to this chapter any action recommended or taken by said committee at each chapter meeting.
3. It shall be the duty of this committee to plan the year's activities; establish the general overall policy and goals subject to this chapter's approval, and which are consistent with the Grand Chapter By-laws and Administrative Policies and Procedures.
4. The executive committee shall serve to hear all grievances, and render final decision on all matters not falling under the jurisdiction of the Standards Committee; its action shall be binding unless overruled by a two-thirds vote of the voting active members in good standing who are present at the meeting in which the vote is taken. The decision by the Executive Committee shall be decided upon by an at least  $\frac{3}{4}$  vote of the committee.
5. The Vice President of Communications shall be responsible to keep accurate

bound minutes of the executive committee meetings. The Vice President of Communication may delegate this task to the Secretary should he desire.

#### Article IV. Officers

1. Each of the officers of an undergraduate chapter shall have such powers and perform such duties as prescribed in the Grand Chapter By-laws and Administrative Policies and Procedures or the Ritual of the Fraternity, in the by-laws of the undergraduate chapter, or as may be directed by the Grand Chapter.
2. To be eligible to hold an elected officer position in Sigma Phi Epsilon, a member must be in good standing, and must maintain a cumulative grade point average which exceeds the chapter's minimum collegiate grade point average of candidates for membership by no less than .2 on a 4.0 scale (or its equivalent).
3. At the expiration of his term of office, each officer shall deliver all chapter books, papers, monies, and other articles of office to his successor. Each officer shall render all information to enable his successor to assume full charge of the duties of his office.
4. Each officer shall be required to submit a copy of their report to the Secretary, at least 24 hours before the chapter meeting.
5. The officers of an undergraduate chapter, in order of succession and their duties shall be as follows:
  - a. **President:**
    - i. The President shall preside at all meetings of the chapter, all extra sessions, appoint committees, decide in case of tie votes, impose all fines (subject to an at least  $\frac{3}{4}$  approval of the Executive Committee), fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication.
    - ii. He shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon.
    - iii. The President shall be chairman of the President's cabinet separate from the executive committee. The Press Relations Chairman and Inter Fraternity Council Representative(s) are members of this cabinet.
    - iv. Because of the extensive time commitments and working hours he puts forth, the chapter president shall be exempt from paying dues all semesters while he is president of the undergraduate chapter.

b. **Vice President of Programming:**

- i. The Vice President of Programming shall be responsible for the chapter's functions, programs, and to keep the chapter calendar.
- ii. He is chairman of the programming board which may include, but not be limited to, the events chairman, the homecoming chairman, the community service chairman, and the intramural director.
- iii. He shall assume all duties in the absence of or the disability of the President at the executive committee meetings.
- iv. He is also the Vice President for ritual.
- v. He shall be responsible for executing proper risk management procedures during and before all planned Programming events.
- vi. Because of the extensive time commitments and working hours he puts forth, the Vice President of Programming shall be exempt from paying dues all semesters while he is Vice President of Programming of the undergraduate chapter.

c. **Vice President of Finance:**

- i. The Vice President of Finance shall be chairman of the finance cabinet which may include, but not be limited to house chairman.
  1. The Vice President of Finance shall have the ability to charge an Ad-Hoc committee at any time to assist him in his duties.
- ii. The finance cabinet shall collect all dues and other charges due from members to the undergraduate chapter, and the Vice President of Finance shall make disbursements subject to the order of the chapter President or the alumni board.
- iii. The Vice President of Finance shall prepare, with the assistance of the Alumni Volunteer Corporation (AVC) and the chapter President, an annual budget of the undergraduate chapter, and after it is approved by the AVC, he shall transmit a copy to the undergraduate chapter, the district governor, and Headquarters.
- iv. The Vice President of Finance shall prepare and submit the monthly financial reports to the AVC and the chapter, required by the Grand Chapter By-laws and Administrative Policies and Procedures Section E, Paragraph 20.
- v. The Vice President of Finance shall be responsible for the prompt collection and transmittal to Headquarters of all monies due the Fraternity pursuant to the Grand Chapter By-laws and Administrative Policies and Procedures Section C.
- vi. Within one month after the conclusion of their terms of office, the Vice President of Finance and cabinet shall turn over for audit to a qualified person appointed by the alumni board all records pertaining to the financial operations of the undergraduate chapter, in accordance with the Grand Chapter By-laws and Administrative Policies and Procedures, Section E, Paragraph 21.

