

# Sigma Alpha Epsilon Michigan Delta Omega Bylaws

Updated August 28,, 2017

## Table of Contents

Article I – The Chapter	p. 2
Article II – Mission Statement	p. 2
Article III – Membership	p. 3
Article IV – Member Education Program	p. 9
Article V – Big Brother Program	p. 10
Article VI – Meetings	p. 12
Article VII – Officers	p. 13
Article VIII – Elections	p. 14
Article IX – Chapter Officer Duties	p. 15
Article X – Officer Transition	p. 24
Article XI – Committees	p. 24
Article XII – Gentlemens Review Board	p.25
Article XIII – Housing	p. 28
Article XIV – Finances	p. 29
Article XV – Scholarship	p. 30
Article XVI – Risk Management	p. 31
Article XVII – Delegates	p. 33
Article XVIII – Bylaws	p. 33
Article XVIV – Lavaliering	p. 34

*We, the brothers of the Michigan Delta Omega Chapter of Sigma Alpha Epsilon Fraternity do hereby adopt the following bylaws. These bylaws shall provide the foundation and guidelines for our chapter as we seek to develop a strong brotherhood, pursue the ideals of the Fraternity, and strive to become True Gentlemen, as described by John Walter Wayland.*

The following bylaws of the Michigan Delta Omega Chapter shall not contradict the laws of the State of Michigan, the United States of America, Central Michigan University, or the laws and/or policies of the Sigma Alpha Epsilon Fraternity.

## **ARTICLE I: THE CHAPTER**

### **Section 1: Name**

This organization shall be known as Sigma Alpha Epsilon—Michigan Delta Omega, herein referred to as “the Chapter.”

### **Section 2: Authority**

The Chapter shall be governed by the laws of Sigma Alpha Epsilon Fraternity, the laws of Province Omega, the bylaws of the Chapter and the rules and regulations adopted by Central Michigan University Interfraternity Council (IFC).

### **Section 3: Quorum**

Quorum in the Chapter is hereby defined as 2/3 of the number of active members in good standing. Quorum is necessary for any official Chapter business to be conducted. This includes all chapter votes.

## **ARTICLE II: MISSION STATEMENT**

The mission of the Chapter is to provide a social Greek organization at Central Michigan University that embodies the highest standards of scholarship, brotherhood, and service for our

members based upon the ideals set forth by the founders of Sigma Alpha Epsilon, and as specifically enunciated in "The True Gentleman".

## ARTICLE III: MEMBERSHIP

### Section 1: Non-Discrimination

Membership in the Chapter shall not be denied because of religion, race, color, national origin, age, marital status, veteran status, handicap, sexual orientation or any other irrelevant criteria.

### Section 2: Eligibility for Membership

Any male Central Michigan University student, who is of sound moral character and credible intellectual attainments, is socially acceptable throughout the Chapter, and meets all membership requirements set by the fraternity, shall be eligible for membership if he meets the following requirements:

- A. Possess a cumulative grade point average of 2.7 or higher, or 3.2 or higher high school grade point average if a first-semester freshman.
- B. Be free of university probation.
- C. Be passionate about brotherhood.
- D. Be dedicated to community service.
- E. Show an interest in leadership.
- F. Embody the principles of the True Gentleman Standard of Sigma Alpha Epsilon.

### Section 3: Classes of Membership

There shall be five classes of membership in the Chapter: affiliate, active, inactive, voluntary suspended and alumnus.

- A. Affiliate membership shall be held by members who have signed bids extended to them by the Chapter. Affiliate members may not vote, participate in Chapter rituals, or hold a position; but shall have all other rights, privileges, and responsibilities of active members.

**Extending a Bid.** A bid, valid only for a period of one year, shall be extended to any male student meeting the requirements of Section 2 if less than 10% of active members present and in good standing vote against a motion to extend a bid and no more than 50% of the voting members abstain.

**Rescinding a Bid.** A bid shall be rescinded if the motion to rescind a bid receives 2/3 affirmative vote of active members present and in good standing.

B. Active membership shall be held by members who have signed bids and have been initiated by the fraternity. Active members shall have all rights, privileges, and responsibilities of being a member in the Chapter.

**Initiation.** An affiliate member shall be initiated if less than 10% of active members present and in good standing vote against a motion to initiate and the motion receives a majority vote.

C. Inactive membership shall be granted to active members by the Chapter. Inactive members may not vote or participate in Chapter rituals. Inactive members forfeit the rights, privileges, and responsibilities of being a member of the Chapter.

**Granting of Inactive Membership.** Inactive membership may be granted by the Chapter after completing the following steps:

1. An active member must submit a request to the Executive Council to be considered for inactive status by the Chapter.
2. The member must be in good standing.
3. All material obligations to the Chapter must be settled by the member.
4. The Chapter may grant inactive status for a one semester period by a  $\frac{3}{4}$  vote of members present and in good standing. The Chapter may extend inactive status for a second semester by following the same steps.
5. Members may be automatically granted inactive status due to the following:
  - a. A medical condition that removes the brother from the fraternity or institution for an extended period of time.
    - i. Contingent on E-Council approval.
  - b. A member transfers to another institution with the intention of returning to Central Michigan University within one calendar year
    - i. If the member does not return within one calendar year, he shall be brought up for expulsion
  - c. A member is out of the country for an extended amount of time during the semester. This could include military duty, or participation in the study abroad program.
6. Members who are automatically granted inactive status must go through the same steps to return to active status that are outline below.
7. The member granted inactive status forfeits his badge to the Eminent Warden.

**Restoring Active Membership.** A member granted inactive membership must submit a request to the Executive Council to regain active membership. If the member meets the criteria to be in good standing the Executive Council shall place the request before the Chapter.

D. Voluntary Suspended membership shall be granted to active members by the Chapter. Voluntarily suspended members may not vote or participate in Chapter rituals. Voluntarily suspended members must return their badge and Phoenix to the Eminent Warden. Voluntarily suspended members forfeit the rights, privileges, and responsibilities of being a member of the Chapter. This includes, but is not limited to,

wearing and displaying the letters or insignia of Sigma Alpha Epsilon, attending any and all Sigma Alpha Epsilon events.

**Granting of Voluntarily Suspended Membership.** Voluntary suspended membership may be granted by the Chapter after completing the following steps:

1. An active member must submit a request to the Executive Council to be considered for voluntary suspended status by the Chapter.
2. Member must be no more than one semester in debt to the chapter.
3. The Chapter may grant voluntary suspended status for a one semester period by a 3/4 vote of members present and in good standing. The Chapter may extend voluntary suspended status for a second semester by following the same steps.
4. The member granted inactive status forfeits his badge and Phoenix to the Eminent Warden and pledges to no longer wear the letters of Sigma Alpha Epsilon or attend any closed social events put on by the fraternity.
5. Member will be put on a payment plan set up by the Eminent Treasurer and Eminent Deputy Archon.
6. If the voluntarily suspended member has not fulfilled his payment plan and has not reduced his debt by the end of the semester, he will be brought up for Expulsion.

**Restoring Active Membership.** A member granted voluntary suspended membership must submit a request to the Executive Council to regain active membership. If the member meets the criteria to be in good standing and has reduced his debt to within one semester of dues, the Executive Council shall place the request before the Chapter, which may restore active membership if all present members in good standing of the Chapter approve the reinstatement by a  $\frac{3}{4}$  vote.

- E. Alumni membership shall be held by active members who graduate from Central Michigan University, are granted alumni membership by the Chapter, or transfer to another institution of higher education. Alumni members do not have the right to vote, hold a position, or attend Chapter functions without approval from the Eminent Archon and Eminent Deputy Archon, and will not be recognized by the Chapter for the purposes of paying dues or reporting membership to any other groups.

