

Sigma Phi Epsilon Fraternity

A Virginia Corporation

BYLAWS

Twenty-Seventh Edition — 2003

**Published By
The Grand Chapter
Sigma Phi Epsilon Fraternity**

**Zollinger House
310 South Boulevard
P.O. Box 1901
Richmond, Virginia 23218
(804) 353-1901**

Constitution (1903)
Constitution (1906)
Constitution and By-Laws (1907)
Constitution and Laws (1908)
Constitution and Laws (1910)
Constitution and Laws (1917)
Constitution and By-Laws (1927)
The Book of Laws (1937)
The Book of Laws (1948)
The Book of Laws (1951)
The Book of Laws (1957)
(Eleventh Edition Supplemented 1959)
The Book of Laws (1961)
The Book of Laws (1965)
The Book of Laws (1970)
The Book of Laws (1974)
The Book of Laws (1978)
The Book of Laws (1980)
The Book of Laws (1984)
Bylaws (1987)
Bylaws (1989)
Bylaws (1991)
Bylaws (1993)
Bylaws (1995)
Bylaws (1997)
Bylaws (1999)
Bylaws (2001)
Bylaws (2003)

PRINTED IN THE UNITED STATES OF AMERICA

**Sigma Phi Epsilon Headquarters
P.O. Box 1901
Richmond, Virginia 23218**

Sigma Phi Epsilon consists of three separate entities working independently as separate legal entities, but together cooperatively to promote and foster the ideals and principles of Sigma Phi Epsilon.

The undergraduate chapter is an unincorporated association of men that exists by virtue of a charter granted by the Grand Chapter of Sigma Phi Epsilon. The undergraduate chapter is responsible for all aspects of its own existence.

The alumni of an undergraduate chapter incorporate to form an Alumni and Volunteer Corporation to serve the alumni and volunteers of a given chapter, as well as to serve as a landlord for the undergraduate chapter and to provide advice and counsel to the undergraduate chapter. The Alumni and Volunteer Corporation serves at the pleasure of the alumni of any given chapter, but can be temporarily replaced by the national Fraternity if the Alumni and Volunteer Corporation is not acting in accord with its fiduciary duties toward its members and the undergraduate chapters.

The national Fraternity exists to advise and counsel the collective membership of Sigma Phi Epsilon. The national Fraternity exists at the pleasure of the Grand Chapter of Sigma Phi Epsilon, which convenes every other year to legislate and govern Sigma Phi Epsilon at-large. The Grand Chapter elects a Board of Directors, which is empowered to act on behalf of the undergraduate chapters when the Grand Chapter is not in session.

**BYLAWS AND
ADMINISTRATIVE POLICIES AND PROCEDURES
OF
SIGMA PHI EPSILON FRATERNITY**

BYLAWS

Article I — <i>Membership</i>	1
Article II — <i>Government Grand Chapter-Legislation</i>	4
Voting Delegates	4
Powers & Responsibilities	4
Rules of Order	5
Special Session	5
Article III — <i>Government National Board of Directors-Executive</i>	6
General Provisions	6
Election of Officers & Directors	7
Meetings	8
Powers & Duties of Directors	9
Powers & Duties of Officers	10
Article IV — <i>Indemnification</i>	12
Article V — <i>Chapter Charters</i>	13
Chartering	13
Surrender, Forfeiture or Withdrawal of Charters	14
Reinstatement of Chapters	16
Alumni and Volunteer Corporations	16
Article VI — <i>Amendments</i>	19

ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION A — <i>Grand Chapter Procedures</i>	22
SECTION B — <i>Membership Jurisdiction Procedures</i>	25
SECTION C — <i>Fees</i>	27
SECTION D — <i>Funds, Boards & Committees</i>	30
Appendix — Chapter Investment Fund Policies & Procedures	32
SECTION E — <i>Undergraduate Chapter Operating Provisions</i>	36

BYLAWS

SIGMA PHI EPSILON FRATERNITY

ARTICLE I — Membership

ARTICLE II — Government Grand Chapter — Legislative

ARTICLE III — Government National Board of Directors — Executive

ARTICLE IV — Indemnification

ARTICLE V — Chapter Charters

ARTICLE VI — Amendments

BYLAWS

ARTICLE I — MEMBERSHIP

Section 1a. A brother in the Sigma Phi Epsilon Fraternity is a man of good moral character who is eligible to membership therein and, having been elected to membership pursuant to the provisions of the Bylaws and Administrative Policies and Procedures, as well as chapter bylaws, is initiated according to the Ritual of the Fraternity; provided, however, that no man shall be elected to membership who has obtained a high school grade point average less than 2.7 out of a 4.0 scale (or its equivalent), or if the candidate is a continuing student, he must meet the chapter's minimum grade point average standard. Further 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.

Section 1b. Limitation of membership to a small, selective group of men and the exclusion of women from membership is deemed to be consistent with the purposes for which the Fraternity was founded and Section 3 hereof. Such limitation is further intended to foster and develop (a) family-like ties of brotherhood comparable to those existing in members' families, (b) members' collegial, social and emotional development, (c) members' academic commitment, (d) associational relationships, and (e) adherence to the conduct of members' lives consistent with the principles, values, and teachings of the Ritual.

Section 1c. Each chapter, taking into consideration all relative statistics on its campus, shall establish a minimum grade point average for candidates for membership who are continuing college students. This minimum standard shall exceed 2.2 on a 4.0 scale (or its equivalent), and this minimum standard shall be established no later than the first month of the academic year. Further, the chapter will alert Headquarters as to its standard immediately after ratification, and this minimum standard shall be re-evaluated at the beginning of each academic year.

Section 1d. An undergraduate member of Sigma Phi Epsilon Fraternity with a grade point average below 2.2 or equivalent on a 4.0 scale for one term (semester/quarter) shall receive a written warning from the chapter, and furthermore, should the member stay below the 2.2 grade point average for two consecutive terms (semester/quarter), he is subject to expulsion in accordance with the bylaws of the local undergraduate chapter. Should he wish to petition to be reinstated, he must follow the reinstatement procedures as defined by the Administrative Policies and Procedures and his local chapter bylaws.

Section 1e. This section cannot be amended by the National Board of Directors and can only be amended by a vote of the Grand Chapter at a Conclave or a special session.

Section 2. There shall be four classes of brothers:

(a) Undergraduate brothers are those who have been initiated by or officially affiliated with an undergraduate chapter while they are students at an accredited college

or university serving as host to the charter, except for those men initiated as members-at-large.

(b) Alumni brothers are those who cease to be student members in the college or university chapter where they were initiated or affiliated through (1) graduation via a bachelor degree, (2) deaffiliation as a student for more than one academic year with any university or college, (3) or permission to obtain alumni status through application to the national Fraternity, via a formal application submitted to the local undergraduate chapter, certification of same application of the corresponding alumni and volunteer corporation overseeing the undergraduate chapter, and final approval by the National Board of Directors. Standards for alumni status shall be the following:

- Brother must be in good standing as identified by Article I, Section 5.
- Brother must complete formal application, form, and content established by the National Board of Directors.
- Letters of recommendation from the undergraduate chapter president and vice president of finance.
- Majority vote of undergraduate chapter.
- One letter of recommendation from the president of the alumni and volunteer corporation overseeing the undergraduate.
- One letter of recommendation from the chapter counselor representing the undergraduate.

This application procedure can be changed at the sole discretion of the National Board of Directors.

(c) Renaissance brothers are those who are over 25 years of age, or deceased; who have received an undergraduate degree or currently are not enrolled undergraduate students at a college or university; who are not a member of another national fraternity; and who express values and ideals consistent with the cardinal principles of Virtue, Diligence, and Brotherly Love.

(d) Brothers-at-large are those who at the time of their initiation are attending a college or university where no undergraduate chapter of the Fraternity is established. Brothers-at-large are initiated in anticipation of establishing an undergraduate chapter at such college or university and authorization for such initiation by a chapter may be given only by the unanimous approval of the National Board of Directors.

Section 3. The Fraternity shall strive to:

(a) Impress upon its members the true significance of fraternal relationship and create and perpetuate friendship among all persons.

(b) Develop and strengthen the character of its members, promote within its members the principles of Virtue, Diligence, and Brotherly Love, and preserve the ideals upon which the Fraternity was founded.

(c) Instill those principles in its members which are the responsibilities of an individual as a member of society.

(d) Enhance members' academic careers and commit to academic excellence.

Section 4. 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.

Section 5. A member in good standing is defined by one who is not financially indebted to the undergraduate chapter, its alumni and volunteer corporation, or the Grand Chapter, who is not subject to suspension or expulsion for any reason, and who maintains a cumulative grade point average over 2.2 on a 4.0 scale (or its equivalent). Only members in good standing are eligible to become officers of any chapter.

Section 6. No member of the Fraternity shall belong to any society or organization which is inconsistent with the principles and objectives of the Fraternity.

Section 7. Inactive membership, or any type of membership not specifically provided herein, shall not be permitted.

Section 8. Any man otherwise eligible for membership, having been granted such at anytime by a local chapter but not so recognized on the national membership rolls due to any previous national policies in conflict with now existing Section 1 hereof shall upon request and due proof by the local chapter to the national Fraternity be forthwith and officially admitted to the national membership rolls without fee.

RITUAL

Section 9. The Fraternity password, grip and other secret identifications shall be as provided in the Ritual.

ARTICLE II — GOVERNMENT GRAND CHAPTER — LEGISLATIVE

Section 1. The supreme governing body of the Fraternity shall be known as the Grand Chapter of Sigma Phi Epsilon Fraternity, and when such Grand Chapter is not in session the supreme authority shall be vested in a National Board of Directors which shall take any and all actions necessary and proper for carrying out the objectives of the Fraternity.

VOTING DELEGATES

Section 2. The Grand Chapter shall consist of one delegate elected by each undergraduate chapter, including Sigma Epsilon Chapters which have been in existence for a period of one year, from its undergraduate membership, the district governors, and the members of the National Board of Directors, with each of the foregoing entitled to one vote to be cast in person upon all questions.

Section 3. If the delegate of an undergraduate chapter is absent or unable to serve, the vote of such chapter may be cast in person by a duly elected alternate delegate.

Section 4. A member of the National Board of Directors or a district governor shall not be a delegate or alternate delegate of any undergraduate chapter at any session of the Grand Chapter.

Section 5. A majority of the Grand Chapter, all duly accredited by the Committee on Credentials, shall constitute the quorum necessary for the transaction of all business.

POWERS AND RESPONSIBILITIES

Section 6. The Grand Chapter shall elect the National Board of Directors and officers of the Fraternity, and shall possess all powers incident to a legislative assembly.

Section 7. The Grand Chapter shall determine the sources of revenue to meet the expenses of the Grand Chapter and shall fix the amount of fees as may be required.

Section 8. All fees except charter fees shall be approved by the Grand Chapter.

