

SIGMA ALPHA EPSILON FRATERNITY
By-Laws

Updated as of October 16, 2006

ARTICLE I – NAME/PURPOSE

NAME:

Sigma Alpha Epsilon Fraternity, NC Alpha Chapter of Province Omicron at the University of North Carolina State.

PURPOSE:

The members of this fraternity have set forth an organization whose objectives are to promote the highest standards of friendship, scholarship, service, and character for our members based upon the ideals set forth by our Founders and as specifically enunciated in our creed. Furthermore, it is our aim to preserve society as well as the individual, with true acceptance and understanding of the National Laws and Ritual of Sigma Alpha Epsilon, and in so doing do establish the following articles and By-Laws of the NC Alpha Chapter of Sigma Alpha Epsilon. These By-laws will not contradict the laws of the land, the university laws of the domiciled chapter, or the written laws of Sigma Alpha Epsilon National Fraternity.

ARTICLE II – MEMBERSHIP

Pledge Election

Section 100. Election of pledges shall be by 2/3-majority vote of the members of the Chapter who are present and are eligible to vote, with two blackballs defeating the election. In all cases, the vote must be by secret ballot. The name of a person who has failed election may be re-evaluated a maximum of one time by majority vote of the members of the Chapter who are present and are eligible to vote.

Section 101. In order to hold pledge elections a quorum must be present.

Section 102. A meeting in which the chapter is holding pledge elections shall be deemed a “special meeting”. Under the definition of a special meeting two-thirds of the members in good standing shall constitute a quorum.

Section 103. The Eminent Archon shall run the meeting with assistance from the recruitment chairman.

Rescinding Pledgeship

Section 200: According to National Laws if after the election and pledging of any person, objection is made to his pledgeship by a vote of one-quarter of the entire membership in good standing of the Chapter Collegiate (whether or not present or voting), his pledgeship shall be rescinded.

Section 201: According to National Laws, if a pledge does not satisfactorily complete the Chapter Collegiate's prescribed course of pledge education, or if he does not fulfill institutional requirements of his college or university including academic requirements by conclusion of the normal period of pledgship, his pledgship may be continued for one additional academic term (one semester or two quarters depending on the institution) by a one-third vote of the entire Chapter Collegiate (whether or not present or voting) in good standing. If, at the end of the additional academic term (one semester or two quarters), he has not fulfilled the aforementioned requirements, he shall no longer be considered a pledge of the Chapter Collegiate and no vote to rescind shall be required.

Affiliation

Section 300 - Eligibility: According to the National Laws, every member of a chapter collegiate who leaves the institution at which he was initiated and enters another institution at which there is a chapter of Sigma Alpha Epsilon shall automatically become an active member of such chapter, subject to its by-laws, and shall be admitted to all the privileges of active membership by such chapter, provided he has a transfer card from the chapter with which he was last connected. Any member not in good standing by reason of financial or other delinquency and consequently not entitled to a transfer card, who shall enter another institution at which there is a chapter of Sigma Alpha Epsilon, shall not be entitled to the privileges of active membership, but shall nevertheless be subject to the jurisdiction of the Chapter Collegiate located in the institution to which he has transferred.

Section 301 – Requirements: According to National Laws, a chapter collegiate may require 1) a residence not to exceed six (6) months at the institution at which it is domiciled and 2) compliance with its scholastic standards before accepting an applicant for affiliation. It may also impose an affiliation fee not to exceed one half (1/2) of its initiation fee and may make rules as it deems proper to give preference to its own initiates in matters of house residence.

Section 302 – Transfer Cards: According to National Laws, (a) *Active Chapters:* Every member in good standing at the time of leaving the domicile of his Chapter Collegiate is entitled, on request, to a transfer card signed by the Eminent Archon and the Eminent Treasurer. (b) *Disbanded Chapters:* Every member of a disbanded Chapter Collegiate who was in good standing at the time of its dissolution is entitled, on request, to a transfer card. This card shall be signed by the Eminent Supreme Recorder.

Section 303: In order to become an affiliated member in good standing the Chapter must take a vote that requires two-thirds vote of the members in good standing (whether or not present or voting).

Section 304: A member applying for affiliation, and having been verified as a brother from their previous chapter, will be allowed to a) attend social functions and activities, and b) attend chapter meetings as a non-voting member until his affiliation is accepted.