**Granting of Alumni Membership.** The Chapter may grant alumni membership by majority vote of members in good standing and present to a member who meets the following requirements:

1. In good standing
2. Holds senior class standing
3. Satisfies one of the following:
  - a. Entering the last semester before graduation
  - b. Will be starting the second semester of his fifth year or more at Central Michigan University and has been active in the Chapter for four semesters.
- i. Semesters completed at other undergraduate institutions may be counted towards the five year requirement.
4. Submits a written request for alumni membership to the Executive Council.

## **Section 4: Good Standing**

To retain all rights and privileges of membership in the Chapter a member must remain in good standing by meeting the following criteria:

- A. Have paid all accounts in full.
- B. Maintain a cumulative grade point average of 2.7 or higher. This requirement may be waived by the Eminent Warden and Scholarship Chairman in accordance with Article XV, Section 3, part C.
- C. Be enrolled as a student at Central Michigan University.
- D. Be free of suspension or probation from the Chapter.
- E. Serve as a member of a Chapter committee.
- F. Be involved with at least two organizations other than the Chapter. Involvement in other organizations shall be recorded by the Eminent Recorder. The E-Board shall have the power to determine if a particular involvement meets this requirement and decisions of the E-Board regarding this section may be appealed to the Chapter. Involvement in other organizations may include but is not limited to RSO membership, employment, service as an E-Council member, and membership in a community organization.
- G. Complete 20 hours of community service per semester
- H. Be in congruence with all laws, bylaws, and lawful orders of Sigma Alpha Epsilon, Michigan Delta-Omega Chapter, and executive council.

## **Section 5: Bad Standing**

Members not meeting the criteria to be in good standing shall be considered members in bad standing. Members in bad standing are required to uphold all responsibilities of membership and are subject to the following:

- A. Forfeit rights to attend closed social events
- B. Forfeit the right to vote on Chapter business
- C. May not play intramural sports.

## **Section 6: Resignation of Membership**

- A. Any member wishing to resign his membership must return his badge to the Eminent Warden.
- B. The resigning member is no longer affiliated with the Chapter and may not reinstate his membership without being extended an invitation for membership by the same vote required for extending a bid.
- C. No member may resign his membership if he has any material obligation with the Chapter.

## **Section 7: Expulsion**

Expulsion is defined as complete separation from all fraternity matters.

A. The following are reasons for expulsion of a member from the Chapter.

1. Committing an act that is against the laws of the State of Michigan, the United States of America, or Central Michigan University.
2. Violation of the bylaws of the Chapter or the Sigma Alpha Epsilon National Fraternity as a whole.
3. Violation of the Oath of Pledge Installation.
4. A flagrant act that is against the ideals stated in "The True Gentleman" by John Walter Wayland.
5. An outstanding dues balance of two semesters' worth of dues or more in payment of accounts to the Chapter.

B. Procedure for Expulsion.

Initial procedures for Judicial Board charges will be followed as set forth in Article XII. If Judicial Board recommends expulsion, the following will take place.

1. The Gentlemen's Review Board Chair will present a written recommendation to the Chapter, detailing its findings, as well as its reasoning for recommending expulsion.
2. The Gentlemen's Review Chair will be available for factual questioning regarding the case.
3. The member in question will be allowed to address the Chapter regarding the potential expulsion, not the facts of the case.
4. All present members in good standing of the Chapter must approve the recommendation for expulsion by a 75% affirmative vote. Affiliate members shall be expelled by majority vote.

C. Post-Expulsion Requirements.

1. The former member must return his badge and his Phoenix to the Eminent Warden.
2. All material obligations to the Chapter must be settled before member is completely disaffiliated.
3. The former member loses all rights and privileges granted to a member of the Chapter. This includes, but is not limited to, wearing and displaying the letters or insignia of Sigma Alpha Epsilon.
4. The former member may not use Sigma Alpha Epsilon on any applications or resumes.

## **Section 8: Suspension**

Suspension is defined as partial separation from fraternity matters

A. The following are reasons for suspension of a member from the Chapter.

1. Committing an act that is against the laws of the State of Michigan, the United States of America, or Central Michigan University.
2. Violation of the bylaws of the Chapter or the Sigma Alpha Epsilon National Fraternity as a whole.
3. Violation of the Oath of Pledge Installation.
4. A flagrant act that is against the ideals stated in "The True Gentleman" by John Walter Wayland.
5. Owe over one semester's dues at any point in time during the semester, unless following a bi-weekly payment plan.

B. Procedure for Suspension.

If the Judicial Board recommends suspension, the following will take place.

1. The Judicial Board will present a written recommendation to the Chapter, detailing its findings, as well as its reasoning for recommending suspension.
  2. The Judicial Board Chair will be available for factual questioning regarding the case.
  3. The member in question will be allowed to address the Chapter regarding the potential suspension, not the facts of the case.
  4. All present members in good standing of the Chapter must approve the recommendation for suspension by a 75% affirmative vote.
- C. Post-Suspension Requirements.
1. The suspended member must return his badge and his Phoenix to the Eminent Warden.
  2. All material obligations to the Chapter must be settled before member is suspended.
  3. The suspended member loses all rights and privileges granted to a member of the Chapter. This includes, but is not limited to, wearing and displaying the letters or insignia of Sigma Alpha Epsilon, attending any and all closed Sigma Alpha Epsilon events.

## **Section 9: Reinstatement from Expulsion.**

- A. The following criteria must be met for an expelled active member to be reinstated.
1. Must remain apart from the chapter for one semester.
  2. Must petition the Judicial Board in writing for reinstatement.
  3. The Judicial Board must approve the petition for reinstatement by a three-fifths vote upon which the reinstatement will be brought before the Chapter as a whole.
  4. All present members in good standing of the Chapter must approve the reinstatement of the former member by the same vote required to grant membership.
- B. An expelled affiliate member must be extended a new bid to regain membership.

## **Section 10: Reinstatement from Suspension**

- A. The following criteria must be met for a suspended active member to be reinstated.
1. Must petition the Judicial Board in writing for reinstatement.
  2. The Judicial Board must approve the petition for reinstatement by a three-fifths vote upon which the reinstatement will be brought before the Chapter as a whole.
  3. All present members in good standing of the Chapter must approve the reinstatement of the active member by a  $\frac{3}{4}$  vote.

# **ARTICLE IV: MEMBER EDUCATION PROGRAM**

**Mission Statement:** To foster the growth of all personal characteristics necessary to become not only a True Gentleman, but also a successful individual. To maximize said qualities through

an extensive cooperative learning program in which members will learn to incorporate Sigma Alpha Epsilon, and the True Gentleman into their daily life, all while facilitating the formation of lasting bonds of brotherhood.

## **Section 1: General requirements for new members.**

- A. New members must always maintain the positive reputation of Sigma Alpha Epsilon on Central Michigan University's campus.
- B. New members must make an honest attempt to build a relationship with every member of the Chapter.
- C. New members must attend all meetings and events as directed by the New Member Educator
- D. New members must at all times do his best to embody the ideals of Sigma Alpha Epsilon, as set forth in the True Gentleman.
- E. New members must stay current in all financial obligations to the Chapter, and the National Fraternity of Sigma Alpha Epsilon.

## **Section 2: Outline of events during New Member Period.**

- A. Weekly new member education meetings, conducted by the New Member Educator.
- B. Weekly study hours as outlined by the New Member Educator.
- C. At least four mixers with other Greek organizations.
- D. At least one philanthropy project, preferably with another Greek organization.
- E. At least two brotherhood events.