Section 9. The laws and regulations as adopted by the Grand Chapter and the National Board of Directors shall be appropriately contained in the Charter, Bylaws, Ritual, Administrative Policies and Procedures of Sigma Phi Epsilon, and shall govern uniformly throughout the Fraternity.

Section 10. The Grand Chapter shall have no power to pass retroactive laws, or laws impairing the obligation of contracts, or require or attempt to compel any member of the Fraternity to do anything in violation of the laws of the United States, or of any state of which he is a citizen, or of the institution at which he is a student, or to engage in any act or ceremony in conflict with his convictions or the dictates of his conscience.

Section 11. The Grand Chapter shall keep a correct record of its proceedings which shall be published and distributed to the chapters, district governors and National Board of Directors. This record shall not contain debate or immaterial matter delivered or uttered during the session of the Grand Chapter.

RULES OF ORDER

Section 12. Rules of order and procedures for any regular session of the Grand Chapter shall be set out in the Administrative Policies and Procedures of the Fraternity.

Section 13. Questions presented to the Grand Chapter shall be decided by a majority vote, a quorum being present, except the following which shall be decided by a two-thirds vote:

(a) Questions involving the expenditure of money for which provision is not specifically made.

(b) The removal of or the infliction of punishment upon a member of the National Board of Directors.

(c) Changes in the Ritual of the Fraternity.

Section 14. To determine the result of a vote on any question presented to the Grand Chapter, only those persons present and entitled to vote at the time the vote is taken shall be counted.

Section 15. A roll call vote upon any question shall be taken and recorded upon demand by one member of the National Board of Directors or by three members of the Grand Chapter entitled to vote.

Section 16. The Grand Chapter shall fix the time and place for its next regular session, provided, however, that the Grand Chapter may delegate to the National Board of Directors the power to fix the time and place for holding any regular sessions.

SPECIAL SESSION

Section 17. The Grand President, with the approval of the National Board of Directors, may, in case of extreme emergency, call a special session of the Grand Chapter; provided, however, that no special session shall be called within thirty (30) days prior to the time fixed for a regular session of the Grand Chapter.

Section 18. Notice of a special session shall be mailed to all chapters, district governors, and members of the National Board of Directors, and shall set forth specifically the time, place and purposes of such sessions; provided, however, the time for holding such special session shall be fixed not earlier than thirty (30) days from the date such notice is mailed.

Section 19. The business transacted at a special session shall be limited to the purpose for which the session was called; except that by a two-thirds vote the Grand Chapter may elect to consider and dispose of other business.

ARTICLE III — GOVERNMENT NATIONAL BOARD OF DIRECTORS — EXECUTIVE

GENERAL PROVISIONS

Section 1. The affairs of this Corporation shall be managed by a board of directors composed of at least three and not more than eleven members, two of whom shall be the Grand President and the Grand Treasurer, who shall be selected in the manner determined by the voting members of this Corporation as set forth in its Bylaws, subject to the provisions of the Code of Virginia of 1950, as amended, governing the election of such directors. The term of office of the Grand President, Grand Treasurer, and Student National Directors shall be two years and the term of office of all other Directors shall be six years.

Section 2. The National Directors and officers of the Fraternity to be elected by the Grand Chapter shall be chosen by secret ballot on the last day of each regular session and all officers elected who are present at such time shall be installed as the last order of business of the last meeting of said session.

Section 3. The Grand President shall be elected for a term of two years and shall be eligible for election to two such two-year terms, which are not consecutive elected terms.

Section 4. To be eligible for election as Grand President a brother of the Fraternity shall have been a member of the National Board of Directors for a minimum of two years.

Section 5. In the event the Grand President is unable to assume the duties of his office at any meeting or other occasion, the National Board of Directors shall select from among its members a National Director who shall act as President Pro-Tem until such time as the Grand President can resume the duties of his office.

Section 6. The Grand Treasurer shall be elected for a term of two years and shall be eligible for unlimited reelection to this office.

Section 7. A vacancy occurring in the office of the Grand President or Grand Treasurer between sessions of the Grand Chapter by reason of death, resignation or otherwise, shall be filled by an appointee selected by a majority of the remaining members of the National Board of Directors from among those eligible for this office, and the Grand President or Grand Treasurer so appointed shall hold office until the next regular session of the Grand Chapter; provided, however, that the Grand President shall not hold this office more than six years.

Section 8. There shall be elected every two years at each regular session of the Grand Chapter two Alumni National Directors and three Student National Directors to fill the vacancies on the National Board of Directors regularly occurring at such time.

Section 9. The term of office of an Alumni National Director, except Grand President and Grand Treasurer and Student National Director, shall be six (6) years; the term of office of a Student National Director shall be two (2) years.

Section 10. Any vacancy occurring in the office of National Director, except Grand President and Grand Treasurer, for any reason whatsoever, at any time other than at a regular session of the Grand Chapter, shall be filled by an appointee selected by a majority of the remaining members of the National Board of Directors, to serve until the next regular session of the Grand Chapter, at which time the Grand Chapter shall elect a National Director to hold office for the unexpired portion of the term.

Section 11. Any vacancy occurring in the office of National Director, except Grand President and Grand Treasurer, concurrent with a regular session of the Grand Chapter, for any reason whatsoever other than the normal expiration of the term shall be filled by Grand Chapter election, and the National Director so elected shall hold office for the unexpired portion of the six-year term.

Section 12. A brother to be eligible for the office of National Director shall not have served in that capacity for a period equal to or in excess of twelve years, except that service as Grand President or Grand Treasurer shall not be considered.

Section 13. To be eligible for election, a candidate for Student National Director must have attained a 2.5 cumulative grade point average on a 4.0 system (or the equivalent on other systems). Zollinger Scholars who meet the foregoing requirements shall be automatically qualified and encouraged to seek the Student National Director position.

Section 14. A Grand Chapter officer or Director may be removed from office by a two-thirds vote of the Grand Chapter.

Section 15. A Grand Chapter officer or Director may be removed from office when the Grand Chapter is not in session by the vote of eight members of the National Board of Directors.

Section 16. The National Board of Directors shall elect from its own membership a Secretary of the Corporation who shall serve for one (1) year or until his successor is elected.

Section 17. Each member of the National Board of Directors shall serve without compensation, but shall be reimbursed from the funds of the Fraternity for all necessary expenses in connection with official business of the Fraternity.

PROCEDURES FOR NOMINATION AND ELECTION OF GRAND CHAPTER OFFICERS AND DIRECTORS

Section 18. The Nominations Committee shall report one or more qualified candidates for consideration by the Grand Chapter for each Grand Chapter office and directorship under consideration.

Section 19. The order of election of Grand Chapter officers and National Directors shall be: Student Directors, Grand President, Grand Treasurer, Alumni Directors to fill unexpired terms, Alumni Directors to fill regularly expired terms.

Section 20. A majority of votes cast shall be necessary to elect; provided, however, when there is only one candidate for an office the Grand Chapter may elect by acclamation.

Section 21. If there are more than two candidates for any one office, there shall first be a primary vote, and if no candidate receives a majority of the votes cast, all but the two leading candidates are dropped and a vote is then taken on the two remaining candidates.

If there are more than three candidates for the Student Director positions, then each delegate, in order for his ballot to be counted, must cast three votes, one vote for each of three different candidates, with the three candidates receiving the largest number of votes being elected.

Section 22. The Grand President shall appoint three tellers and a tally clerk who shall supervise the distribution and collection of ballots and the counting of votes cast.

Section 23. The tally clerk shall keep tally of the votes cast and at the conclusion of the counting of the votes shall inform the Grand President of the results.

Section 24. When the officers-elect are called for installation, the Grand President or any one designated by him shall proceed with the installation according to the manner and form prescribed in the Ritual of the Fraternity.

Section 25. In case of absence of any officer-elect, the Grand President shall at once notify him of his election and authorize him to appear before the President of any undergraduate chapter in open meeting and receive the oath of office.

MEETINGS OF NATIONAL BOARD OF DIRECTORS

Section 26. The National Board of Directors shall meet annually; additional meetings may be called by the Grand President or by four members of the National Board of Directors.

Section 27. Six members of the National Board of Directors shall constitute a quorum for the transaction of all business.

Section 28. Notices for meetings of the National Board of Directors shall be mailed or telegraphed to each National Director as required by Virginia law.

Section 29. The rules contained in the current edition of **Robert's Rules of Order** shall govern the National Board of Directors in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws and Administrative Policies and Procedures of the Fraternity.

Section 30. Whenever practicable, all matters to be presented for consideration by members of the National Board of Directors shall be taken up by correspondence through the Executive Officer(s).

POWERS AND DUTIES OF DIRECTORS

Section 31. The National Board of Directors shall have such powers and perform such duties as prescribed in the Charter, Ritual, Bylaws, and Administrative Policies and Procedures.

Section 32. The Judicial Power of the Fraternity shall be vested in the National Board of Directors which shall have original and appellate jurisdiction over all controversies arising between chapters or between members, and over the trial of chapters or members for violation of the Bylaws, Administrative Policies and Procedures, or Ritual.

Section 33. A National Director shall have all the powers prescribed by the laws of the Commonwealth of Virginia not inconsistent with these Bylaws and the Administrative Policies and Procedures. He shall act as chairman of one or more commissions on specific phases of the Fraternity's activities, upon appointment by the Grand President. He shall have such other powers and perform such other duties as may be assigned to him by the Grand Chapter.

Section 34. The National Board of Directors shall have full power and authority to request any person to attend a meeting of the National Board of Directors of the Fraternity, and to provide reimbursement for his expenses from the Funds of the Fraternity.

Section 35. The National Board of Directors shall have full power and authority to appoint members of the Fraternity to offices and positions of responsibility to fulfill the objectives of the Fraternity and requirements of the Ritual, Bylaws, and Administrative Policies and Procedures, and to prescribe their duties and to provide for the compensation of expenses.

Section 36. The National Board of Directors shall have full power and authority to appoint official dealers for the manufacture and distribution of all items bearing the copyrighted insignia of the Fraternity.

Section 37. The National Board of Directors may authorize the Grand Treasurer to transfer moneys from any Fund or Funds of the Fraternity to any other Fund or Funds of the Fraternity, consistent with provisions of the Bylaws and Administrative Policies and Procedures, the amount transferred to be determined and stated by the National Board of Directors; provided, however, that no such transfers shall be made from the Chapter Investment Fund. All moneys thus transferred shall be returned to the proper Funds with simple interest at a rate approved by the National Board of Directors. All transfers of moneys made under this section shall be clearly indicated in the annual audit of the Fraternity.

Section 38. The National Board of Directors is responsible to the Grand Chapter for the determination of the applicable policies, procedures, rules and regulations to administer the management, collection, disbursement and accounting of fees.

Section 39. The National Board of Directors shall be responsible to the Grand Chapter for the establishment from time to time of appropriate funds and the management thereof.