Section 305: Before affiliation is granted all financial obligations must be taken care of, which includes monies due to his previous chapter, to his new chapter, and to the national office.

Inactive Members

Section 400: According to National Laws: An inactive member is one who, at his own request and upon good cause shown, while he is still a student, has been permitted by the chapter by a three-fourths vote of approval, to assume a status of inactivity; but such a member cannot become inactive until he has paid in full all dues and obligations due his chapter, the Province, and the National Office. Inactivity cannot take place unless applicant has been a member of the chapter at least 2 years. 2) An inactive brother may attend and participate in (without a vote) meetings with the approval of the Eminent Archon. 3) An inactive member shall be allowed to attend only one social event per month.

ARTICLE III – MEETINGS

Regular Meetings

Section 100: Regular meetings will be held every Sunday evening after dinner at 6:30pm in the chapter room throughout the academic year. Regular meetings will begin the first full week of each semester, and end the week before finals. Meetings that fall on holidays will not be made up unless there is a majority vote by the executive council to do so. In such case the vote should be taken prior to the holiday as to give the chapter ample notification.

Section 101: At regular meetings, a majority of members in good standing and present shall constitute a quorum.

Section 102: Attendance at Chapter meetings is compulsory, except: (1) Members on academic probation may be exempt during the probation period. (2) A member who has been excused by the Eminent Archon.

Section 103: A member is in good standing unless: (1) He is excessively delinquent in accounts as determined by the ET. (2) An accusation formally exists against him as defined in the International Laws. (3) He is under suspension. (4) He is delinquent in scholarship (on probation).

Section 104: Members not in good standing cannot vote on any question before the Chapter, including proposals of members.

Special Meetings

Section 200: According to National Laws: Special meetings may be called at any time by the Eminent Archon, and shall be called by him on the written request of five or more members in good standing. In either case, due notice shall be given to all members.

Section 201: Notification for a special meeting must be given to the brotherhood 24 hours prior to the meeting date and time.

Section 202: At special meetings and election meetings two-thirds of the members in good standing and present shall constitute a quorum.

Quorum

Section 300: According to National Laws: At any regular meeting of a Chapter Collegiate, a majority of the members in good standing shall constitute a quorum, and at any special meeting, two-thirds of the members in good standing shall constitute a quorum.

Section 301: If a quorum is not present, the brothers present may meet as a committee of the whole as defined by the Sturgis Rules of Order. Therefore, no official business may be transacted.

ARTICLE IV – OFFICERS

Required Officers

Section 100:

- 1) Eminent Archon
- 2) Eminent Deputy Archon
- 3) Eminent Recorder
- 4) Eminent Correspondent
- 5) Eminent Treasurer
- 6) Eminent Chronicler
- 7) Eminent Warden
- 8) Eminent Herald
- 9) Eminent Chaplain
- 10) Chapter Pledge Educator
- 11) Chapter Recruitment Chairman
- 12) Chapter Risk Manager
- 13) Chapter Scholarship Chairman

Additional Chapter Officers

Section 200: This section is provided for chapters to include additional officers relevant to their chapter.

- 1) Service Learning Chairman
- 2) Continuing Education Chairman
- 3) University Relations Chairman
- 4) Alumni Relations Chairman
- 5) House Manager
- 6) Intramural Chairman

Elected Chapter Officers

Section 300: Elected officers of the chapter shall be:

Appointed Chapter Officers

Section 400: Appointed officers of the chapter shall be:

Method of Election

Section 500: Except in case of unanimous consent, election of officers shall be by ballot, and a majority of all votes cast shall be necessary for a choice. If there is no election on the first two ballots, for each subsequent ballot the name of the lowest candidate shall be dropped.

Term of Office

Section 600: The election of officers shall be held three weeks prior to the end of spring and fall semesters provided that the terms of office do not exceed one year.

Section 601: The term of the Eminent Treasurer shall be one year.

Section 602: Officers shall assume their duties at the next regular meeting following their election or whenever practical for the chapter and shall continue in office until their successors qualify.

Section 603: The Eminent Treasurer shall be elected in the second week of spring semester, and will assume the position of Assistant Treasurer until he is installed as Eminent Treasurer, at the end of spring semester.

Qualifications

Section 700: Every initiated member in good standing with the chapter collegiate and University including alumni in good standing is eligible to hold any office in the Chapter provided that no alumnus shall hold office unless there be no member available for such office.