## **Section 3: Additional New Member Requirements.**

- A. Each New Member class will be required to select two class designators, which will hold some personal meaning to the members of said class.
- B. Each New Member class will be required to complete a class project and put on a dry social event. The class project must be worked on collaboratively, and must be beneficial for the Chapter.
- C. Each New Member will be paired with a big brother.
- D. Tests may be given on any material covered during the New Member Program at the discretion of the New Member Educator. These tests may only be issued for monitoring the educational progress of the new members. Tests given to determine admittance into the Chapter are not permitted.

## **Section 4: Duration of the New Member Program.**

- A. The new member program will not last less than six weeks, or more than ten weeks.

# ARTICLE V: Big Brother Program

## Section 1: Responsibilities of the Big Brother.

- A. The Big Brother should act as a close friend and confidant to his Little Brother.
- B. The Big Brother shall see to it that his Little Brother understands and fulfills the expectations of the Member Education Program.
- C. The Big Brother shall work in cooperation with the Member Educator in seeing that the Little Brother becomes a valuable member of the fraternity.
- D. Meet as often as possible (at least once a week) with his Little Brother to discuss any problems, questions, or concerns he may have.
- E. Assist the Little Brother in actively participating in all social activities of the Fraternity.
- F. Assist in reminding the Little Brother of any outstanding debts owed to the Chapter.
- G. Notify the Member Educator of any conflict that may arise during the Member Education Program.

## Section 2: Eligibility

- A. An active member in bad standing will not be eligible to take a Little Brother.
- B. Members who have already taken a little brother shall not be paired as a big brother unless all eligible members who have not taken a little have been paired with a new member.
- C. The Member Educator is not eligible for the duration of his term unless deemed necessary by the Chapter.
  1. However, the Member Educator may petition the Executive Council to be allowed eligibility for a little brother if all of the following conditions are met:
    - a. He is in his second semester of his term
    - b. He feels capable to serve as a Big Brother
    - c. He can be a Big Brother without compromising the quality of the Member Education Program.
- D. If the Member Educator has concerns about a potential Big Brother he will bring his concerns to the attention of the Executive Council which will then discuss the situation and render a decision about the potential's eligibility.
- E. If any member has concerns about a potential Big Brother he will communicate his concerns to the Executive Council per his discretion. The Executive Council will then render a decision about the potential's eligibility.
  1. Concerns may include, but are not limited to; lack of participation in Chapter events, readiness to perform the responsibilities of a Big Brother, and allegations of "Dirty Bigging"

- a. "Dirty Bigging" includes but is not limited to staking a claim to a Potential Little Brother or exerting undue influence on a Potential Little Brother so that he might pick the member as his Big Brother.

## **Section 3: Selection Process**

- A. Preference sheets must be completed at least two days before the Big/Little Ceremony is to take place.
- B. A list of potential Big Brothers will be provided to the Little Brothers on the day that they fill out their preference sheets.
- C. Little Brothers will list their top five choices for a Big Brother in order of preference.
- D. Potential Big Brothers will list their top five choices for a Little Brother in order of preference.
- E. Match-ups of the Bigs and Littles will be completed by the Member Educator and one other active member on the night that the preferences sheets are filled out.
  1. The active member assisting the Member Educator shall be an unbiased party, meaning that he is not looking to take a Little Brother of his own nor is he looking at the continuation of his family tree.
  2. If no such individual exists, the Chapter shall vote on an individual to assist the Member Educator.
- F. Members receiving Little Brothers shall be notified individually by email or by phone of who their Little Brother is on the evening that the match-up process is completed. A phone call shall be made by the Member Educator the next day to be certain that they have received the information.

## **Section 4: Big/Little Ceremony**

- A. The Big/Little ceremony shall take place on the agreed upon date set by the Member Educator with the consultation of the Executive Council.

# **ARTICLE VI: MEETINGS**

## **Section 1: Regular Meetings.**

- A. The Chapter will conduct weekly meetings during the Central Michigan University fall and spring semesters.
- B. Meeting times and locations are to be determined by the Executive Council.
- C. Meetings will begin no later than ten minutes after the designated time.
- D. Scheduling a place on the meeting's agenda must be done 24 hours in advance by contacting the Eminent Archon.
- E. Meetings will be conducted following Robert's Rules of Order.

- F. The last meeting of each month must be formal unless otherwise specified by the EA. Members shall be dressed in pin attire for formal meetings.
- G. No food or beverages may be consumed during a meeting, unless otherwise stated by the Eminent Archon.
- H. All cell phones must be on silent mode (off, silent, or vibrate) unless excused by the Eminent Archon before the meeting.

## **Section 2: Initiation Ceremony**

The date for the Initiation ritual shall be set by the Member Educator with approval of the E-Council so that notice of the date is provided to the Alumni Relations Chairperson and the Chapter at least two months in advance of the ritual.

## **Section 3: Executive Council Meetings.**

- A. The Executive Council will meet weekly at a date and location as set by the Eminent Archon.
- B. Meetings will begin no later than ten minutes after the designated time.
- C. Meetings will be open to all members in good standing of the Chapter, unless otherwise specified by the Eminent Archon.
- D. All members attending the meeting, who are not members of the Executive Council or on the agenda of the Executive Council meeting are not to address the Council unless asked to do so.

## **Section 4: Special Meetings.**

- A. The Eminent Archon may call special meetings if he deems necessary.
- B. A written request of five or more members will require the Eminent Archon to call a special meeting.
- C. At least 24 hours notice must be given to all members if a special meeting is called.

## **Section 5: Attendance at Meetings.**

- A. Attendance is mandatory.
- B. If a member is aware that he will be absent or late, said member must notify the Eminent Deputy Archon at least 24 hours before the start of the meeting unless under extenuating circumstances. The Eminent Deputy Archon will then determine whether the member is excused.
- C. Failure to attend a formal meeting in formal attire is considered an absence, and the necessary penalties will be assessed.

## **Section 6: Voting Rights.**

- A. Every active member of the Chapter in good standing may have one vote upon any question lawfully coming before the Chapter for consideration.
- B. The active member must be present at the time of the vote for the vote to count.
- C. Absolutely no proxies are allowed.
- D. Subjects being voted upon may not be brought up more than three times for a vote by the Chapter per semester.

## **Section 7: Attendance Violations**

- A. Unexcused late arrivals or absences will be fined \$5 per meeting and member will be placed in bad standing until the debt is paid.
- B. Unexcused late arrivals or absences for ritual will be fined \$35 per meeting and member will be placed in bad standing for 168 hours (1 week).
- C. Unexcused late arrivals or absences for mandatory IFC meetings will be fined the amount the chapter is charged (split between multiple offenders) if attendance is not satisfactory, or \$15 if our attendance passes, and member will be placed in bad standing until the debt is paid.

# **ARTICLE VII: OFFICERS**

## **Section 1: Elected Officers**

- A. The following eleven officers shall be elected by the Chapter and constitute the Executive Council:
  - Eminent Archon, Eminent Deputy Archon, Eminent Treasurer, Eminent Recorder, Member Educator, Eminent Warden, Health & Safety Chair, Housing Manager and Social Chair.
- B. The following officers shall also be elected by the Chapter:
  - Eminent Chronicler, Eminent Chaplain, Eminent Correspondent, Philanthropy Chair, Recruitment Chair, Eminent Herald and Fundraising Chair.

## **Section 2: Appointed Officers**

The following officers shall be appointed by the Eminent Archon with the advice and consent of the Executive Council. A majority vote of the Executive Council shall be required to confirm appointments by the Eminent Archon. The EA shall have the power to remove appointed officers and fill vacancies in appointed offices with the advice and consent of the Executive Council.