- d. **Vice President of Member Development:**
- i. The Vice President of Member Development shall be chairman of the development cabinet which may include, but not be limited to, the academic chairman, chapter evaluation/retreat chairman, as well as the Sigma, Phi, and Epsilon challenge coordinators.
  - ii. He is responsible to schedule and lead chapter retreats and enrichment programs.
  - iii. He 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.
  - iv. He shall be responsible for planning and executing proper risk management procedures during and before all planned Brotherhood Development events.
- e. **Vice President of Recruitment:**
- i. The Vice President of Recruitment shall be responsible for recruiting new members into the chapter.
  - ii. He is chairman of the recruitment board which may include, but not be limited to, recruitment events chairman. They shall conduct the chapter's non-member recruitment.
  - iii. He shall be responsible for planning and executing proper risk management procedures during and before all planned Recruitment events.
- f. **Vice President of Communications:**
- i. The vice president of communications shall be chairman of the communications board which may include the director of alumni operations and relations, the secretary, public relations director, historian, and technology chairman.
  - ii. He shall act to strengthen relationships with alumni and communicate the positive actions of the chapter to the campus community and Headquarters while preserving the history of the chapter.
  - iii. The vice president of communications shall maintain the membership records of the chapter in a form prescribed by the National Board of Directors, and he shall keep record of the history of the chapter.
  - iv. 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 and bring all legislation before the chapter. Should the secretary not be able to attend any meeting, the Vice President of Communications shall also assume the duties of keeping minutes and attendance.
- g. **Chaplain:**

- i. The Chaplain will serve on the Standards Board as a guide to both the board as well as the brother being brought in front of the Board. The Chaplain will also nominate brothers for the positions of Guide, Guard, Senior Marshall, and Junior Marshall, and an Alternate for approval by the chapter at the first chapter meeting following the election of the Chaplain.
- ii. He will be chairman of the standards board and is the chief Ritual Officer.
- iii. The standards board shall be responsible to plan the use of the Ritual, inspect the Ritual equipment, practice the Ritual, and review proper risk management for upcoming events.
- iv. The standards board shall also be responsible to enforce the chapter's membership agreement and resolve member disputes.

#### **h. Vice President of Residential Learning Community**

- i. The Vice President of Residential Learning Community shall be chairman of the residential learning community cabinet, which must include House Manager and may include, but not be limited to, the sound mind coordinator, the sound body coordinator, and the coordinator of educational events.
- ii. He is responsible for maintaining the relationship between the faculty fellows and the chapter, the facilitation of personal and academic development, maintaining the residential learning community's facilities, and maintaining the RLC status.
- iii. He shall act primarily to uphold, strengthen, and develop the principles of sound mind and sound body
- iv. He shall be responsible for planning and executing proper risk management procedures during and before all planned house events.

### Article V. Judicial Councils

#### 1. Standards Board

- a. The Guard shall perform the duties as prescribed in the Grand Chapter By-laws and Administrative Policies and Procedures, Section E, number 3(e), which pertain to the amendment and maintenance of the Chapter By-Laws.
- b. The marshals shall properly set up and remove Ritual equipment for formal meetings and/or initiations. It shall be their duty to make sure that all Ritual equipment is available for formal meetings and initiations. They shall arrange for proper storage facilities, cleaning and repair of the Ritual equipment.
- c. The Alternate shall serve as the scribe, maintaining and managing proper minutes for Standards Hearings and cases. He shall only vote when one of the members of the Board: Guard, Guide, Junior, and Senior Marshall, cannot be present for a hearing. In the event that the Alternate is

substituting for a board member's vote, the Chaplain must make it known to all present for the hearing.