Section 40. The National Board of Directors shall report fully on all questions that may have been under its consideration when so requested by the Grand Chapter.

Section 41. The National Board of Directors shall be responsible to the Grand Chapter for the establishment from time to time of appropriate publications and the management thereof.

POWERS AND DUTIES OF OFFICERS

Grand President

Section 42. The Grand President shall preside at the sessions of the Grand Chapter and at the meetings of the National Board of Directors. He shall sign all charters, membership certificates, membership cards and papers that require authentication. He may assign ritualistic titles to members of the National Board of Directors when required for ritualistic or ceremonial purposes. He shall have the power to convene an undergraduate chapter at any time when the college is in session. He shall have such other powers and shall perform such other duties as may be assigned to him by the Grand Chapter or the National Board of Directors.

Grand Treasurer

Section 43. The Grand Treasurer shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books to be kept for that purpose. He shall receive and deposit, or cause to be received and deposited, all moneys and other valuables of the Fraternity, in the name and to the credit of the Fraternity, in such depositories as may be designated by the National Board of Directors. He shall disburse, or cause to be disbursed, the sums of the Fraternity as may be directed by the National Board of Directors, taking proper vouchers for such disbursements. He shall render, or cause to be rendered, to the Grand Chapter, Grand President and the National Board of Directors, whenever they may require, accounts of all his transactions as Grand Treasurer and of the financial condition of the Fraternity. He shall, in general, perform all the duties incident to the office of Grand Treasurer, subject to the control of the National Board of Directors.

Secretary of the Corporation

Section 44. The Secretary of the Corporation shall perform such duties as prescribed by the laws of the Commonwealth of Virginia and the National Board of Directors.

Executive Officer(s)

Section 45. The Executive Officer(s) of the Fraternity shall have the powers and perform such duties as prescribed by the National Board of Directors for the operation of the Headquarters and the business of the Fraternity.

Regional Directors, District Governors and Chapter Counselors

Section 46. Regional directors (educational and leadership consultants), appointed by the National Board of Directors shall visit the chapters at such times prescribed by the Executive Director and shall have such powers as prescribed by the National Board of Directors.

Section 47. District governors appointed by the National Board of Directors shall have such powers and responsibilities as prescribed by the National Board of Directors. District governors shall be representatives of the Fraternity.

Section 48. Lieutenant district governors appointed by the district governors shall have such powers and responsibilities as prescribed by the National Board of Directors. Lieutenant district governors shall be representatives of the Fraternity, but may not vote at Grand Chapter Conclaves. Each district governor may appoint one-fourth ($\frac{1}{4}$) the number of lieutenant district governors as there are chapters in the district; additional lieutenants may be appointed at the discretion of the National Board of Directors.

ARTICLE IV — INDEMNIFICATION

Section 1. In every instance permitted by the Virginia Non-stock Corporation Act, as it exists on the date hereof or may hereafter be amended, the liability of a director or officer of the Fraternity to the Fraternity or to its members arising out of a single transaction, occurrence or course of conduct shall be limited to One Dollar (\$1.00); provided such director or officer has not engaged in willful misconduct or a knowing violation of the criminal laws or been grossly negligent.

Section 2. The Fraternity shall indemnify against liability and reasonable expenses incurred by any individual who is, was, or is threatened to be made, a party to a proceeding (other than a proceeding by or in the right of the Fraternity or a proceeding in which he was adjudged liable on the basis that personal benefit was improperly received by him) because he is or was serving in his official capacity as an officer, director or employee of the Fraternity or of any other legal entity on behalf of the Fraternity or was serving on a committee created by the Fraternity (whether by the Board of Directors of the Fraternity or otherwise) to consider and report to the Fraternity or its Board of Directors in respect of any matter, if he conducted himself in good faith and believed that his conduct was in the best interests of the Fraternity or otherwise met the requirements of §13.1-876 of the Code of Virginia of 1950, as amended. The Fraternity is authorized to contract in advance to indemnify any of the persons named above to the extent it is required to indemnify them pursuant to this Section 2; provided, however, that prior to so contracting in advance, the Fraternity may require a written statement from the officer, director, agent or employee to repay the advance if it is ultimately determined as provided in §13.1-880 of the Code of Virginia of 1950, as amended, that he did not meet the aforesaid standard of conduct. Notwithstanding the foregoing, however, the Fraternity shall not indemnify any director, officer, employee or agent of the Fraternity against his willful misconduct, gross negligence, or against any knowing violation of the criminal law.

Section 3. Status as a member, brother, or alumnus of Sigma Phi Epsilon Fraternity does not grant an individual status as an agent of the Fraternity unless the individual is serving in a duly elected or appointed position as decreed in the Fraternity's Bylaws and/or Administrative Policies and Procedures.

ARTICLE V — CHAPTER CHARTERS

CHARTERING

Section 1. A charter for an undergraduate chapter shall be granted by the National Board of Directors under the following conditions:

- (a) Application for a charter shall be made to the National Board of Directors by not fewer than forty (40) persons eligible to membership in the Fraternity.
- (b) This application shall be accompanied by a signed petition in a form prescribed by the National Board of Directors together with such other data as said Board may require.
- (c) The petitioning group shall be of sufficient size and quality to be considered competitive on its campus.
- (d) Each undergraduate chapter in the district from which the petition is received shall have passed a resolution in favor of the application, which resolution signed by the chapter president and chapter secretary, shall be submitted to the National Board of Directors.
- (e) The district governor for the district from which the application is received shall have voted in favor of the application.
- (f) The National Board of Directors shall have voted unanimously in favor of the application.
- (g) A charter fee in an amount designated by the National Board of Directors shall have been paid to the Grand Chapter by the petitioning group.
- (h) The petitioning group shall have purchased through the Headquarters of the Fraternity, prior to installation, the ritualistic equipment required by the Ritual of the Fraternity.

Section 2. Installation of an undergraduate chapter shall be in the manner and form prescribed by the National Board of Directors.

Section 3. Undergraduate chapters shall be designated by the State and the Greek Alphabet in alphabetical order of installation subject to any modification which the National Board of Directors deems necessary to promulgate the growth of the Fraternity.

Section 4. The charter fee shall be an amount designated by the National Board of Directors.

Section 5. Each undergraduate chapter shall have the power to perform the duties set forth in the Bylaws and Administrative Policies and Procedures of the Fraternity.

Section 6. The officers of an undergraduate chapter, in order of succession, shall be president, vice president of programming, vice president of finance, vice president of member development, vice president of recruitment, chaplain, and vice president of communications, all of whom shall be chosen and hold office according to the provisions of the Bylaws and Administrative Policies and Procedures of the Fraternity. These officers shall have the power to perform the duties set forth in the Bylaws and Administrative Policies and Procedures of the Fraternity.

SURRENDER, FORFEITURE AND WITHDRAWAL OF CHARTERS

Section 7. A chapter may be dissolved only by voluntary surrender, forfeiture or withdrawal of its charter.

Section 8. A chapter desiring to surrender its charter voluntarily must petition the National Board of Directors in a form prescribed by the National Board of Directors, accompanied by such other data as the Board may require.

Section 9. The National Board of Directors shall consider the petition and shall have authority to receive the surrender of such charter.

Section 10. A chapter may subject itself to forfeiture of its charter by:

- (a) Contumacy to the authority of the Grand Chapter, National Board of Directors or anyone exercising the delegated powers thereof.
- (b) Departure from the procedures set forth in the Ritual of the Fraternity.
- (c) Violation of the Bylaws or Administrative Policies and Procedures.
- (d) Disorderly conduct on the part of its members, either in the chapter rooms or in public places, tending to bring the Fraternity into disrepute.
- (e) Failure to pay assessments or money due the Fraternity.
- (f) Failure to hold regular meetings in accordance with the Bylaws or Administrative Policies and Procedures of the Fraternity in the case of undergraduate chapters.
- (g) Failure to make reports provided for by the Bylaws or Administrative Policies and Procedures.
- (h) Printing or writing, in any manner whatsoever, for its own or other use, or knowingly permitting any of its members to print or write, in any manner whatsoever, for his own or other use, any of the secret work of the Fraternity.

- (i) Failure to conform to the constitution and bylaws of any local interfraternity council of which the said undergraduate chapter may be a member, with the exception of the chapter leaving the interfraternity council due to overly restrictive recruitment rules. The chapter is given this authority following notification to the local interfraternity council and the consent of the chapter's regional director and alumni and volunteer corporation. The chapter is expected to re-join the local interfraternity council once the rules have been changed to permit open recruitment.
- (j) Failure to conform to the rules and regulations of the college or university where the undergraduate chapter is located.
- (k) Failure to conform to the Federal, State or Municipal laws.
- (l) Failure to pay past due accounts owing to any person, firm or corporation or for failure to satisfactorily meet any other financial obligations which it is legally bound to assume.
- (m) Failure to maintain scholastic standards as set down by the Grand Chapter.
- (n) Violation of the Fraternity's "Statement on Chapter & Individual Responsibility."

Section 11. When, in the opinion of the National Board of Directors, surrender, forfeiture or withdrawal of the chapter charter may be avoided by alumni assistance with chapter operations, responsibility for the chapter charter and operations of the chapter may be transferred to an Alumni Advisory Council appointed by the National Board of Directors. The powers shall include, but not be limited to, expulsion or suspension of membership privileges for a definite period of time, and operational procedures of such Alumni Advisory Councils as prescribed and publicized by the National Board of Directors.

Section 12. For any of the causes enumerated in Section 10 of this Article, or when, in its opinion, the best interests of the Fraternity demand it, the National Board of Directors may withdraw the charter of any chapter; or the National Board of Directors may, as an alternative, impose a fine not to exceed Five Hundred (500) dollars upon a chapter that commits any such offenses.

Section 13. When the National Board of Directors has withdrawn the charter of a chapter, the Grand President shall immediately notify the chapter, giving the reasons for the withdrawal within 30 days.

Section 14. In lieu of a surrender, forfeiture, or withdrawal of the charter of any chapter, such chapter may be suspended by the National Board of Directors (or the Executive Committee of the National Board of Directors) for a specific period of time. All such suspensions, whether by the National Board of Directors or its Executive Committee shall be reviewed at each subsequent meeting of the National Board of Directors and may be continued upon affirmative vote of the National Board of Directors.

Section 15. When the National Board of Directors has accepted the voluntary surrender or forfeiture of a charter, or when it has withdrawn a charter, this action shall be conclusive upon the chapter and the members thereof. All official books, papers, copies of the Bylaws, Administrative Policies and Procedures, Ritual and other articles necessary to conduct the affairs of the chapter and the ceremonies of initiation of candidates shall become the property of the Grand Chapter and must be surrendered upon demand to the National Board of Directors by the individuals having custody of same.

Section 16. When a chapter has been dissolved, the Grand President shall immediately notify all other chapters stating the reasons for dissolution.