**Scholarship Chair, Alumni Relations Chair, Athletics Chair, Diversity Chair, Interfraternity Council Representative, Student Government Association Representative, Greek Week**

**Chair, Webmaster, Service Chair, Parliamentarian Chairperson, Kolor Run Coordinator and Daniel Herman 5K Coordinator.**

# **ARTICLE VIII: ELECTIONS**

## **Section 1: Eligibility for Office**

- A. Any active member in good standing is eligible for holding an office.
- B. A member must possess a cumulative G.P.A. of 2.7 or higher to be eligible for election to an Executive Council Office.
- C. A member may only hold an office for one semester as a part-time student.
- D. A member must possess a cumulative G.P.A. of 2.7 or higher to be an Executive Council Officer.

## **Section 2: Time of Election**

- A. Elections for all chapter elected positions will be held no later than one month before the end of the Fall semester.
- B. Nominations will be taken one week prior to elections, as well as the day of elections.

## **Section 3: Voting for Officer Positions**

- A. Nominees for elected positions are to present a speech on the day of elections.
- B. The nominated members will leave the room during discussion and voting.
- C. Votes will be conducted by secret ballot, and will be counted by the Eminent Deputy Archon and Eminent Recorder. If the EDA or the ER is running for a position, a non-biased Executive Council Member approved by the majority of the present, good-standing members will assume his counting responsibilities.

## **Section 4: Terms of Office**

- A. Terms shall run from the end of the Fall semester to the end of the Fall semester.
- B. Term for House Manager will run the term of the lease.

## **Section 5: Removal of an Officer**

- A. The removal of an officer because he is deemed unfit to hold an office shall originate by petition to the Judicial Board.

- B. The officer in question shall be tried for his alleged offense in the manner described for expulsion.
- C. If deemed unfit to continue in his position by the Judicial Board, the officer will be brought up for removal and voted on by the entire active chapter.
- D. A vote of 75% in favor of removal is required to remove an officer.
- E. Nominations for the vacated officer position will take place immediately after removal of the officer, and elections will be held the following week.

## **Section 6: Vacancies**

- A. If an appointed office should become vacant, it is the responsibility of the Eminent Archon or the person he appoints to fulfill the duties of that office, until the position can again be filled.
- B. If the office of Eminent Archon becomes vacant, the Eminent Deputy Archon will fulfill this responsibility.
- C. Members are to be notified of any vacancy before the next chapter meeting, if possible.
- D. Nominations for vacant elected positions are to be held the first meeting after the vacancy occurs. Elections will be held during the following meeting.

# **ARTICLE IX: CHAPTER OFFICER DUTIES**

## **Section 1: Eminent Archon**

The Eminent Archon shall have the following duties:

- A. Chair chapter and Executive Council meetings, conduct chapter elections, and preside over other assemblies of the chapter as necessary.
- B. Review and understand the Fraternity Laws, Standards of Excellence, chapter bylaws, and campus policies relating to fraternities.
- C. Act as the chief representative of the chapter in relation to the college or university administration, the Interfraternity Council, Province, and Fraternity Service Center.
- D. Maintain contact with and solicit advice from the Chapter Advisor, Province Archon, and Education and Leadership Consultant.
- E. Provide motivational and directional leadership to the chapter in terms of setting and reaching its goals and standards.
- F. Direct the opening and closing of ceremonies of the ritual at all chapter meetings.
- G. Keep accurate and complete records of actions taken during his term of office and submit a report of those developments at the end of his administration.
- H. Learn and understand the rules of parliamentary procedure.
- I. Submit reports to the Extension Coordinator and Fraternity Service Center.

- J. Schedule a composite photo day during the spring semester with a professional photographer
- K. Appoint ad-hoc committees and ad-hoc chairpersons as need arises and as he sees fit.

## **Section 2: Eminent Deputy Archon**

The Eminent Deputy Archon shall have the following duties:

- A. Oversee the various officers of the chapter and make sure they are maintaining officer notebooks and fulfilling their duties.
- B. Perform duties entrusted by the Eminent Archon or all of his duties in his absence or in case of his inability to carry out the duties of his office.
- C. Maintain an awareness of the motivational and emotional well being of the chapter members as a whole.
- D. Appoint standing committees and chairpersons not otherwise provided for and oversee the committees and chairperson.
- E. Assisting the Recorder with creating and maintaining an official calendar for the chapter.
- F. Assist the Treasurer by keeping the checkbook for any outgoing disbursements.

## **Section 3: Eminent Treasurer**

The Eminent Treasurer shall have the following duties:

- A. Select a member of the chapter, who has expressed desire to be an assistant treasurer, and a member who is believed to have no strong ties to the current treasurer.
- B. Set and adjust accounts receivable in the form of membership dues.
- C. Account for all fines levied against members of the chapter.
- D. Assist the EDA in maintaining the checkbook for outgoing disbursements, as well as assisting the Treasurer Assistant with incoming receipts/dues.
- E. Manage the chapter's account with Omega Financial or any other billing group, if applicable.
- F. Prevent the accumulation of debt to the Fraternity Service Center and other claimants and, if applicable, develop a plan to reduce or eliminate past debts.
- G. Approve and sign off any expenditures of the chapter, either in person or by use of a reimbursement form.
- H. Send in all amounts payable to the Fraternity Service Center, including pledge fees, initiation fees, liability insurance premiums, fidelity bond insurance premiums, and national dues.

- I. Cooperate with other officers of the chapter to set up financial incentive plans to award or punish certain behaviors by members of the chapter.
- J. Update the Form C each semester and send to the Fraternity Service Center.
- K. Prepare the submission of forms to the Fraternity Service Center by the dates specified
- L. Provide a bi-weekly report to the changes of the budget.
- M. Prepare a bank reconciliation form at the end of each month.

## **Section 4: Eminent Recorder**

The Eminent Recorder shall have the following duties:

- A. Take minutes during all chapter meetings.
- B. Keep a record of all minutes during his term and make them available to all members and advisors.
- C. Be responsible for taking the roll at the beginning of each chapter meeting and informing the E.D.A. of quorum.
- D. Inform the Treasurer of any fines resulting from absences from chapter meetings or interruptions thereof.
- E. Compile officers' written weekly reports for distribution at weekly Chapter meetings and posting on website.
- F. Be responsible for creating, maintaining, and distributing an official Chapter calendar each semester.

## **Section 5: Eminent Correspondent**

The EC Shall have the following duties:

- A. Conduct the correspondence of the chapter
- B) Send out notices to National and Province officers and alumni concerning chapter functions.
- C) Send out greeting cards, thank you notes, invitations, newsletters, holiday presents and funeral flowers.
- D) Send all noteworthy reports of chapter and individual activities to all public media including The Record, the college newspaper, the yearbook, and other appropriate media.
- E) Develop and distribute two newsletters each semester for alumni

## **Section 6: Eminent Warden**

The Eminent Warden shall have the following duties:

- A. Ensure that proper decorum and order is maintained at all functions of the chapter.
- B. Have fining and dismissal power at all meetings.
- C. Prepare the chapter house or lodge for all meetings.