Section 701: A member may be elected to an office without verification of academic standing; however, his election will not be valid until the Eminent Archon receives grade verification.

Section 702: In order to hold office an officer must live in the chapter house.

Section 703: Any member elected to an office will be required to verify a minimum 2.5 GPA at the end of the current semester.

Section 704: To retain his office each officer must remain in good standing with the chapter and University, maintain a 2.5, attend Executive Council meetings if his office places him on the Board, and fulfill the duties of his office.

Vacancies and Offices to be Vacated

Section 800: Election of officers to fill vacancies shall be conducted in the regular manner, and due notice of the meeting for such purpose shall be given. The chapter collegiate may, by a two-thirds (2/3) vote, declare any office vacant when the interests of the chapter collegiate demand. Notice of such intended action shall be given to the officer concerned and to all other initiated members of the chapter collegiate.

Offices Held

Section 900: At no time shall a brother hold two Eminent offices.

ARTICLE V – Fees, Dues, And Fines

Initiation Fee

Section 100: Every chapter collegiate is subject to a national initiation fee of one hundred fifty dollars (\$150.00) for each member initiated, payable to Sigma Alpha Epsilon within ten (10) days after the initiation.

Province Dues

Section 200: Every Chapter Collegiate is subject to Province dues in accordance with the laws of the province in which it is located. *It's a good idea to state the amount in your by-laws*

Pledge Fee

Section 300: Every chapter collegiate is subject to a national pledge fee of seventy-five dollars (\$75.00) for each member pledged, payable to Sigma Alpha Epsilon within ten (10) days after formal pledging.

Payment Of Initiation Fee

Section 400: The initiation fee shall be paid in full prior to the initiation; no credit shall be extended to anyone nor shall a promissory be accepted as payment, nor shall the oral or written guarantees of members or alumni be accepted. A promissory note on which the chapter may realize the cash prior to the time of the initiation may be accepted.

Power To Fine

Section 500: The power to fine should be delegated by the upper council. The council or the Eminent Archon may find it advantageous to appoint officers to be responsible for fining for specific offenses. A list of fineable offenses should be recorded in the bylaws as well as included in each Eminent Archon's policies. The Eminent Archon's policies should be posted in a place where all of the brothers may have a chance to become familiar with them.

Contesting A Fine

Section 600: Contesting a Fine: A member can contest a fine to the upper council one week after the date of the offense or at the next regular Council meeting provided it is at least a week after the infraction.

Budget

Section 700: At least one month before the end of the spring term, the treasurer shall prepare a budget for the coming year's operations. This budget shall first be presented to the Executive Council and then must be approved at a regular house meeting by a 2/3 vote of the members present in good standing.

Section 701: Once approved, this budget may not be altered unless the changes are approved by another 2/3 vote of members present in good standing at a house meeting.

Section 702: The treasurer shall then make all officers aware of the exact amount of money for which they are responsible in their respective accounts.

Departure From The Chapter

Section 800: Any brother leaving school, especially by planned departure, shall sign a one-year promissory note for any money owed to the house that cannot be paid at the time. This note is to be signed at least one month before said departure. If said brother is less than 21 years of age, his parents will be required to sign.

Chapter Dues

Section 900: The chapter dues, including social fees, and any special assessments, shall be determined by the Executive Council and approved by the Chapter. Brother's monthly dues shall constitute \$60 in house and \$70 out of house.

Section 901: Brother dues shall be paid as follows: (1) There will be a 20% savings for dues paid in full prior to the start of the semester. (2) The Payment Plan: The payment plan will consist of an installment schedule of the total semester dues with one-quarter of that total due each month plus a \$5.00 interest rate per related payment. Failure to pay each months balance due in full by the 10th will result in a \$20.00 late fee.

Section 902: If a brother goes inactive after paying for the semester, he will be issued a refund only for the complete remaining months in the semester (at the discounted rate charged per month). Any incomplete months will generate no refund.

Section 903: Fines will be applied as incurred and become due no later than the 10th of the month.

Section 904: Those members living in the chapter house will receive \$10 per month discount on parlor fees.

Section 905: Each Member shall be responsible to pay his National Liability insurance yearly. The amount of this payment shall be announced at the first brothers meeting following notification from the International office. Payment of this amount will be due by the 10th of September and a \$20.00 late fee will be assessed. If not paid by this date, the member shall lose his good standing as a member as explained in Section 2, Subsection 1.