Section 17. Undergraduate members of an undergraduate chapter which has had its charter surrendered, forfeited or withdrawn shall become subject to the jurisdiction of the National Board of Directors until said members shall have affiliated with some other undergraduate chapter or until the charter is reinstated.

Section 18. Chapters that fail to attend two consecutive events that require attendance, i.e., Carlson Leadership Academies and Grand Chapter Conclaves, shall have their charter suspended until they attend one of those events and send the stipulated number of members for each.

REINSTATEMENT OF CHAPTERS

Section 19. Any member or members of a chapter which has had its charter surrendered, forfeited or withdrawn may, on behalf of the former chapter, petition the National Board of Directors for the reinstatement of the chapter in the manner and form prescribed by the National Board of Directors.

Section 20. The National Board of Directors shall take such action in granting reinstatement or rejecting the petition of reinstatement as it may deem necessary for the best interests of the Fraternity, including suspensions of membership privileges for a specific period of time.

Section 21. A chapter to be reinstated shall be installed in the manner and form prescribed by the National Board of Directors.

ALUMNI AND VOLUNTEER BOARDS

Section 22. The alumni and volunteers in the area of an undergraduate chapter shall form a corporation for the purpose of assisting the undergraduate chapter in matters of finance, chapter house construction, maintenance and operation. The alumni and volunteer corporation of an undergraduate chapter shall be referred to herein as an alumni and volunteer corporation, and the board of directors of an alumni and volunteer corporation shall be referred to herein as an alumni and volunteer board. Each alumni and volunteer corporation shall provide in its corporate bylaws, initially or by amendment, a provision acknowledging that any and all assets, funds or other property, whether personal or real, cash or non-cash, which is held by or titled to the alumni and volunteer corporation or any of its affiliates or subsidiaries, are trust funds to be held and administered for the benefit of the local chapter of Sigma Phi Epsilon and that such property shall be held to promote the ideals and interests of the Fraternity and managed in accordance with the

charter, Bylaws and Administrative Policies and Procedures of the Fraternity. Further, each alumni and volunteer corporation shall adopt and properly execute bylaws, initially or by amendment, which substantially comply with the form of local alumni and volunteer corporation bylaws. In the event that an alumni and volunteer corporation has executed any corporate charter, bylaws or resolutions which contain any contrary, contradictory or overriding provision or otherwise fail to substantially conform to the form of local alumni and volunteer corporation bylaws, such alumni and volunteer corporation shall execute revised or amended bylaws which substantially conform.

Section 23. Legal title to the lands and buildings acquired and/or occupied for use by the undergraduate chapter, and to the furnishings therein, shall be in the alumni and volunteer corporation, and such property shall be held in trust for the benefit of the undergraduate chapter. Such property, being trust property, shall, upon the dissolution, forfeiture, withdrawal or suspension of the undergraduate chapter charter, whether voluntary, by surrender of charter, or involuntary, by forfeiture or withdrawal of charter pursuant to the Bylaws or Administrative Policies and Procedures of the Fraternity, be transferred, whether by deeds of conveyance, bills of sale or by transfer of ownership and control of the alumni and volunteer corporation to the Fraternity or its affiliates, to be held by the Fraternity or its affiliates in accordance with the Chapter Continuation Fund of the Fraternity for a period of twenty-one (21) years for the purpose of reactivating the undergraduate chapter and for the other purposes set forth in the Administrative Policies and Procedures. Notwithstanding the foregoing and notwithstanding the provisions of any transfer of assets agreement heretofore or hereafter executed by any alumni and volunteer corporation, the transfer to any assets from an alumni and volunteer corporation to the Fraternity or its affiliates shall be at the sole discretion of the National Board of Directors. In the event that the National Board of Directors opts not to accept such transfer, the alumni and volunteer corporation shall hold, use, maintain or convey such assets in the manner prescribed by the Fraternity, including, without limitation, the subsequent transfer of assets in accordance with the foregoing provisions of this Section 23. Each alumni and volunteer corporation shall, upon the request of the Fraternity, execute and record in the appropriate land records a transfer of assets agreement which substantially complies with the form of agreement attached hereto as the Trust Agreement, made a part hereof by this reference as if fully set forth herein. In the event that an alumni and volunteer corporation has executed any transfer of assets agreement which contains any contrary, contradictory or overriding provision or otherwise fails to substantially comply with the form of agreement set forth in the Trust Agreement, such alumni and volunteer shall, upon the request of the Fraternity, execute and record a revised transfer of assets agreement substantially conforming to the Trust Agreement within sixty (60) days of such request.

Section 24. The alumni and volunteer board shall have the power to budget and control the receipts and disbursements of the undergraduate chapter and to install proper systems of financing and accounting.

Section 25. The alumni and volunteer board shall have the power to recommend the qualifications and define the responsibilities and consideration to be granted by the undergraduate chapter, if any, of the vice president of finance.

Section 26. The alumni and volunteer board shall submit an annual financial statement of the corporation to the undergraduate chapter and to the National Board of Directors, and shall explain said statement upon request.

Section 27. The National Board of Directors shall have the power: (a) to remove any or all of the members of an alumni and volunteer board who fail(s) to comply with any of the provisions of the Bylaws (specifically including, without limitation, Sections 22 and 23 of the Bylaws), the Administrative Policies and Procedures or the bylaws or charter of such alumni and volunteer corporation; and (b) to appoint substitute board member(s) in the place of such removed member(s), until the alumni and volunteer board can qualify and elect new board member(s) in accordance with the alumni and volunteer corporation's bylaws, provided that such bylaws are in compliance with Section 22 hereof.

ARTICLE VI — AMENDMENTS

Section 1. When the Grand Chapter is not in session, the National Board of Directors may submit amendments to the Bylaws or the Administrative Policies and Procedures directly to the chapters, district governors and National Directors, with each of the foregoing entitled to one vote. A time limit of 15 days shall be allowed for written comments to be submitted, which will be mailed out unabridged upon request of the submitter along with a written ballot for such vote, and a time limit of 20 days thereafter shall be fixed within which votes shall be cast. Written comments shall be in a typed form not to exceed one page and shall be acceptable only from each member entitled to vote. All such submissions or mailings shall be by first-class mail. Any amendments approved by a majority of those voting shall be declared in full force and effect, provided that two-thirds of those eligible to vote shall have cast ballots.

Section 2. When the Grand Chapter is not in session, the National Board of Directors, in the event of an emergency, shall be empowered to amend the Bylaws and the Administrative Policies and Procedures by a three-fourths vote of all Directors eligible to vote. Such an amendment must be ratified by a Grand Chapter mail vote, the vote to be in accordance with the procedures set forth in Article VI, Section 1, of the Bylaws initiated within 10 days of such amendment, or by vote at the next Grand Chapter Conclave whichever can be accomplished first or the emergency amendment becomes null and void.

Section 3. A proposed amendment to the Bylaws or the Administrative Policies and Procedures of the Fraternity shall be presented in writing at a regular session of the Grand Chapter and shall set forth the Article and Section it is proposed to amend. Each proposed amendment shall be referred to the Committee on Bylaws and Administrative Policies and Procedures for its consideration and recommendation, and each proposed amendment approved by a majority vote of the Grand Chapter shall be declared in full force and effect.

ADMINISTRATIVE POLICIES AND PROCEDURES

SIGMA PHI EPSILON FRATERNITY

ADMINISTRATIVE POLICIES AND PROCEDURES (APP)

SECTION A — Grand Chapter Procedures

SECTION B — Membership Jurisdiction Procedures

SECTION C — Fees

SECTION D — Funds, Boards & Committees
Appendix— Chapter Investment
Fund Policies and Procedures

SECTION E — Undergraduate Chapter Operating Provisions

SECTION F — Grand Chapter Publications & Insignia

SECTION A — GRAND CHAPTER PROCEDURES

RULES OF ORDER

1. At the regular session of the Grand Chapter the following rules of order shall be observed:
 - I. Call to order.
 - II. Roll call of delegates.
 - III. Report of Committee on Credentials.
 - IV. Adoption without reading of the minutes of the previous session as printed, unless objection is made to specific errors.
 - V. Appointment of Conclave Committees.
 - VI. Presentation in writing of resolutions, memorials, petitions, communications, amendments, etc., which, after being read, shall be placed, without discussion, with the Grand President for reference to the proper committees.
 - VII. Reports of Grand Chapter officers.
 - VIII. Report of National Board of Directors.
 - IX. Reports of committees.
 - X. Special order of business.
 - XI. Election of Grand Chapter officers and National Directors, with but one seconding speech allowed to each nomination.
 - XII. Installation of Grand Chapter officers and National Directors.
 - XIII. Closing of the Grand Chapter session.
2. The rules contained in the current edition of **Robert's Rules of Order** shall govern the Grand Chapter in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of the Grand Chapter.
3. The Rules of Order of the Grand Chapter shall not be suspended at any time except by a two-thirds vote.

4. The Grand Chapter may, at any time, by a two-thirds vote, go into executive session, during which all persons other than Grand Chapter officers, district governors and delegates shall be excluded.
5. Each delegate is required to attend all regular business meetings of the Grand Chapter unless excused therefrom by the presiding officer.
6. Each delegate to the Grand Chapter shall be furnished with a certificate from the chapter from which he is a delegate, in a form prescribed by the National Board of Directors, and said certificate shall be presented to the Committee on Credentials upon the convening of the Grand Chapter.
7. The Committee on Credentials shall examine and report upon the correctness of all certificates of all delegates to the Grand Chapter, certifying credentials only for those chapters whose accounts with the Grand Chapter are not in arrears and those chapters which have made arrangements with the Grand Treasurer to have such arrearages eliminated.
8. Each accredited undergraduate chapter delegate to the Grand Chapter shall be reimbursed from the funds of the Grand Chapter for the average mileage cost of operating an automobile round trip between his undergraduate chapter and the Grand Chapter; total mileage and per-mile costs shall be determined by the National Board of Directors from data received from a recognized authority such as the American Automobile Association.
9. Any person other than a delegate shall be admitted to a Grand Chapter session only upon presentation of a Grand Chapter visitor's card issued by the Committee on Credentials.
10. The Standing Committees of the Grand Chapter shall include:

Bylaws and Administrative	Credentials
Policies and Procedures	Audit
Ritual	Resolutions
Nominations	Ways and Means
11. All members of committees of the Grand Chapter shall be appointed by the Grand President from the membership of the Grand Chapter, and each committee shall present its report in writing to the Grand Chapter at the session for which it was appointed.
12. The Grand President, National Board of Directors, or Grand Chapter may establish such other committees, standing or special, as deemed necessary to carry on the business of the Grand Chapter.
13. Between sessions of the Grand Chapter, the Grand President or National Board of Directors may establish, and the Grand President shall appoint members to such committees as are deemed necessary to carry out the work of the Fraternity, and each such committee shall present its reports in writing to the National Board of Directors.