- D. Decide, based on the bylaws of the chapter, who may be admitted to a meeting or function and who may not.
- E. Maintain security and order of weekly Chapter meetings.
- F. Maintain the Point System

## **Section 7: Member Educator**

The Member Educator shall have the following duties:

- A. Develop a written member program before the education period and make copies available to all brothers, new members, the chapter advisor, University Administration, and Fraternal Office.
- B. Encourage an attitude of mutual respect between members, specifically forbidding anything that could be construed as hazing.
- C. Make sure there is one hundred percent brotherhood participating at all new member events.
- D. Keep track of how the new members are doing in their academic classes and how they are doing overall in terms of their emotions, and their enthusiasm
- E. Keep the new member period as efficient as possible, limiting its duration and phasing out any useless or degrading activities.
- F. Emphasize the teaching of the True Gentleman, not just to memory, but also to incorporation of it into everyday life.
- G. Schedule events that will cause new members to unify with the entire Chapter, as well as the Greek and Campus Community.
- H. Give the new members positive incentives to help them learn what the Chapter wants them to know in order to become active brothers.
- I. Pair big brothers and little brothers as outlined in the Big Brother Program

## **Section 8: Eminent Herald**

The EH shall have the following duties:

- A. Plan and organize the pledge ceremonies and initiation rules of the chapter
- B. Attend to the maintenance and replacement of ritual equipment.
- C. Maintain all trophies and composites for the chapter
- D. Order new member class plaques
- E. Educate chapter members on the Fraternity's ritual and its meaning.

- F. Plan and coordinate brotherhood retreats and brotherhood building activities.
- G. Shall oversee the set up and restoration of chapter meeting spaces.

## **Section 9: Health & Safety Chairperson**

The Health & Safety Chairperson shall have the following duties:

- A. Read and understand the Sigma Alpha Epsilon Health & Safety policies and appropriately educate members of the chapter in their use.
- B. Endeavor to reduce the chapter's exposure to risk by hosting events that are alcohol-free or that do not include distribution of alcohol by the Chapter.
- C. Work with the new member educator to minimize new member activities that could be construed as hazing.
- D. Maintain adequate fire safety in the Chapter house or lodge by testing fire and smoke alarms as well as fire extinguishers and by disposing of fire hazards such as trash or cigarette butts.
- E. Coordinate the voluntary designated driver program of the chapter
- F. Monitor the entrances to Chapter property, especially during social functions such that guests must show college I.D. cards or their driver's licenses.
- G. Make sure that several brothers are assigned to stay sober at Chapter social functions.
- H. Identify and arrange repairs for any part of the Chapter house or lodge that presents a risk or physical harm.
- I. Attend, or secure proxy for, all Interfraternity Council sponsored Health & Safety workshops and meetings.
- J. Report to the Chapter any areas of concern.
- K. Attend, or secure a proxy for, all GAMMA sponsored workshops and meetings.

## **Section 10: Housing Manager**

The housing Manager shall have the following duties:

- A. Design a cleaning schedule with consent of the chapter. A temporary schedule shall be designed the week of a chapter approved event.
- B. Serves as liaison between chapter and housing corporation.
- C. Responsible for ensuring full occupancy of the house.
- D. Works with landlord for all minor maintenance needs.
- E. Maintain a dry house.

## **Section 11: Eminent Chronicler**

The Eminent Chronicler shall have the following duties:

- A. Take pictures at all Chapter events and maintain a scrapbook for each semester which will be presented at the end of each semester.

- B. Record in a journal the history of the Chapter and maintain all archives and artifacts of the chapter.

## **Section 12: Recruitment Chairperson**

The Recruitment Chair shall have the following duties:

- A. Develop a recruitment strategy with a target audience, a set number goal, and innovative activities.
- B. Develop recruitment brochure for Chapter.
- C. Utilize recruitment brochures, both Chapter developed brochure and Fraternity Service Center Brochure.
- D. Keep records and contact information on all prospective recruits and educate Chapter members on recruitment practices and strategies.
- E. Endeavor to establish a long-term recruitment network drawing from certain high schools, towns, families, or groups of friends.
- F. Recruit men who make scholarship a top priority and have the potential to be leaders.
- G. Make sure that there is one hundred percent brotherhood participation at recruitment events.
- H. Endeavor to portray the ideals of the Fraternity by planning dry recruitment functions.
- I. Plan at least one recruitment event in the second half of each semester at Central Michigan University.
- J. Maintain contact with all prospective recruits.

## **Section 13: Philanthropy Chairperson**

The Philanthropy Chairman shall have the following duties:

- A. Work with the Executive Council to establish and/or perpetuate an official chapter philanthropy that will be done every semester of every year
- B. Motivate members of the fraternity to get involved in philanthropic activities, whether or not they are sponsored by the Chapter.
- C. Have an eye towards public relations and image making, such that all philanthropies done by the chapter are advertised to the University, to the campus and community, and to the Fraternity Service Center and alumni.
- D. Plan a philanthropy event in association with Sigma Alpha Epsilon's Day of Service.
- E. Work with the Fundraising Chair for fundraising purposes
- F. Work with the Correspondent to be sure that all activities receive attention from the media.
- G. Monitor community service hours of all members to ensure the completion of at least 20 hours per semester in order to remain in good standing of active membership.
- H. Have authority to determine qualifications of community service activities.
- I. Keep record of such aforementioned community service hours.

## **Section 14: Social Chairperson**

The Social Chairman shall have the following duties:

- A. Coordinate all social functions of the chapter following the wishes of its members.
- B. Operate in a manner consistent with the ideals and policies of the Fraternity, particularly relating to Health & Safety.
- C. Work within an allotted budget set by the Eminent Treasurer and approved by the Chapter.
- D. Furnish the Eminent Treasurer with receipts for all social fund transactions.
- E. Ensure that sound Health & Safety practices are followed at all social events.
- F. Register all social events with Central Michigan University, if required by the administration.
- G. Become familiar with Health & Safety policies pertaining to social events.
- H. Plan social events with other Greek letter organizations on Central Michigan University's campus.
- I. Plan at least one dry social function each semester.
- J. Attend, or secure a proxy for, all GAMMA sponsored workshops and meetings
- K. Plan at least one formal per term.

## **Section 15: Scholarship Chairperson**

The duties of the Scholarship Chair shall be (but not limited to):

- A. Monitor the academic performance of each member
- B. Establish a scholarship program as outlined in Article XV
- C. Have above-average knowledge of the academic policies and procedures of the university
- D. Ensure that all members are striving to maintain the minimum scholastic requirements of the Chapter.
- E. Implement the True Gentleman Scholarship Program created by Nationals located on [www.thetgi.net](http://www.thetgi.net) every fall semester for incoming freshman males.

## **Section 16: Athletics Chairperson**

The Athletics Chair shall have the following duties:

- A. Assembles chapter teams for the various intramural sports competitions and registers these teams with the IFC or Intramural Board.
- B. Organize tryouts and/or practice sessions
- C. Appoint a coach for each IFC or Intramural team and if a coach cannot be appointed, then he will be the coach.
- D. Distribute and collect athletic jerseys and equipment before and after every event.
- E. Cleaning and maintenance of athletic jerseys and equipment.
- F. Look after the physical well-being of the chapter as a whole as well as its members.
- G. Set up individual work out plans with brothers if requested

- H. Have an overall knowledge and excitement about fitness and exercise

## **Section 17: Alumni Relations Chairperson**

The Alumni Relations Chair shall have the following duties:

- A. Coordinate Alumni Relations Committee meetings
- B. Plan at least one alumni event every semester
- C. Send out an alumni newsletter once every two months during the school year and at least one during the summer
- D. Inform alumni about all formal Chapter events (Initiation, Formal, etc.)
- E. Inform alumni about all informal chapter events
- F. Serve as the communication liason between alumni and the Chapter
- G. Be a resource to alumni if they have any interested or need of any type, dealing with the Chapter.

## **Section 18: Diversity Chairperson**

The Diversity Chair shall have the following duties:

- A. Implement programming and education to increase support and awareness for minority groups.
- B. Work with the Director of Diversity & Inclusion to report data, increase awareness and engagement among chapter members with strategic partners and diversity groups.
- C. Coordinate with the Office of Greek Life, the Office of Diversity Education, diversity and multi-cultural based RSOs, and other on-campus resources to provide opportunities for members to increase respect and understanding for people of diverse backgrounds and cultures.
- D. Coordinate educational and awareness programming with the Member Educator to complete TGE educational requirements.