- d. The Standards Board shall also be responsible for reviewing all cases brought forth by the academic and/or fitness board, cases of unpaid fines/dues, and shall distribute notices of suspension and expulsion according to the provisions in Article IX, Section 5 of the Grand Chapter By-laws.

All Standards hearings will be closed to the chapter. Their decisions shall be final, with the exception of expulsion, which can be appealed by the chapter with at least a two thirds (2/3) vote.

## 2. Academic Board

- a. Three (3) men shall be appointed by the Chaplain and confirmed by popular vote of the chapter, to serve as Chairs of the Academic Board.
- b. A representative from the sophomore, junior, and senior class shall serve a term of one semester.
  - i. Representatives may be reappointed to serve multiple terms.
- c. The President and Chaplain shall review grades at the beginning of every semester and submit the names of brothers who have dropped below the chapter minimum in semester GPA as being on academic probation.
- d. Brothers that fall below a cumulative 2.85 GPA shall be submitted and required to participate in a program created by the academic chairs.
  - i. Every brother has a right to appeal their case to the standards board.
  - ii. Winter term will be included to the Fall semester GPA.
  - iii. It will be at the discretion of the standards board as to what chapter events a suspended brother will be permitted to attend.
  - iv. Summer grades will be included in the Spring GPA
- e. The duties of the Academic Chairs shall be as follows:
  - i. To establish an educational or tutoring program to improve scholastic achievement.
  - ii. To monitor and support brothers on academic probation.
  - iii. To refer all cases, deemed inappropriate, to the Standards Board.
    1. Punishment will be at the discretion of the Standards Board

## 3. Fitness Board

- a. Three (3) men shall be appointed by the Chaplain and confirmed by popular vote of the chapter, to serve as Chairs of the Fitness Board.
  - i. These men must complete the USMC PFT with a score of at least 180 total points prior to accepting an appointment from the Chaplain.
    1. Any brother may propose an adjustment in this eligibility score.
      - a. This score may change only upon a 2/3 vote of the

- super majority of the chapter
- ii. These three men shall be made up of representatives from the sophomore, junior, and senior class
- iii. These men must be in good standing with the chapter
  1. If they fall into bad standing during their term, the Chaplain will appoint someone else to take his place
- b. Duties of the Fitness Chairs shall be as follows:
  - i. The first duty of the Fitness Board shall be to agree upon a score that indicates a healthy level of fitness
    1. This score shall serve only as a reference to let brothers know how healthy they are
  - ii. Within ten (10) days of the beginning of classes and ten (10) days of midterms during both fall and spring semester the Fitness Chairs shall conduct a chapter wide mandatory physical fitness test (PFT).
    1. If a brother is unable to complete the provided PFT the fitness board must provide an agreed upon alternative for completion.
      - a. This alternative must have a translatable grading scale and must be agreed upon by the brother at hand, the fitness board chairs, and the chaplain.
    2. This fitness test will be a combination of the USAF PFT and the USMC PFT. The fitness test will also include a measurement of resting heart rate and working heart rate
      - a. Air Force PFA push-ups, sit-ups, and 1.5 mile run (or 500m swim)
        - i. The times from the 500m swim should match the times from the 1.5 mile run
      - b. Marine Corps PFT pull-ups
        - i. Scaled with 15 repetitions being the maximum and that percentage being multiplied by the number of points allotted to the body composition from the USAF test
      - c. The measure of heart rates are only to assess cardiovascular improvements, and are not directly calculated into the PFT score
    3. USAF PFT reference can be found at:  
<http://www.airforce-pt.com/male-25under.html>
    4. USMC PFT reference can be found at:  
<http://usmilitary.about.com/od/marines/l/blfitmale.htm>
    5. The Fitness Board will keep track of each individual PFT score and heart rate measurements
      - a. The Fitness Board will use these documents to monitor improvement based solely on individual performance
  - iii. It is the responsibility of the Fitness Chairs to record the

results of the four (4) PFTs each year.