14. The Grand President shall be an ex-officio member of each committee.
15. Each committee shall have power to demand any books, papers or other articles that may be in the possession of any member of the Fraternity, as it may deem necessary to a correct understanding of the subject under consideration, or to the business with which it shall have been entrusted; such a committee also shall have power to summon before it any member of the Fraternity to give testimony or to otherwise aid in the discharge of its duties. Any member so notified to appear in person, or to present books, papers or other articles, shall comply with the terms of such notice and if his attendance is required by the terms of such notice he shall appear and continue his attendance, until dismissed, or otherwise subject himself to a charge of contempt and punishment upon conviction by the National Board of Directors.
16. Each member of each committee, upon completion of the work for which his committee was appointed, shall return all books, papers or other articles to the persons from whom they were obtained, or as directed by the National Board of Directors.

SECTION B — MEMBERSHIP JURISDICTION PROCEDURES

1. The National Board of Directors shall have original jurisdiction over the Grand President, Grand Treasurer, National Directors and over all members appointed by it to offices and positions of responsibility.
2. The National Board of Directors shall have power to require a chapter to receive and prosecute complaints against members under the jurisdiction of the chapter.
3. The National Board of Directors shall have power to assume original jurisdiction over any member whose indebtedness to his chapter or to the Fraternity is 90 days past due.
4. The National Board of Directors may assume original jurisdiction over members subject to trial and punishment for violation of membership obligations, and shall have appellate jurisdiction from the decision reached in a trial conducted by an undergraduate chapter.
5. The following violations of membership obligations subject a member to trial and punishment:
 - (a) Offenses against statutory law, crimes, felonies and misdemeanors.
 - (b) Offenses against common law, not made crimes by any statute.
 - (c) Offenses against moral law, not punishable as crimes.
 - (d) Offenses against the Charter, Bylaws, Administrative Policies and Procedures of the Fraternity.
 - (e) Offenses against the bylaws of any chapter.
 - (f) Offenses generally which involve violation of obligation.
 - (g) Misrepresentation of eligibility for initiation of himself or another member.
 - (h) Causing to be written or printed, or revealing in any manner whatsoever, any of the secret work of the Fraternity.
 - (i) Being knowledgeable of a member's violation of any of the preceding and not reporting such.

TRIALS

6. Each member of the Fraternity, whether a student, alumnus, honorary, or a brother-at-large, accused of any offense must be proceeded against by written charges called a complaint, and all members who are so accused shall have notice thereof, and each is entitled to a speedy and impartial trial.

7. Trials of members charged with violations of membership obligations shall be conducted according to the form and manner prescribed by the National Board of Directors.
8. A trial under the Bylaws and Administrative Policies and Procedures of the Fraternity is defined to be a judicial examination by the National Board of Directors; or in the case of a trial of a student brother, by a commission of five members in an undergraduate chapter; or in the case of a trial of an alumnus, by a commission of three members of the board of directors of an alumni and volunteer corporation; of the issues arising out of the complaint of offenses.
9. The complete record of each trial shall be placed on file with the executive director.
10. The decision of the undergraduate chapter or the alumni and volunteer corporation shall stand as the judgment of the chapter or alumni and volunteer corporation, respectively, and shall be enforced unless reversed or modified by the National Board of Directors on appeal.
11. A member expelled for any reason other than indebtedness may request reinstatement after six months from the date of expulsion, and such request shall be granted only upon unanimous approval of his undergraduate chapter, as to a student member, or the unanimous approval of the board of directors of the alumni and volunteer corporation, as to an alumnus, and the National Board of Directors. In the event the undergraduate chapter or the alumni and volunteer corporation, as applicable, has been dissolved, the unanimous approval of the National Board of Directors is required for reinstatement.

PENALTIES

12. The penalties which the National Board of Directors may inflict for violations of membership obligations shall be:
 - (a) Reprimand or censure.
 - (b) Imposition of a fine to a maximum of five hundred (500) dollars.
 - (c) Denial of specific privileges.
 - (d) Suspension for a definite time.
 - (e) Expulsion from the Fraternity.

SECTION C — FEES

MEMBER REGISTRATION FEES

1. On or after January 1, 1996, each undergraduate chapter shall submit to the Headquarters of the Fraternity a member registration fee of fifty (50) dollars for each person inducted to said chapter, five (5) dollars of which shall be paid to the National Housing Corporation of Sigma Phi Epsilon Fraternity. These fees and member registration forms shall be mailed to the Headquarters of the Fraternity not later than twenty-four (24) hours after induction.

INITIATION FEES

2. Each member initiated after January 1, 1996, shall pay to the Fraternity an initiation fee of one hundred seventy (170) dollars. Each brother initiated after January 1, 1998, shall pay to the Fraternity an initiation fee to be sent in no later than 30 days after a member joins the Fraternity.
3. For each individual initiated as an honorary brother of any chapter of Sigma Phi Epsilon, a chapter shall pay to the Fraternity an initiation fee of twenty-five (25) dollars.
4. For each alumnus brother initiated by or on behalf of a local fraternity or Sigma Phi Epsilon colony which has become an undergraduate chapter of Sigma Phi Epsilon, a chapter shall pay to the Fraternity an initiation fee of thirty-five (35) dollars. The definition of alumnus brother, for the purpose of this initiation fee, extends to any colony member who will receive a degree within 90 days of chapter installation and does not intend to continue his student membership at any institution after receiving a degree. If said member later decides to continue student membership, he shall pay the Fraternity an additional fee of thirty (30) dollars. However, the initiation fee may be waived for all those who, before a local fraternity is colonized, had been members in good standing at the local fraternity and had, by colonization date, been graduated from college and who exercise the right to affiliate within one calendar year of the installation of the local fraternity as an undergraduate chapter of Sigma Phi Epsilon.
5. The initiation fee and initiation form shall be mailed to the Headquarters of the Fraternity not later than the day of initiation. The Executive Officer(s) shall certify to the chapter that each initiate is a brother of the Fraternity, but only after required fees and properly executed initiation eligibility forms for all initiates of the chapter have been received at Headquarters. The Executive Officer(s) shall send each certified initiate such evidence of membership as prescribed by the National Board of Directors.
6. The National Board of Directors is authorized to waive or suspend payment of all or a portion of the fees due at the time of induction and initiation when necessary to facilitate the rechartering of a dormant chapter or to facilitate the merger by Sigma Phi Epsilon of undergraduate chapters of another national fraternity.

ANNUAL FEES

7. Each undergraduate chapter shall pay to the Fraternity a fee of fifty (50) dollars for each undergraduate brother and member in the chapter as of March 1; and in 2000 and each year thereafter, each undergraduate chapter shall pay to the Fraternity a fee of sixty (60) dollars for each member and brother in the chapter as of March 1.
8. Effective March 1, 1985, each undergraduate chapter shall pay to the National Housing Corporation of Sigma Phi Epsilon Fraternity a fee of twenty (20) dollars for each undergraduate brother and member in the chapter on March 1 of each year. Effective March 1, 1998, each undergraduate chapter shall pay to the National Housing Corporation of Sigma Phi Epsilon Fraternity a fee of twenty (20) dollars for each undergraduate brother and member in the chapter on March 1 of each year.

JOURNAL FEES

9. Each brother in good standing, initiated on or after August 1, 1924, and prior to January 1, 1952, shall receive a life subscription to the Journal without payment of additional fees.
10. Each brother in good standing initiated on or after January 1, 1952, and prior to July 1, 1962, shall receive a ten-year subscription to the Journal, effective the date of initiation, without payment of additional fees. Such members shall receive a life subscription to the Journal upon payment of an additional fee of ten (10) dollars to the Fraternity for deposit in the Sigma Phi Epsilon Journal Fund.
11. For each brother initiated on or after July 1, 1962, a chapter shall pay to the Fraternity a Journal subscription fee of fifteen (15) dollars for deposit in the Sigma Phi Epsilon Journal Fund, and such brother shall receive a life subscription to the Journal. The Journal subscription fee shall be mailed to the Headquarters of the Fraternity not later than the day of initiation.

CHAPTER INVESTMENT FUND DEPOSIT

12. Each undergraduate chapter shall deposit to an account in its name in the Sigma Phi Epsilon Chapter Investment Fund not less than twenty (20) dollars for each undergraduate brother and member in the chapter on March 1 of each year.

OTHER REVENUES

13. Fines for violation of any part of the Ritual, Bylaws, Administrative Policies and Procedures by chapters or members shall be paid to the Fraternity.
14. All reference to moneys that may be payable to the Fraternity shall be expressed in United States currency. Remittances in other currencies shall be made in amounts equal to their values in United States currency at the time of remittance.

15. All revenues resulting from royalties and from the sale of publications or other items shall be paid to the Fraternity.

OFFICIAL DEALERS

16. In consideration of their appointment as official dealers of the Fraternity by the National Board of Directors, each of the official dealers so appointed shall pay to the Fraternity such royalties or commissions, as determined by the National Board of Directors, on all articles of every description sold by each of them to any of the chapters or members of the Fraternity.

SECTION D — FUNDS, BOARDS & COMMITTEES

ENDOWMENT FUND

1. The National Board of Directors shall provide for the establishment of a fund to be known as the Sigma Phi Epsilon Endowment Fund and for the management thereof by a Board of Trustees.
2. The Board of Trustees shall deposit to the account of the Fraternity principal and all income from the investment and reinvestment of the Endowment Fund, after deducting necessary expenditures, to be applied to the maintenance of educational activities of the Fraternity.
3. The Board of Trustees shall consist of three members, one of whom shall be the Grand Treasurer of the Fraternity and not more than one other Trustee may be a member of the National Board of Directors. The National Board of Directors shall appoint the Trustees annually and shall designate the chairman of the Board of Trustees. A Trustee other than the Grand Treasurer may be removed by majority vote of the National Board of Directors.

JOURNAL FUND

4. The National Board of Directors shall provide for the establishment of a fund to be known as the Sigma Phi Epsilon Journal Fund and for the management thereof by a Board of Trustees appointed by the National Board of Directors.
5. The principal and the income from the investment and reinvestment of the Journal Fund shall be applied to the maintenance of educational activities of the Fraternity.

CHAPTER INVESTMENT FUND

6. The National Board of Directors shall provide for the establishment of a fund and for a board for the management thereof, hereinafter referred to as the Sigma Phi Epsilon Chapter Investment Fund (briefly referred to herein as “The Investment Fund”), and the Sigma Phi Epsilon Chapter Investment Fund Board of Managers (briefly referred to herein as “The Investment Board”), for the purpose of providing a means for Sigma Phi Epsilon Fraternity and its related entities and interests to more judiciously and more profitably invest their savings.

BOARD OF MANAGERS

7. The Investment Fund shall be operated by an Investment Board under rules and regulations approved by the National Board of Directors and published in the document “Chapter Investment Fund Policies and Procedures.”