## **Section 19: Eminent Chaplain**

The Eminent Chaplain shall have the following duties:

- A. Offer prayers or devotions appropriate to the setting of various Chapter activities
- B. Be available as a trusted counselor for members or pledges in need of assistance
- C. Provide emotional and encouraging words at Chapter meetings or other Chapter functions
- D. Leading the Chapter in song and ensuring that all members know the Sigma Alpha Epsilon songs.

## **Section 20: Student Government Association Representative.**

The Student Government Association Representative shall have the following duties:

- A. Attend all required functions of SGA
- B. Report to the Chapter on a weekly basis of current business in SGA
- C. Serve as the Chapter's voice in the SGA

## **Section 21: Interfraternity Council Representative**

The Interfraternity Council Representative shall have the following duties:

- A. Attend all IFC meetings
- B. Report information presented during an IFC meeting back to the chapter directly after the IFC meeting
- C. Fulfill all other duties in accordance to IFC.

## **Section 22: Webmaster**

The Webmaster shall have the following duties:

- A. Maintain Chapter website and any files within the website.
- B. Post officer's written reports on website, as received from the Eminent Recorder.

## **Section 23: Fundraising Chairperson**

The Fundraising Chairperson shall have the following duties:

- A. Schedule and execute fundraising opportunities for the chapter
- B. Work with the fundraising committee to execute all fundraising events

## **Section 24: Service Chairperson**

The Service Chairperson shall have the following duties:

- A. Motivate members of the fraternity to get involved in service oriented activities whether or not they are sponsored by the chapter.
- B. Cooperate with other Greek organizations as well as non-Greek campus organizations in planning and carrying out community service projects.
- C. Work with the Eminent Correspondent to be sure that all activities receive attention from the media.
- D. Will log brother's hours and keep track of Sigma Alpha Epsilon's semester totals for service.

## **Section 25: Parliamentarian Chairperson**

The Parliamentarian Chairperson shall have the following duties:

- A. Enforce Robert's Rules of Order during Chapter and other official meetings.
- B. Keeps order in meeting if Eminent Warden is not present.
- C. Have a copy of the most current chapter bylaws to present to any brother if asked at meetings.

## **Section 26: Daniel Herman 5K Coordinator - Fall**

The Daniel Herman 5K Coordinator shall have the following duties:

- A. Organize/work with the EA to get the event booked through Event Services.
- B. Organize a committee or have an assistant to help them with planning of the event.
- C. Utilize social media/campus resources to promote the event.
- D. Work with the Treasurer to properly donate money to the KnowResolve Foundation that works with suicide prevention

## **Section 27: Kolor Run 5K Coordinator - Spring**

The Kolor Run 5K Coordinator shall have the following duties:

- A. Organize/work with the EA to get the event booked through Event Services
- B. Organize a committee or have an assistant to help them with planning of the event.
- C. Utilize social media/campus resources to promote the event.
- D. Order t-shirts and the colored powder in a timely fashion to make sure the supplies are ready for the day of the race.

# **ARTICLE X: OFFICER TRANSITION**

## **Section 1: Vacating Officers**

- A. A detailed report of all action taken throughout their term
- B. A detailed report on goals set as well as progress taken towards those goals
- C. A detailed notebook to be given to the incoming officer including all necessary information for effective fulfillment of duties
- D. At least two meetings with the incoming officer prior to installation
- E. Submission of any and all relevant documents and materials
- F. Changes of all officer information with the Fraternity Service Center, the banking facility, and the University

## **Section 2: Incoming Officers**

- A. At least two meetings with the outgoing officer
- B. Successfully receive the aforementioned material from the outgoing officer

# ARTICLE XI: COMMITTEES

All members of the Chapter not serving on the E-Council shall be required to serve on at least one Chapter committee. Beyond two absences each committee meeting absence shall result in a \$10 fine.

## Section 1: Standing Committees

- A. The alumni relations, athletics, chapter excellence, fundraising, housing, marketing, philanthropy, recruitment, ritual and social committees shall be the standing committees of the chapter.
- B. Chairman of standing committees shall be the corresponding officers appointed by the Eminent Archon and confirmed by the E-Council.
- C. The chair of each standing committee shall be responsible for convening its meetings, setting the agenda, conducting the meetings, and submitting reports.
- D. Meetings of standing committees shall be open to all members and be held at least twice each month.
- E. Standing committees shall submit a report to the chapter on their proceedings at least once each month.
- F. Membership of standing committees shall be determined by the Eminent Deputy Archon in consultation with committee chairs.

## Section 2: Special Committees

- A. Special committees may be created by the Chapter or E-Council. The body establishing a special committee shall determine its membership, chairman, purpose or task, and power to act on its behalf.
- B. Special committees shall be considered dissolved once they have completed the task assigned to them or fulfilled their purpose.
- C. Special committees shall meet as needed and report or act as directed by the establishing body.

## Section 3: Chapter Advisory Committee

- A. The Chapter Advisory Committee (CAC) shall advise and counsel the Chapter in the administration of its affairs, including but not limited to scholarship, risk management, finances, member education and housing; and aid in the perpetuation of the Fraternity's standards, policies and traditions.
- B. Members of the committee, known as Chapter Advisors, shall be appointed by the Eminent Archon. Advisors should strive to make themselves available to the Chapter and be encouraged to attend open Chapter events and advise chapter members.

- C. Meetings shall be held at least once during the fall and spring semesters.
- D. The committee may request assistance from the Province Archon or Eminent Supreme Recorder when addressing Chapter issues.

## **ARTICLE XII: Gentleman's Review**

### **Section 1: Composition**

- A. The Eminent Deputy Archon chairs the Gentleman's Review .
- B. The Eminent Warden is to sit on the Gentleman's Review as the Executive Council's representative.
- C. A board shall consist of three non-executive council members and two Executive Council members.
- D. If the Eminent Deputy Archon believes there is a conflict of interest with a member of the Judicial Board or himself and a defendant, he will replace them as he sees fit with consideration of aforementioned board composition requirements
- E. In the case that the Eminent Deputy Archon recuses himself, the Eminent Warden shall chair the case.
- F. An appeal to a Gentleman's Review decision will be taken to the Executive Council during the scheduled executive board times. The Eminent Deputy Archon will present the facts of the case; The Eminent Deputy Archon will be a non voting Judicial Board representative and report the finding of Judicial Board. Eminent Warden will be a non-voting, non-speaking, recorder during the trial and proceedings. In the result of a Tie the Eminent Archon will cast the tie-breaking vote.
- G. In cases where a Gentleman's Review proceeding will be carried out concerning a new member the Member Educator will sit on the Judicial Board as an ad hoc, non-voting member.
- H. The Eminent Deputy Archon will record accurate records of all cases, including findings and imposed sanctions

### **Section 2: Appointment and Terms**

- A. Each member on the Gentleman's Review is to be chosen by the Eminent Deputy Archon, how he sees fit.
- B. The term of a member for Gentleman's Review shall be from the start of the fall semester to the end of the spring semester.

### **Section 3: Purpose**

- A. The Gentleman's Review shall review all alleged infractions of the bylaws of Michigan Delta Omega or of Sigma Alpha Epsilon International Fraternity.
- B. Shall determine by a majority vote whether or not the member is guilty of the infraction.
- C. Shall impose penalties determined by a majority vote.
- D. Has authority over all members initiated at Central Michigan University, as well as any that may have transferred from other institutions, whether they have affiliated or not.
- E. Has the authority to review the Eminent Archon's interpretation of the bylaws.