1. If a brother requests for his results to be kept confidential, this request must be honored.
- iv. The Fitness Chairs shall establish appropriate Personalized Fitness Improvement Goals (PFIG) for all brothers who the Fitness Board feels are not performing satisfactory on the fitness test.
  1. These PFIG goals must be documented and signed by the board and the brother to whom it applies.
    - a. These goals must include a clear graspable level of improvement to be achieved by the next scheduled PFT.
      - i. Levels of improvement include:
        1. PFT scores
        2. Lifestyle changes
        3. Physiological Variables
      - b. These documents must be presented to the Guard of the Standards Board for holding.
    - v. To push individual improvement in the fitness of each brother
    - vi. Upon any failure of a brother to achieve PFT improvement goals as outlined in the PFIG documents, the Fitness Board must refer the failed cases to the Standards Board for a hearing.
      1. Punishment will be at the discretion of the Standard Board
4. Development Board
  - a. This board shall be comprised of the following brothers:
    - i. Challenge coordinators
    - ii. Vice President of Member Development
    - iii. Chaplain
  - b. For a Brother to go through ritual they must receive at least 2/3 vote from the development board
    - i. This board shall meet no less than five (5) days before ritual to decide on who goes through the Rituals
    - ii. Collectively, challenge coordinators receive one vote
      1. For the vote to be yes, the challenge coordinators must come to a unanimous decision
    - iii. In the event that a Brother is seeking to go through the Brother Mentor Ritual, and either the chaplain or VP of Member Development have not been through Brother Mentor, then the vote goes before the Brother Mentors
      1. In this case, the Brother must receive a simple majority vote of the Brother Mentors

#### Article VI. Election of Officers

1. The officers of the undergraduate chapter shall be elected annually by secret

ballot not later than the last regular meeting in December provided, however, they may be elected semiannually if at least two-thirds (2/3) of the undergraduate members of the chapter vote in its favor, the process is approved by the district governor and supervised by the chapter counselor.

- a. Procedures for elections of Officers.
  - i. Candidates for Executive Positions shall be granted a five (5) minute speaking time.
  - ii. Following candidate speeches the chapter shall be granted three (3) questions
  - iii. Following speeches and questions the candidate must leave the chamber in order for the chapter to host three (3) pros and three (3) cons pertaining to the respective candidate.
  - iv. Once all candidates for a given office have been addressed, the chapter shall conduct the election of that office via secret ballot.
2. In the event the elective officers fail to continue enrollment in the University, the undergraduate members may assemble and effect temporary organization and proceed to elect officers who will serve until the next annual election.
3. To be eligible to hold an elected officer position in Sigma Phi Epsilon, a member must be in good standing with the chapter (see Article II, Section 10, Subsection A).
  - a. Officers must maintain a cumulative grade point average, which exceeds the chapter's minimum collegiate grade point average of candidates for membership by no less than .2 on a 4.0 scale (or its equivalent).
4. Only members in good standing may vote in elections for officers.
5. The chapter shall have the power, by an at least two-thirds (2/3) vote of membership in good standing, to declare vacant any office of the chapter. Further, the alumni board may declare vacant the office of Vice President of Finance for non-performance of his stated duties and obligations.
6. The position of Vice President of Finance may not be filled by the same member for more than one term consecutively. All other positions can be held consecutively by the same member.