CHAPTER CONTINUATION FUND

8. The National Board of Directors shall provide for the establishment of a fund to be known as the Chapter Continuation Fund, composed of property devolving upon the Fraternity pursuant to Section 23 of the Bylaws and by reason of the dissolution, forfeiture, withdrawal or suspension of the undergraduate chapter charter, whether voluntary, by surrender of charter, or involuntary, be forfeiture or withdrawal of charter under the Bylaws or Administrative Policies and Procedures of the Fraternity, which property shall be held and administered by the National Board of Directors acting in a trust capacity. All property in the fund shall be held for twenty-one (21) years for the purpose for reactivating the undergraduate chapter; provided, however, that at the end of such twenty-one (21) year period, in the event that the chapter has not been reestablished, such property shall be used for the general welfare of the Fraternity, and to promote the interests of the Fraternity in accordance with the Bylaws of the Fraternity and under rules and regulations promulgated by the National Board of Directors. The fund may be composed of real or personal property, and the National Board of Directors shall have full power to invest and reinvest the same in such form and to the extent it deems advisable.

EXPENDITURES

9. The National Board of Directors may authorize expenditures from the funds of the Fraternity for the general operation of the Fraternity, including the operation of the Headquarters, and for such other purposes as are specifically provided for in the Bylaws and Administrative Policies and Procedures.
10. A two-thirds vote of the Grand Chapter shall be necessary on all questions involving the expenditure of any funds of the Fraternity not specifically provided for in the Bylaws and Administrative Policies and Procedures.

BOARDS AND COMMITTEES

11. Each member of the boards and committees appointed by the National Board of Directors by provisions of the Bylaws and Administrative Policies and Procedures authority shall serve without compensation, but shall be reimbursed from the respective funds for all necessary expenses in connection with official business of the Fraternity. Each such member shall give a surety bond for faithful performance of duties, when required by the National Board of Directors, the premium for such to be paid from the respective funds.
12. The boards and committees appointed aforesaid shall have the power to invest and reinvest the moneys of their respective funds in a manner to promote the purposes for which the various funds have been established.
13. No fund shall be accumulated for any purpose not specifically provided for in the Bylaws and Administrative Policies and Procedures.

APPENDIX — CHAPTER INVESTMENT FUND POLICIES AND PROCEDURES

1. The Investment Board shall consist of three members appointed by the National Board of Directors. At least two of the members of the Investment Board shall be brothers of Sigma Phi Epsilon. The chairman of the Investment Board shall be designated by the National Board of Directors from among the Sigma Phi Epsilon members of the Investment Board. Each member of the Investment Board shall serve for a term of three (3) years except that at the time the Investment Fund is established, original appointments shall be for terms of one, two and three years respectively so that the term of one member will expire each year in the future. Members of the Investment Board may be reappointed to succeed themselves at the conclusion of their term on the Investment Board.
2. Any one or all of the members of the Investment Board may be removed by the National Board of Directors before his or their expiration of term of office and new appointments made in their places whenever in the estimation of the National Board of Directors, it has reasons for doing so which are considered by the best interests of the Investment Fund; and provided further that, upon the two-thirds vote of the Grand Chapter, the National Board of Directors shall remove any one or all of the said members of the Investment Board, and replace said removed members with new appointees when so demanded by the said vote of the Grand Chapter.
3. All members of the Investment Board shall serve until their successors have been appointed, qualified and installed.
4. Each member of the Investment Board shall serve without compensation except for such fees or commissions to which he might otherwise be entitled when acting as a broker or agent.
5. The Investment Board shall have the authority to contract for, and to compensate for the part-time or full-time services of personnel, consultants, or advisors needed, if any, for the proper operation of the Investment Fund with compensation therefore to be paid from the income of the Investment Fund.
6. The Investment Board shall have the authority to appoint such committees or agents as it may deem necessary who shall have full power to act on behalf of the Investment Board on matters and within limits so delegated or established by it.
7. Each member of the Investment Board shall give surety bond, in a sum set by and of a form approved by the National Board of Directors, for faithful performance of his duties and a proper accounting of all moneys received and disbursed by him and for the proper and safekeeping of all securities and assets of the Investment Fund entrusted to him; said bond to be issued by a reputable surety company, the premium for the same to be paid for from the moneys of the said Investment Fund.

8. With the approval of the National Board of Directors, each member of the Investment Board shall be reimbursed from the said Investment Fund for all necessary expenditures of money in conducting the affairs of his respective office on behalf of the said Investment Fund.

OPERATION OF THE INVESTMENT FUND

9. The Investment Board shall operate the Investment Fund as an open end investment fund for the mutual benefit of the Fraternity and its related entities and interests.
10. Annual deposits by the undergraduate chapters as required in Section C, Paragraph 12, of these Administrative Policies and Procedures, voluntary additional deposits by the alumni boards of the undergraduate chapters, and deposits by others shall be used by the Investment Board to purchase shares in the Investment Fund to the credit of such undergraduate chapter or other depositor. Certificates evidencing ownership of shares will not be issued; however, the Investment Board shall maintain or cause to be maintained, records and accounts which will continually reflect the number of shares owned by each undergraduate chapter and other depositor. Further, they will furnish an audited statement at the end of each fiscal year to each undergraduate chapter, to each other depositor, and to the editor of the Journal. The said audited statement will be published in the Journal showing the financial status of the Investment Fund and the number of shares owned by each undergraduate chapter and other depositor.
11. At intervals to be designated by the rules and regulations covering the Investment Fund issued by the Investment Board and approved by the National Board of Directors, the Investment Board shall compute the market value of the Investment Fund to determine the value of the then outstanding shares of the Investment Fund to the credit of each depositor and at the time of such computation, and only at such time, shall accept deposits to or permit withdrawals from the Investment Fund.
12. At the time a deposit is made to the Investment Fund, the dollar amount of such deposit shall be divided by the then current value of the outstanding shares and the figure thereby arrived at shall represent the number of shares to be credited to the account of each depositor as a result of such deposit.
13. On the same designated intervals called for in Paragraph 11, herein above, of these Administrative Policies and Procedures, computation will be made of the earnings of the Investment Fund for the period since the last computation. From such earnings shall be deducted the expenses incurred by the Investment Fund for the same period. The earnings remaining shall be distributed pro rata to the account of each depositor on the basis of the number of shares to the credit of each depositor on the records of the Investment Fund. Such dividends shall immediately be used to purchase for each depositor, where sufficient, an additional number of shares in the Investment Fund by the method called for in Paragraph 12, herein above, of these Administrative Policies and Procedures.

14. On the designated computation dates called for in Paragraph 11, herein above, of these Administrative Policies and Procedures, the alumni board of an undergraduate chapter may, on at least ninety (90) days prior notice in writing to the Investment Board, sell the shares shown to the undergraduate chapter's credit on the records of the Investment Fund to the Investment Fund at the then value per share as determined under the provision of said section, but only if prior approval for such withdrawal has been received from the National Board of Directors. Such approval shall be granted by said National Board of Directors only if the proceeds of the sale of the shares is to be used to provide or increase the adequacy of housing facilities for or of the undergraduate chapter. Voluntary deposits may be withdrawn with such notification, but do not require the other aforementioned restrictions.
15. Shares in the Investment Fund are not negotiable and may only be sold to the Investment Fund.
16. If an undergraduate chapter becomes inactive or dormant for any reason, the number of shares to its credit on the records of the Investment Fund shall remain to its credit and be available to it when it is reactivated on the same basis as if the undergraduate chapter had not been dormant or inactive.
17. If an undergraduate chapter, for reasons beyond its control, is forced to permanently divorce itself from Sigma Phi Epsilon Fraternity, the shares shown to its credit on the records of the Investment Fund shall be sold by it to the Investment Fund on the next following computation date. For the purpose of this section, a chapter whose charter is withdrawn as a result of disciplinary action on the part of its college or university, the Grand Chapter, or the National Board of Directors, shall not be deemed to have had its charter withdrawn for reasons beyond its control and the shares to its credit shall remain in the Investment Fund pending reactivation of the chapter.
18. Notwithstanding the provisions of Paragraphs 16 and 17, herein above, the National Board of Directors shall have, at its absolute discretion, authority to settle and render a decision on those cases which may be of an unusual nature and which are not covered by the aforementioned sections.
19. The deposit required by Section C, Paragraph 12, of the Administrative Policies and Procedures shall be considered a minimum amount and the undergraduate chapters shall be encouraged to make additional deposits in excess of this minimum. The Investment Board shall receive such additional deposits in accordance with the other provisions of these Chapter Investment Fund Policies and Procedures.
20. Alumni of the undergraduate chapters shall be encouraged to make for such chapters additional deposits in excess of this minimum and the Investment Board shall receive such additional deposits in accordance with the other provisions of these Chapter Investment Fund Policies and Procedures.

21. Alumni of the undergraduate chapters shall be encouraged to make deposits in the Investment Fund to the credit of any undergraduate chapter of their choice and the Investment Board shall receive such deposits in accordance with the other provisions of these Chapter Investment Fund Policies and Procedures.

SECTION E — UNDERGRADUATE CHAPTER OPERATING PROVISIONS

OFFICERS — POWERS AND DUTIES

1. 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 or as may be directed by the Grand Chapter.

To be eligible to hold an elected position in Sigma Phi Epsilon, a member must be in good standing and must maintain a cumulative grade point average which exceeds that chapter's minimum grade point average for candidates for membership by no less than .2 on a 4.0 scale (or its equivalent).

2. At the expiration of his term of office, each officer shall deliver all chapter books, papers, moneys 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.
3. The officers of an undergraduate chapter in the order of succession, and their duties, shall be as follows:
 - (a) The president shall preside at all meetings of his chapter, all extra sessions, appoint committees, decide in case of tie votes, impose all fines, fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication. He shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon. The president shall be chairman of a president's cabinet separate from the executive committee. The IFC representative is a member of this cabinet.
 - (b) The vice president of programming shall be responsible for the chapter's functions, programs, and to keep the chapter calendar. He is chairman of the programs cabinet which may include the events chairman, the philanthropy chairman, and the intramural director. He shall assume all duties in the absence of or the disability of the president. He is also the ritualistic vice president.
 - (c) The vice president of finance shall be chairman of the finance cabinet which may include the budget chairman, kitchen director, and house chairman. The finance cabinet shall collect all dues and other charges due from the 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 and volunteer corporation. The finance cabinet (budget chairman) shall prepare, with the assistance of the alumni and volunteer corporation and the chapter president, an annual budget of the undergraduate chapter, and after it is approved by the alumni and volunteer corporation, he shall transmit a copy to

the undergraduate chapter, the district governor, and Headquarters. The finance cabinet shall prepare and submit the monthly financial reports required by Section E, Paragraph 20, of the Administrative Policies and Procedures. 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. 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 and volunteer corporation, in accordance with Section E, Paragraph 21, of the Administrative Policies and Procedures, all records pertaining to the financial operations of the undergraduate chapter.