## **Section 4: Offenses for Trial**

The following are deemed reasonable and legitimate offenses for institution of a trial:

- A. Commission of a flagrant offense against the laws of the Country, State, or University
- B. Violation of the laws, bylaws, and policies of the Chapter.
- C. Violation of the Chapter initiation oath.
- D. Conduct unbecoming of a True Gentleman
- E. Delinquency in accounts payable.
- F. Failure in scholarship requirements.
- G. Failure to perform duties.

## **Section 5: Conduct Unbecoming of a True Gentleman**

Conduct Unbecoming of a True Gentleman shall be defined as: Any action, which causes shame and dishonor to the members and new members of the Michigan Delta Omega Chapter and the Sigma Alpha Epsilon International Fraternity, or the students of Central Michigan University as a whole. Such actions include, but are not limited to, the following:

- A. Malicious intent to harm or damage persons or property
- B. Negligence which causes harm or damage to property or individuals
- C. Disregard for the ideals of the Sigma Alpha Epsilon International Fraternity and the True Gentleman by John Walter Wayland.

## **Section 6: Operation of the Gentleman's Review Board**

- A. Any member in good standing may submit a written request to the Gentleman's Review Board to review a member or an interpretation of the bylaws by the Eminent Archon.
- B. All cases shall remain confidential and limited to the parties involved.
- C. The Chair shall set a time for the Gentleman's Review Board to meet to consider the complaint or interpretation.
- D. The initial meeting for an allegation must occur within seven days of the Gentleman's Review Chair receiving the complaint. At this time, the Gentleman's Review board will decide whether or not to investigate the complaint.

- E. If the Gentleman's Review board decides to investigate a complaint, they must notify the accused within one day of making the decision.
- F. If the Gentleman's Review board decides to proceed with the investigation the following must take place:
  - 1. A date for the trial must be set within seven days of the decision to investigate.
  - 2. The Chair must conduct a fact finding investigation including, but not limited to, witness testimony, collection of evidence, and interviewing the accused.
- G. The chair of the Gentleman's Review will conduct membership reviews twice a semester with his board. These reviews will be solely based on reviewing the Character of brothers and providing recognition or guidance for those who need it.
- H. Any member in good standing may submit an email to the chair of the Gentleman's Review board at any time, recognizing the outstanding character or actions of a brother

## **Section 7: Trial by Gentleman's Review Board**

At the trial, the charges are to be read to the member, who then enters a plea.

- A. If the accused pleads guilty, the Gentleman's Review shall then determine a punishment.
- B. If the accused pleads not guilty, he is given the opportunity to explain his case and/or present evidence or witnesses. The Eminent Deputy Archon will then question the accused and present any evidence or witnesses concerning the charges. The accused member is then allowed a final opportunity to defend himself, before leaving the room. While the accused is absent from the room, the Gentleman's Review determines the guilt or innocence and, if guilty, a punishment.
- C. The Judicial Board may delay their decision by up to one week.

## **Section 8: Gentleman's Review Board Conclusions**

- A. In the case that the Gentleman's Review board find the defendant guilty, the board shall, by unanimous vote, impose sanctions.
- B. In the case that the case is initiated by a member not on the Gentleman's Review board, the chair of the board shall inform the member of the findings of the case. The accuser shall not be notified of any sanctions, if applicable.
- C. Sanctions may include, but is not limited to: recommendation for expulsion or expulsion, probation, fines, or recommendation of removal from office.

## **Section 9: Interpretation of Bylaws**

- A. After receiving an appeal for a review of an interpretation of the bylaws by the Eminent Archon the Gentleman's Review board will meet and discuss the interpretation.
- B. The Eminent Archon may make a written statement justifying his interpretation.
- C. The appealing member may submit a written statement explaining his concern with the interpretation.
- D. A ruling will be made with a majority vote of the Gentleman's Review Board.
- E. A ruling on any appeal will result in the release of a written statement from the Gentleman's Review board concerning the interpretation. The written statement is to be distributed to the appealing member, and the entire Executive Council.
- F. Any ruling may suggest changes to the bylaws in order to prevent future problems.

## **ARTICLE XIII: HOUSING**

### **Section 1: Occupancy**

- A. The active brothers listed here are required to live at the house during their term:  
House Manager.
- B. After elections have occurred, the remaining open rooms will be filled on a volunteer basis with the highest on scroll receiving preference. This process shall occur no later than November 30<sup>th</sup>.
- C. In the case of the house not being filled, the chapter will resort to reverse scroll order those individuals will be required to live there.
- D. Any member reserves the right to appeal the housing by-laws to the Executive Council. If the appeal pertains to another lease that must be signed before the house is full it must be discussed with the Executive Council prior to signing the lease not pertaining to the house.
- E. If those active brothers who have been scrolled into living in the house and cannot complete the request at that time they are required to find a willing brother to sub-lease from them.
- F. Any active member who joins the Fraternity during their Freshman or Sophomore year at Central Michigan University shall sign a lease to live in the chapter house for the duration of at least one lease period during or before their junior year unless otherwise stated or excused by the Executive Council.

### **Section 2: Events**

- A. The house will follow all national, province, IFC, and chapter policies regarding the consumption of alcohol.
- B. The chapter must approve by a majority vote to hold any official chapter events, including but not limited to socials, fundraisers, and alumni events.
- C. Proper risk management must take place at all official chapter events.

- D. The tenants reserve the right to not allow guests (non-brothers) on the premises at their discretion.

## **ARTICLE XIV: FINANCES**

### **Section 1: Sigma Alpha Epsilon International Fraternity Fees**

- A. Each member and new member will pay all fees to the Fraternity Office in full.
- B. The amounts will be as set forth by the Laws of the Sigma Alpha Epsilon International Fraternity.

### **Section 2: Chapter Dues**

- A. Semester dues for members and new members will be determined by the Eminent Treasurer and approved by a two-thirds vote of general membership.
- B. Semester dues will be announced the semester before they are due (spring due amounts are announced at the end of the fall, and vice versa.)
- C. Dues may be paid in full at the beginning of the semester, or in a bi-weekly payment plan set up by the Eminent Treasurer.
- D. Members who do not pay dues on time may be charged a fee determined by the Eminent Treasurer.
- E. Dues will be collected at weekly Chapter meetings.

### **Section 3: Fines and Penalties**

- A. Fines and penalties concerning the late payment of dues are to be assessed by the Eminent Treasurer.
- B. The Judicial Board as punishment can assess fines and penalties.
- C. Fines and penalties may be assessed by the Eminent Warden for disruption of weekly Chapter meetings.
- D. The Executive Council must approve any fine or penalty over \$25.
- E. The Eminent Warden must notify the member or new member of all penalties or fines.
- F. The Eminent Warden must assist the Eminent Treasurer in collection of all fines.
- G. All fines will be deposited to the Chapter Housing budget line.

### **Section 4: Budget**

- A. Officers are to present plans to the Eminent Treasurer for their semester expenditures, from which the Eminent Treasurer constructs the semester budget.
- B. The Executive Council will approve the budget before bringing it to the general assembly.
- C. The Eminent Treasurer will then present the budget to the general assembly by the second to last meeting of the semester, it will take effect after a two-thirds majority vote of the general assembly

## **Section 5: Expenditures**

- A. The Eminent Treasurer and either the Eminent Archon or Eminent Deputy Archon must sign all checks written from the Chapter checking account.
- B. All use of money excluding payments to the Fraternity Service Center must be allocated through the Eminent Treasurer
- C. Before any purchases are made for Sigma Alpha Epsilon MIDO, there must be pre-approval by the Eminent Treasurer.
- D. Allocations must receive a two-thirds vote of all members present and in good standing in order to be accepted.