## Article VII. Chapter Meetings

1. A regular meeting of this chapter shall be held at least once per week during the school year.
2. This chapter shall have formal meetings, with the use of all official Ritual

equipment, on the following occasions, as prescribed by the Fraternity Ritual:

- a. Initiations.
  - b. Installation of officers.
  - c. At the option of the chapter President.
  - d. At the request of a representative of the Grand Chapter.
3. A special meeting of the chapter may be called by the President or by an at least two-thirds (2/3) vote of the members of this chapter.
  4. This chapter may omit a regular meeting by an at least two-thirds (2/3) vote of the membership. The chapter may not omit more than two regular meetings in succession.
  5. The President shall have the authority to suspend from the meeting any member for any conduct he deems unworthy of Sigma Phi Epsilon or unbecoming of a gentleman.
  6. Any member who is absent shall present an excuse to the Chaplain no later than 24 hours passed the start of the Chapter meeting. Excuses shall be limited to illness, work, Elon sponsored athletics (excluding intramurals) or family emergency, and an unexcused absence shall subject the offending member to disciplinary action by the executive committee after referral by the Chaplain.
  7. All members shall be required to adhere to the Chapter meeting dress code.
    - a. Chapter meeting dress code shall be defined as the common interpretation of "Business Casual."
  8. This chapter shall conduct its meetings on a variation of Robert's Rules of Order as defined in the *Sigma Phi Epsilon, NC Mu Rules of Chapter Procedures* document.

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

1. The lifetime membership fee shall be \$275.00 (two hundred seventy-five dollars) which shall be sent to headquarters within 24 (twenty-four) hours of joining, along with the membership form, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section C, Numbers 2 through 6 and 11. In addition, the new members account must be paid in full before said new member may be inducted through the Sigma Rite of Passage. A member must be current in all financial obligations in order to progress through any Rite of Passage.
2. All members shall pay equal semester fees and assessments as provided in the budget prepared by the Vice President of Finance and alumni board.

3. All members of the fraternity shall pay dues and parlor fees. The amount for dues shall be proposed by the Vice President of Finance, to be approved by the chapter by a simple majority vote at no later than the last chapter meeting of the academic year prior to which the dues amount will come into effect. Brothers living in the chapter facility shall be exempt from the parlor fee.
4. Any member whose account is 15 days past due will be suspended and must pay his account in full and pay a fine of \$10.00 or 10% of his total past due amount, whichever is greater, to be reinstated. Any member whose account is 30 days past due will be expelled and will be served an expulsion notice by the Standards Board. A member who is expelled for indebtedness must pay his account in full, pay a fine of \$50.00 or 25% of his total account, whichever is greater, and he must receive a unanimous vote of the chapter in favor of his reinstatement to be reinstated.
5. All members are required to read and sign a Membership Agreement/Financial Contract. Any member who has not signed this contract and returned it to the Vice President of Finance within 3 weeks after receipt will be suspended from the fraternity until said agreement is signed.
6. All members living in the house shall be required to sign an official housing contract set by the Vice President of Finance and the Alumni Housing Board. Members are responsible and liable for any damage caused to chapter property and will be expected to replace all damaged goods and property in a timely and satisfactory manner pending an executive board approval and inspection.
7. Abuse of the furniture and equipment in the house, as well as the house itself, shall not be tolerated.
  - a. Any brother(s) who damage the house or house property are due at the next executive meeting to discuss possible penalties, repair plans, etc.
8. The only members of the fraternity allowed to place or authorize orders or shipments to the chapter house, to be paid for by chapter funds, shall be the President or the Vice President of Finance. This includes sales over the phone, door to door salesmen, and any transaction that would affect the Sigma Phi Epsilon accounts. A member may ask permission from the President or Vice President of Finance to make purchases if they determine that the purchase is needed. Members making purchases authorized by the President or Vice President of Finance must turn in a receipt to the Vice President of Finance immediately after the purchase. Penalty: A member violating the bylaw stated above would become liable for the full amount of the purchase, or the full amount of the authorized purchase. (i.e., over the phone ordering.)
9. Suspension is defined to be the denial, for a definite period (i.e. thirty days), of

the privileges and benefits of membership, including the wearing or displaying of the Fraternity insignia, the attending of this chapter's functions and meetings, or otherwise identifying oneself as a member of the Fraternity, in accordance with Grand Chapter By-laws and Administrative Policies and Procedures, Section E, number 36.