- (d) The vice president of member development shall be chairman of the development cabinet which may include the academic chairman, chapter evaluation chairman, and speaker director. The vice president of member development is responsible to schedule and lead chapter retreats and enrichment programs. 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.
- (e) The vice president of recruitment shall be responsible for recruiting new members into the chapter. He is chairman of the recruitment cabinet which may include the recruitment events chairman and the Balanced Man Scholarship chairman. They shall conduct the chapter's new member recruitment, establishing and maintaining programs to recruit undergraduate members.
- (f) The chapter via election concurrent with other official elections will elect the following officers to serve as members of the standards board: the chaplain, the senior marshal, the junior marshal, the guard, and guide. The chaplain will be chairman of the standards board. The standards board shall be responsible to plan the use of the Ritual, inspect the Ritual equipment, review proper risk management for upcoming events, and practice the Ritual. The standards board shall also be responsible to enforce Grand Chapter and local chapter bylaws and resolve brother disputes.
- (g) The vice president of communications shall be chairman of the communications cabinet which may include the director of alumni operations and relations, public relations director, historian, and technology chairman. 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. 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. He shall call the roll and keep the minutes of each meeting. 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. He is also responsible for the minutes of the executive committee meeting.

It shall be up to the decision of each individual chapter to allow the vice president of communications a voting position on the executive board.

ELECTION OF OFFICERS

4. The officers of an undergraduate chapter shall be elected annually by secret ballot not later than the last regular meeting in March; provided, however, they may be elected semiannually if two-thirds (2/3) of the undergraduate brothers of the chapter vote in its favor, and the process is approved by the district governor and supervised by the chapter counselor.
5. In the event the elective officers fail to return to college, the undergraduate members may assemble and effect a temporary organization and proceed to elect officers who will serve until the next annual election.
6. Only a member in good standing shall be eligible to hold an office or position of trust in any undergraduate chapter.
7. The officers of an undergraduate chapter shall be installed no sooner than the next regular meeting nor later than the fourth regular meeting after their election, according to the manner prescribed in the Ritual.
8. A chapter shall have the power, by majority vote, to declare void the election of an officer who, without satisfactory cause, fails to present himself for installation.
9. An undergraduate chapter shall have the power, by a vote of two-thirds (2/3) of all its undergraduate members in good standing to declare vacant any office of the chapter. Further, the alumni and volunteer corporation shall have the right to declare vacant the office of vice president of finance for non-performance of his stated duties and obligations.

MEETINGS

10. Each undergraduate chapter shall hold a regular meeting each week when the college or university is in session. Upon a two-thirds vote a chapter may omit a regular meeting, but no chapter shall omit more than two regular meetings in succession.
11. A majority of the undergraduate members of a chapter shall constitute a quorum to transact all business; provided, however, that a meeting and adjournment of less than a quorum, if legally and properly held, shall be sufficient for the purpose of imposing fines on absent members.

12. Regular meetings shall be conducted in the manner and form prescribed in the Ritual, and shall be attended only by members in good standing.
13. Special meetings may be called by the president or by a two-thirds vote of the chapter.
14. The president shall give reasonable notice of a special meeting, stating the business to be transacted, and no other business shall be transacted at such special meeting except by a two-thirds vote.
15. No Grand Chapter officer shall preside at a meeting of an undergraduate chapter except during the ceremonies of installation and initiation, or during elections.
16. Questions regarding the interpretation of the Bylaws, Ritual or Administrative Policies and Procedures shall be decided by the president of the undergraduate chapter, but there shall be the right of appeal as follows:
 - (a) A two-thirds vote of the chapter is required to overrule the president's decision, such vote to be taken by the secretary.
 - (b) The decision of the chapter may be appealed to the National Board of Directors.

SEAL

17. Each undergraduate chapter shall have a seal in a form prescribed by the National Board of Directors, which shall be used on all official communications and documents, and which shall be purchased from the Headquarters.

BOOKS AND RECORDS

18. Each undergraduate chapter shall obtain and keep the following books:
 - (a) The Fraternity Bylaws.
 - (b) The Administrative Policies and Procedures of the Fraternity.
 - (c) The Ritual.
 - (d) A biographical record of each initiate of the chapter, to be kept in a manner and form prescribed by the National Board of Directors.
 - (e) The bylaws of the undergraduate chapter.
 - (f) The minutes of the chapter's meetings.
 - (g) Financial records of the chapter.

19. The bylaws adopted by an undergraduate chapter, its method of recording the minutes of chapter meetings and its financial records shall be subject to the approval of the National Board of Directors.
20. Each undergraduate chapter shall submit a monthly financial report to the executive officer(s), not later than the 15th of each month during the college or university session, in a form prescribed by the National Board of Directors. For each failure to comply with this requirement, the chapter may be fined a maximum of twenty-five (25) dollars by the National Board of Directors.
21. Each undergraduate chapter shall provide for an audit of the chapter's receipts and disbursements (including bank reconciliations) within one month after the conclusion of the vice president of finance's term of office by a qualified person appointed by the alumni and volunteer corporation and shall have a copy of the audit filed with Headquarters.

BYLAWS

22. Each undergraduate chapter shall have authority to enact bylaws for its government. These bylaws shall contain only those provisions necessary for local government and consistent with the Bylaws and Administrative Policies and Procedures of the Fraternity, and shall follow the outline recommended by the National Board of Directors. A copy of such undergraduate chapter bylaws shall be filed with the executive officer(s).
23. Each undergraduate chapter shall have power to provide in its bylaws for the following:
 - (a) An initiation fee to be paid by each candidate for initiation, in addition to the initiation fee payable to the Fraternity.
 - (b) A member fee to be paid by each man inducted in addition to the member fee payable to the Fraternity.
 - (c) Fees for affiliation.
 - (d) Assessments or fees for board, lodging and maintenance of chapter properties, subject to the approval of its alumni and volunteer corporation.
24. Each undergraduate chapter shall provide in its bylaws for such committees as may be deemed necessary; provided, however, there shall be a scholarship committee to perform such duties as may be assigned to it by the national scholarship director.

INITIATION

25. Balloting on candidates shall be done at a regular meeting of an undergraduate or alumni chapter, or at a special meeting called for that purpose.

26. All candidates shall be balloted upon separately, and only brothers in good standing shall be entitled to vote.
27. To exclude a member from initiation in Sigma Phi Epsilon, the chapter must:
 - (a) Notify the member, through the chapter president, at least two (2) weeks before a vote of elimination is cast, that his membership is in question; except in an emergency, in which event a two-thirds vote of the membership may suspend this provision.
 - (b) Conduct a chapter vote where a quorum of two-thirds of the membership is present and one-third of the active membership votes to eliminate the member.
 - (c) In all cases, any votes on the member are done at a chapter meeting with only brothers present and no form of secret balloting.
28. A candidate rejected by a chapter may be reconsidered after the expiration of one month.
29. A candidate may be considered for initiation for a maximum of one calendar year's continuous enrollment in school from the time he first joined.
30. Each undergraduate chapter shall have, as part of its chapter bylaws, a procedure for approval of transfer brothers. To be eligible for affiliation, each candidate shall receive approval of undergraduate chapter members as prescribed by the chapter bylaws.
31. Each candidate shall be initiated in the manner and form prescribed in the Ritual at a regular or special meeting of the chapter.
32. A candidate may be initiated only after the initiation fee has been paid as provided for in the Bylaws.
33. A candidate may be initiated only after he has passed a uniform examination compiled by a committee appointed by the president of the undergraduate chapter.
34. A chapter may make a written request to another alumni or undergraduate chapter that said other chapter initiate a candidate inducted by the requesting chapter, for and in the name of the requesting chapter.

PENALTIES

35. The penalties which an undergraduate chapter may inflict for violations of membership obligations shall be:
 - (a) Reprimand or censure in open chapter meeting.

- (b) Imposition of a fine of no more than one hundred (100) dollars.
 - (c) Denial of specific privileges.
 - (d) Suspension for a definite time.
 - (e) Expulsion from the Fraternity.
36. 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.
37. Expulsion is defined to be the permanent denial of all 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.

SUSPENSION AND EXPULSION FOR INDEBTEDNESS

38. A member whose account (room, board, parlor fees, or dues) with his undergraduate chapter or alumni and volunteer corporation is thirty (30) days past due shall be suspended immediately unless a two-thirds vote of the undergraduate members or its alumni and volunteer corporation allows an extension.
39. A member suspended for indebtedness shall automatically be reinstated when his indebtedness is paid in addition to a fine of ten (10) dollars or ten percent of the amount due, whichever is greater, together with an amount equal to the sum of the undergraduate chapter's all-men's assessments charged to members in good standing during his suspension.
40. A member whose account (room, board, parlor fees, or dues) with his undergraduate chapter or alumni and volunteer corporation is sixty (60) days past due shall be expelled unless a two-thirds vote of the undergraduate members or its alumni and volunteer corporation allows an extension.
41. Expulsion for indebtedness shall become effective ten (10) days after written notice of the action has been given the member.
42. A member expelled for indebtedness may be reinstated provided his petition for reinstatement is unanimously approved by the undergraduate chapter and its alumni and volunteer corporation, and provided his petition is accompanied by a reinstatement fee of fifty (50) dollars or twenty-five percent of the amount of his indebtedness, whichever is greater, in addition to the amount of his indebtedness, none of which shall be refunded if the petition is denied.

43. Notification in writing shall be given the executive officer(s) by the undergraduate chapter or alumni and volunteer corporation when a member is suspended, expelled or reinstated.
44. Each undergraduate chapter shall pay a reinstatement fee of ten (10) dollars to the Fraternity when expelled persons are restored to full membership.
45. A report of a petition for reinstatement and the action taken thereon shall be delivered to the executive officer(s) within seven (7) days of consideration of the petition.
46. Petitions for reinstatement, other than the first made, shall be made to the National Board of Directors.
47. No more than one reinstatement fee shall be paid.

SECTION F — PUBLICATIONS & INSIGNIA

RITUAL

1. A book to be known as the Ritual of the Fraternity shall be published by the Fraternity, with appropriate regulations for its distribution and possession to be prescribed by the National Board of Directors.
2. The Ritual shall be subordinate to the Charter, the Bylaws and Administrative Policies and Procedures.
3. The Ritual shall contain the esoteric material of the Fraternity, including the prescribed forms for undergraduate chapter meetings, initiation of candidates, installation of officers and the induction ceremony. Certain secret words and procedures shall not be printed or written, but shall be transmitted orally to the officers of the undergraduate chapter by a representative of the Fraternity.

JOURNAL

4. A publication to be known as Sigma Phi Epsilon Journal shall be published by the National Board of Directors.
5. The Sigma Phi Epsilon Journal shall be paid for from the general revenue of the Fraternity and published under the direction of a brother of the Fraternity designated as the editor of the Journal.
6. The National Board of Directors shall appoint the editor and publisher of the Journal and shall prescribe their duties and responsibilities.
7. The editorial policy and all matters in connection with the publication of the Journal shall be subject to the approval of the National Board of Directors.