## **Section 6: Collection**

- A. All accounts receivable will be collected by the Treasurer Assistant.
- B. Any person collecting money without authorization from the ET for collection may be subject to judicial review or fined.

## **Section 7: Dissolution**

In the event that the Chapter disbands, all funds remaining after payment of outstanding debts will be donated to the Children's Miracle Network.

# **Article XV: Scholarship Program**

## **Section 1: Study Hours**

- A. All members of the fraternity will be required to commit three (3) hours per week to study time.
- B. Study times and locations will be designated or approved by the Scholarship Chair.
- C. Members who possess a cumulative Grade Point Average (GPA) of 3.5 or higher on a 4.0 scale will be exempt from the mandatory study times and may complete the required three (3) hours of study time at a location and time in accordance with the Scholarship Chair.

- D. If a member's GPA drops below a 3.5, then he will be required to fulfill the requirements as prescribed in Section 1a and 1b.

## **Section 2: Violation of Scholarship Requirements**

- A. Members failing to complete the study hours requirements shall be subject to the following consequences:
  - 1. The member will be placed in bad standing until the missed three (3) study hours are completed.
  - 2. Upon the second offense, the member will be fined five (5) dollars in accordance with the Warden. This fine will continue with each following missed set of study hours until the fifth (5<sup>th</sup>) offense. Upon the fifth (5<sup>th</sup>) offense the fine will increase five (5) dollars with each following missed week of study hours. Not exceeding twenty-five (25) dollars without approval of the Executive Council.
- B. Members with a GPA under the minimum required cumulative GPA for good standing will create a plan of action with the Scholarship Chair and follow the restrictions placed on him via consultation with the Eminent Warden and the Scholarship Chair.

# **ARTICLE XVI: RISK MANAGEMENT**

## **Section 1: Alcohol and Drug Policy**

- A. The possession, use, and/or consumption of alcoholic beverages, while on Chapter premises, during an official Chapter event, or in any situation sponsored or endorsed by the Sigma Alpha Epsilon Fraternity, must be in compliance with any and all applicable laws of the state, county, city, and university.
  - 1. Chapter premises are to be defined as any and all properties in which an official Chapter function is taking place.
- B. The sale of alcohol by any chapter of Sigma Alpha Epsilon is strictly forbidden. This is to include any action that can be remotely construed as alcohol sale such as: charging admission to parties, selling empty cups, and selling drink tickets.
- C. The possession, sale, and/or use of any illegal drugs or controlled substances on Sigma Alpha Epsilon property or at any Fraternity sponsored event or at any event that would allow a normal observer to view one as associated with the Fraternity is strictly prohibited and will be grounds for the immediate expulsion of those involved.
- D. Each member and new member will be instructed by the Health & Safety Chairperson on the drinking age laws, open container laws, and other laws pertinent to the Chapters' jurisdiction, specifically implied consent and host liquor liability. Instruction shall also be provided with the goal of engendering in each member a sense of responsibility toward the welfare of those who consume alcohol. The Chapter shall also teach methods of intervention to prevent any person of drinking to excess or from engaging in any potentially dangerous activity, including driving a motor vehicle while

under the influence of alcohol. Instruction must also be provided on emergency procedures to be employed as a result of alcohol abuse.

- E. No grain alcohol or distilled liquor that exceeds one hundred proof, or above fifty percent pure grade alcohol per volume, is to be served in any form or mixture during a Fraternity-sponsored event.
- F. All recruitment and/or new member education activities associated with any chapter of Sigma Alpha Epsilon will be dry, meaning without the presence of alcoholic beverages. The ideals and concepts on which Sigma Alpha Epsilon stands are not dependent on alcohol.
- G. Open parties, which are those with unrestricted access and specific invitation, are prohibited.
- H. Alcoholic beverages are not to be purchased with Chapter funds; this includes the purchase of kegs of beer. All alcoholic beverages consumed at Fraternity functions are to be brought by individuals attending the function or through a cash bar operated by the licensed establishment at which the event is being held. (ΣAE National Policy).
- I. The purchase or usage of a common source of alcohol, such as kegs, party balls, punches, etc. is prohibited. Chapters may hire a licensed, professional catering service with certified bartenders, which may utilize common containers. Any service retained must have general liability and liquor liability insurance policies. (ΣAE National Policy).
- J. No drinking games, shots or shooters, forced drinking, or beer bonging will be permitted at any Chapter event.

## **Section 2: Hazing**

The Chapter will not engage in or permit any form of hazing. Hazing is defined in the Sigma Alpha Epsilon Fraternity Laws as: Paddling in any form; physical exercises resulting in excessive fatigue or exhaustion; deprivation of normal sleep and rest; any form of corporal or mental punishment; the placing of anyone in a simulated peril or jeopardy or health; undignified methods and stunts; either public or private quests; treasure hunts; road trips, late work sessions, or any other activities which interfere with scholastic achievement of the new members.

## **Section 3: Sexual Abuse**

The Chapter will neither tolerate nor condone any form of sexually abusive behavior on the part of any of its members; whether it is physical, mental, or emotional. This is to include any demeaning actions, including but not limited to: date rape, gang rape, or verbal harassment. Any such actions will cause the expulsion of individual offenders and/or charter suspension.

## **Section 4: The SAE House**

The Health & Safety Chairperson will appoint up to 2 brothers whose responsibility it will be to be at the house during large university or fraternal events, such as Homecoming, or at the Health & Safety Chairperson's discretion. These brothers' responsibilities include:

1. Keeping the house dry and not allowing alcohol to enter the house.
2. Making sure no persons enter the house who are not permitted to be there.
3. Ensure no vandalism or loitering is occurring on the property.
4. Ensure the safety and health of brothers who come to the house.

## **ARTICLE XVII: DELEGATES**

Delegates will be elected from the applied applicants by Executive Council.

### **Section 1: Conventions**

The Chapter shall send appropriate delegates to the National Convention and Province Omega Conventions. The Chapter shall provide partial compensation for delegate fees for those who are appointed by the Chapter to attend.

### **Section 2: Leadership School**

The Chapter shall provide partial tuition costs for two delegates to attend the National Leadership School. Any other brother may choose to attend at his own expense.

### **Section 3: Representation at Conferences**

Delegates attending conferences are to conduct themselves as gentlemen and will conduct themselves in an appropriate manner representing the Chapter. Delegates will be required to bring back knowledge they have learned at the conference and share it with the Chapter when they return.

## **ARTICLE XVIII: BYLAWS**

### **Section 1: Distribution**

The Eminent Archon, Eminent Deputy Archon, and Eminent Recorder will hold official copies of the Michigan Delta Omega bylaws. These copies will also be posted on the Chapter website, and can be inspected by any member at any time.

## **Section 2: Interpretation of Bylaws**

The Eminent Archon shall interpret these bylaws. The Judicial Board will review any appeal of an interpretation.

## **Section 3: Suspension of Bylaws**

A motion may be made during a Chapter meeting to temporarily suspend these bylaws, in order to pass a motion that would otherwise conflict with the document. Suspension of bylaws requires a unanimous vote in favor of suspension. This will enable special motions to be considered so that the bylaws will not have to be changed permanently.

## **Section 4: Amendment to Bylaws**

These bylaws may be amended by a two-thirds vote, provided that notice of the amendment has been given *in a main motion paper form* to the chapter one week in advance or the amendment has been approved by the Executive Council for immediate consideration.

# **ARTICLE XVIV: LAVALIERING**

A member must notify the chapter at least one week in advance.