10. Expulsion is defined to be the permanent denial of privileges and benefits of membership, including those specifically enumerated in the preceding section, in accordance with Grand Chapter By-laws and Administrative Policies and Procedures, Section E, number 37.
11. Any member under suspension for indebtedness shall, upon payment of his indebtedness, be restored to membership in good standing without a vote of this chapter, in accordance with Grand Chapter By-laws and Administrative Policies and Procedures, Section E, number 42.
12. Any member expelled for indebtedness by this chapter may be reinstated in accordance with the Grand Chapter By-laws and Administrative Policies and Procedures, Section E, number 42. The chapter secretary shall notify the Headquarters of a member expelled for indebtedness, giving the amount of the indebtedness and a copy of the letter sent to the member informing him of his expulsion. In cases of expulsion, other than for indebtedness, the chapter secretary shall notify the Headquarters of members expelled along with the minutes of the meeting where the expulsion was acted upon and all resolutions, together with all the papers giving a complete record of the case. The secretary shall record the proceeding on audio or visual tape. (See Grand Chapter By-laws and Administrative Policies and Procedures, Section B, inclusive).
13. All fines assessed by the President or Vice President shall be recorded by the Secretary, and the Vice President of Finance shall cause these amounts to appear on the bill the first of the following month.
14. Because of the extensive time commitments and working hours he puts forth, the chapter president shall be exempt from paying dues all semesters while he is president of the undergraduate chapter.

#### Article IX. Code of Conduct

1. Members shall know and understand the ideals expressed in the Ritual of Sigma Phi Epsilon and will strive to incorporate into their daily lives the principles of Virtue, Diligence, and Brotherly Love.
2. Members shall exhibit responsible conduct at all times and acknowledge that any one member's actions can affect his own reputation, the reputation of the

chapter, as well as that of the National Fraternity.

3. Members shall not infringe on the rights of any other member and therefore will not physically, mentally, emotionally, or sexually haze or abuse any other member.
  - a. Hazing shall be defined as *“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities and other activities which are not consistent with fraternal law, ritual or policy, or the regulations and policies of the educational institution.”* By the Fraternity Insurance Purchasing Group (FIPG).
4. Members shall respect the property of the chapter as well as that of all individual brothers, and therefore, will not abuse nor tolerate the abuse of any said property.
5. Members shall meet financial obligations in a timely manner.
6. Members who chose to consume alcohol shall consume alcohol responsibly and shall acknowledge that they will be held accountable for their actions under the influence of alcohol.
7. Members shall be responsible for the action of any and all invited guests.
8. Members shall respect the privacy of others and honor any trust that may be placed upon them.
9. Brothers shall participate in the Balanced Man Program to the best of their ability in accordance to the guidelines set by the Vice President of Member Development and/or any other member he might appoint.
10. Members shall, in desperate situations, acknowledge and follow the direction of members of the Executive Committee and/or Standards Committee.
11. Members shall expect other members to abide by these standards and confront those who violate them.

## Article X. Advisor

1. A Faculty Advisor shall be selected at the beginning of each academic year by the officers elected for that year.
2. Candidates may be suggested by any chapter member; however, willingness to serve as Advisor must be ascertained prior to the suggestion being made to the officers.
3. The Faculty Advisor shall be chosen from any faculty person at Elon University for that year.
4. The Faculty Advisor shall be a liaison between the chapter and Elon University. He or she is responsible for signing all paperwork the university designates as official business and is encouraged, but not required, to participate in chapter functions. The Advisor will either attend events off-campus with the chapter or designate another faculty member to attend. The Advisor provides advice to the chapter and, in particular, helps the officers reflect on what they are learning through their activities.

## Article XI. Amendments

1. Amendments to these By-laws may be proposed at any business meeting of the chapter, but said amendment must be submitted in writing and shall not be acted upon for at least two weeks; no amendments shall become effective until approved by a two-thirds vote of the entire membership in good standing at which said amendments are acted upon.
2. The Guard shall examine the By-laws each semester for any revisions. It shall be the duty of the Vice President of Communications to present these suggestions to the chapter for action.