OTHER PUBLICATIONS

8. Other publications may be issued periodically under the direction of the National Board of Directors, including a directory of members, a song book, and manuals on Fraternity organization and procedure.

INSIGNIA

9. A chapter shall permit only representatives of an official dealer to make sales or take orders for articles bearing the Fraternity name or insignia, and chapters and members shall purchase such items only from official dealers.

10. Any chapter or member violating paragraph 9 of this Section shall be fined not less than ten (10) dollars and not more than fifty (50) dollars for each offense.

BADGES

11. The two official badges of the Fraternity shall be:
- (a) A heart of yellow or white gold, upon the center of which shall be a raised black enameled shield bearing in gold the Greek letters Σ , Φ and E above a skull and crossbones of gold, and all within a plain border of gold, or a border of pearls or diamonds, or both, set in gold.
 - (b) A gold-clad, heart-shaped badge, upon the center of which shall be a raised heart-shaped black enameled shield bearing the Greek letters Σ , Φ and E above a skull and crossbones of gold, and all within an eighth-inch gold-etched border, commonly known as the Founders Badge.
12. The sweetheart badge of the Fraternity shall be a miniature replica of the official badge.
13. Upon the death of a member of the Fraternity an undergraduate chapter may elect to have each of its members wear a black ribbon under his badge for a period of one week.
14. The new member badge of the Fraternity shall be sanguine square; one point up charged with the Greek word "eggua" between a ducal crown and a mullet all gold.
15. The Fraternity coat of arms shall consist of a shield, a crest and a scroll upon which shall be mounted the motto of the Fraternity. The heraldic description of the coat of arms shall be as follows:

SHIELD: Per Pale Purpure and Sanguine, In Chief a Mullet and a Roman Sword Erect Or, To Base a Cross Couped of the Like Charged with a Lamp of Knowledge Sable Flamed Gules.

CREST: A Ducal Crown Beneath a Demi Glory Or.

MOTTO: Sigma Phi Epsilon.

FLAG

16. The Fraternity flag shall be a field purpure, on a bend sanguine fimbriated or a mullet of the like.
17. For display purposes, the Greek letters Σ , Φ and E shall appear in gold in the upper right-hand corner of the flag, and in the lower left-hand corner the Greek letter designation of the undergraduate chapter.

COLORS AND FLOWERS

18. The colors of the Fraternity shall be purple and red.
19. The Fraternity flowers shall be red roses and purple violets.

INDEX

- ACADEMIC STANDARDS
eligibility for office, 3;
eligibility for National Board of Directors, 7
expulsion, 1;
membership eligibility, 1
- AFFILIATION (transfers), 41
- ALUMNI
see *Alumni and Volunteer Corporation; Membership Corporation*
- ALUMNI AND VOLUNTEER CORPORATION
annual financial statement, 18;
power to budget, 17;
audit-undergraduate, 40;
suspend or expel for indebtedness, 42, 43;
chapter properties, 16
appoints vice president of finance, 17
- ALUMNI HOUSEHOLDING CORPORATION
see *Alumni and Volunteer Corporations*
- AMENDMENTS, 19
- APPEALS, 26, 39
- AUDIT, 9, 36-37, 40
- BADGE, 45
new member, 45;
sweetheart, 45
- BALLOTING, 40-41
candidates, 40-41;
chapter charter, 13, 14
- BOARD OF DIRECTORS
see *National Board of Directors*
- BROTHERS-AT-LARGE, 1
- BYLAWS (Grand Chapter), 16
amendments, 19;
surrender of charters (violation of Bylaws), 14, 15;
undergraduate chapter conforms to, 41;
interpretation of, 39;
required to have copy, 39
- CHAPTER
see *Undergraduate Chapters*
- CHAPTER CONTINUATION FUND, 31
- CHAPTER COUNSELOR, 11
- CHAPTER HOUSES
ownership, 17
- CHAPTER INVESTMENT FUND (CIF), 32, 35
computation of earnings, 33, 34;
managed by, 32;
purpose, 30;
inactive or dormant chapters, 34;
withdrawals, 34
- CHARGES (Trial), 9
- CHARTER (National Fraternity), 1
amendments, 19;
conditions for granting;
alumni chapters, 19;
undergraduate chapters, 13;
fees, 27;
surrender of, 14-16
- COAT OF ARMS, 45
- COLORS (of Fraternity), 46
- CONCLAVES
see *Grand Chapter Sessions*
- CREST
see *Coat of Arms*
- DISTRICT GOVERNORS
appointed, 11;
approve petitions, 13;
authority, 11;
cannot represent chapters, 4;
Grand Chapter, 4;
record of Grand Chapter proceedings, 4
- ELECTIONS
undergraduate chapter, 38, 39
see *Undergraduate Chapters, officers*
- ENDOWMENT FUND, 30
- EXECUTIVE OFFICER(S)
powers and duties, 36, 37;
record of expulsions,
suspensions, reinstatements, 42;
record of trials, 26;
undergraduate chapter bylaws, 40
- EXPULSION, 25
- FEES
annual, 28;
charter, 13;
initiation, 27;
- Journal* life subscription, 28;
new member registration, 27;
reinstatement, 42, 43
- FINES
as penalty of National Board of Directors, 26;
of undergraduate chapter, 41, 42;
unauthorized insignia purchases, 44, 45;
FLAG, 45
- FLOWERS (of Fraternity), 46
- FUNDS (National)
see *Chapter Continuation Fund; Chapter Investment Fund; Endowment Fund; Housing Loan Fund; Journal Fund*
- GOVERNMENT, 4
- GRAND CHAPTER
composition of, 4;
governing body, 4;
committees; appointed by Grand President, 23;
Credentials, 4, 22, 23;
delegates, 4, 23;
financial:
revenues, 27-29;
officers; absence of officer-elect, 8;
election, 6-11;
executive session, 23;
installation, 6, 8;
use of Ritual, 8;
removal from office, 7;
vote required, 7;
term of office, 6;
vacancies, 6, 7;
reports: of committees, 22;
National Board of Directors, 22;
officers, 22;
- Rules of Order, 22
- GRAND PRESIDENT
appoints: chairmen of commissions within National Board of Directors, 23;
committees between Grand Chapter sessions, 24;

standing and special Grand Chapter committees, 24;
duties, special, 10;
office: eligibility, 7;
removal, 7;
term, 6;
vacancy, 6;
presides over: Grand Chapter, 10;
National Board of Directors, 10;
special meetings: Grand Chapter, 5;
GRAND TREASURER
removal, 7;
term, 6;
vacancy, 6;
National Board of Directors jurisdiction, 25;
HEADQUARTERS, 34
HONORARY MEMBERS, 2
fee, 27
INACTIVE MEMBERSHIP (prohibited), 3
INDEBTEDNESS
chapter, 14;
member, 25, 42
INITIATION, 40, 41
fees, 27;
INSIGNIA, 44
use of under suspension, expulsion, 42
INSTALLATIONS, 13
JOURNAL
Editor, 44;
fees, 27;
fund, 30;
life membership, 28;
publication, 44
JURISDICTION
National Board of Directors, 25;
violation of membership obligations, 25;
undergraduate chapters, 40;
see *Membership*
LOANS
see *Housing Loan Fund*
MEMBERS
fees, 27;
Journal, 28;
trial, 25, 26

MEMBERSHIP, 1, 2
affiliation, 41;
certificates, cards and papers, 10, 27;
expulsion, 42, 43;
inactive, prohibited, 3;
initiation, 41, 42;
restrictions, 1;
registration, 27;
violation of obligations, 25;
NATIONAL BOARD OF DIRECTORS, 6-11
Board of Trustees, Endowment Fund, 30;
Chapter Investment Fund Board of Managers, 30;
District Governors, 11;
Editor of *Journal*, 44;
Regional Directors, 11;
Chapter Investment Fund Board of Managers' rules and regulations, 30-31;
initiation of Brothers-at-Large, 2;
special sessions of Grand Chapter, 5;
surrender of charters, 14-16;
undergraduate chapter petitions, 13, 14;
royalties from official dealers, 29;
composition of, 6, 7, 9;
Chapter Investment Fund and Board of Managers, 31;
Endowment Fund, 30;
Journal Fund, 30;
powers, duties, responsibilities:
Chapter Counselor, 11;
District Governor, 11;
Lieutenant District Governors, 11;
Regional Directors, 11;
Ritual, distribution and possession, 44;
maintenance, chapter membership records, 37;
monthly financial reports, 40;
petitions: chapter, 13;
charter surrender, 14-16;
reinstatement, 26;
undergraduate chapter, 15;
trials of members, 25, 26;

publisher of *Journal*, 44;
secretary of corporation: duties, 10;
special committees report to, 22;
special meetings, 8;
Student member, 6, 7, 8;
OFFICIAL DEALERS
royalties or commissions, 29
PENALTIES, 26, 41, 42, 43
see *Fines; Trials*
PETITIONS FOR CHAPTER CHARTERS
alumni, 17, 18;
undergraduate, 13, 14
PIN see *Badge*
PUBLICATIONS, 44
REGIONAL DIRECTORS, 11
REVENUE, GRAND CHAPTER
see *Grand Chapter, revenues*
RITUAL
description, 44;
distribution, 44;
installation of officers:
Grand Chapter, 8;
undergraduate, 38;
secret identifications, 44;
undergraduate chapter:
initiations, 40, 41;
meetings, 38, 39;
required to have copy, 39;
RITUALISTIC EQUIPMENT
custody of, 37;
purchase requirement, 13
"ROBERT'S RULES OF ORDER," 8, 22
SEAL, 39
SECRET IDENTIFICATIONS, 44
penalty for revealing, 14
SECRETARY OF CORPORATION
see *National Board of Directors*
SURRENDER OF CHARTERS, 14-16
SUSPENSIONS, 42, 43
TRIALS, 25-26
UNDERGRADUATE CHAPTERS, 36-43
appeal, 39;
audit, 36, 37;
authority to establish, 13, 14;
bylaws: offenses against, 25;
candidates, 1, 40, 41;

chaplain, 37;
charter, 13;
 fee, 13;
 withdrawal, 14-16;
committees, 40;
counselors, 11;
election of officers, 38;
fees, 27, 28;
fees responsible to Grand
 Chapter for, 27, 28;
 see *Fees*
financial records, 36, 37;
fines, 42-43;
hazing (prohibited), 3;
initiation, 40, 41;
jurisdiction, 25, 36, 42;
membership eligibility, 1;
officers election, 38;
 installations, 36-38;
 powers and duties, 36-38;
 succession, 14;
petition, approval, 13, 14;
powers, duties, privileges, 36-38;
president, 36;
Ritual, use of, 39;
suspension, 42, 43;
vice president of finance duties, 36,
37