

PREAMBLE

We, the students and alumni of the New Jersey Institute of Technology, Alpha Rho Chapter of Alpha Sigma Phi Fraternity (formerly the Alpha Chapter of Alpha Kappa Pi Fraternity), in order to provide for effective management and legislation in the operation of the Chapter, do hereby adopt and approve this Constitution of the Alpha Rho Chapter of Alpha Sigma Phi Fraternity.

ARTICLE I, NAME

This organization shall be known as the Alpha Rho Chapter of Alpha Sigma Phi Fraternity.

ARTICLE II, PURPOSE

The purpose of this chapter shall be to organize its membership in such a manner as to further scholarship, community and campus service, to provide the means for greater academic achievement, and to become a more productive Chapter of Alpha Sigma Phi Fraternity.

ARTICLE III, MEMBERSHIP

Section 1

Members shall be duly initiated students at New Jersey Institute of Technology.

Section 2

There shall be no discrimination such that race, creed, color, or sexual orientation will affect a candidate's possibility for membership.

Section 3

Membership shall be granted by virtue of acceptance of invitation extended by vote of members.

Section 4

In order to remain in good standing, a member must be up to date in his financial obligations to the chapter and be free of any Chapter appointed bad standing.

Section 5

Any member missing three (3) meetings within one (1) semester without a reasonable excuse shall be placed into bad standing by the Standards Board and shall abide by the

regulations of bad standing as outlined in the Standing Rules until said brother is removed from bad standing.

ARTICLE IV, MEETINGS

Section 1- Standards Board Meetings

A. Standards Board meetings will be held on a bi-weekly basis during the first and third week of each month on a day determined by the chairman.

i. The chairman may call a meeting at any time as long as a majority of the Standards Board committee members agree to a time, place and need. Notice must be given to all Standards Board Committee Members and any Members up for Standards Review at least forty-eight (48) hours before the meeting.

Section 2 – Prudential Board Meetings

Prudential Board meetings will be held on a bi-weekly basis during the second and fourth week of each month on a day determined by the chairman.

Section 3 - General Meetings

A. Stated meetings of the Chapter shall be every week during the academic year with the exception of conflicting holidays. Location of the meetings shall be at the discretion of the President.

B. The procedures for general meetings shall be governed by those stated in the current edition of "Robert's Rules of Order".

C. A quorum, consisting of two-thirds (2/3) of the membership, must be presented in order to act upon any legislation.

Section 4- Committee Meetings

A. The Committee Chairmen are required to organize their committees and hold meetings at least twice a month, during the academic year, at the convenience of the Chairman.

B. The Committee Chairman are to advise the President of the time, place and date of all meetings in order to allow him to attend.

C. At the discretion of the Committee Chairmen, committee meetings can be closed to committee members only.

Section 5- Special Meetings

A. The President may call a special meeting at any time, for the purpose of advising the membership on an event, problems, or developments in which he thinks the former may

be interested.

B. The membership may call a meeting at any time as long as a majority of the members agree to a time, place and need. This request must be sent in writing or electronically and presented to the Vice President of Communications at least three (3) days in advance.

ARTICLE V, OFFICERS

The powers and duties of all officers will be those outlined in the current edition of the Officer Manual from National Headquarters. Any changes will be put into the Standing Rules.

ARTICLE VI, ELECTIONS

Section 1

The elected officers of this Chapter shall be the President, Vice President of Member Retention, Vice President of Finance, Vice President of Communications, Vice President of Member Enrichment, Vice President of Growth, Vice President of Alumni and Family Relations, Vice President of Standards, Vice President of Ritual and Traditions and Vice President of Service and Philanthropy. The President may appoint the committee chair positions pending approval from the Prudential Board. All Officers must intend to serve for a full term.

Section 2

Each officer of the Chapter shall maintain at least a 2.5 cumulative grade point average.

Section 3

Elections shall be held by secret ballot.

Section 4

Elections shall be held at the end of the Fall semester. The term of office shall be for the period of one year, beginning at the installation of officers ceremony.

Section 5

The officers of the Alpha Rho Chapter can be removed from office for violation of university regulations, negligence of office, or inadequate performance. If an officer is found to be in violation of university regulations, in negligence of office, or inadequate performance he shall stand for recall through election by a two-thirds (2/3) majority of the Chapter's membership. He shall continue to perform duties of his elected office unless

a decision against him is determined by the election.

Section 6

In the event that an office becomes vacant, it shall be filled temporarily by an appointment of the President, subject to vote by the general membership. An exception to this rule is when the office of President becomes vacant. The Vice President of Finance will then temporarily fill the role of President. In the event of an open Officer position an expedited (one week process) election is held by the general membership and a new Officer shall be sworn in.

Section 7

A. Nominations are to be held over the course of two (2) weeks. Descriptions of each position shall be read before nominations begin. After nominations close in the second week, nominees are to either accept or reject their nomination. Anyone unable to attend the second meeting will automatically accept their nomination unless they have emailed the President saying otherwise prior to the meeting.

B. At the following meeting, a description of each position's responsibilities are to be read to the chapter followed by speeches by each nominee stating their ideas and intentions. All nominees must submit their speech to the current Chapter President before the meeting begins and read directly from their submittal. If the current Chapter President is a nominee for any office, all speeches for those offices will be submitted to the officer highest in the following order of succession who is not nominated for said office: Vice President of Finance, Vice President of Ritual and Traditions, Vice President of Standards or Vice President of Communications.

C. After all candidates have given speeches and answered questions in the third week the brotherhood will vote allowing one (1) vote per position.

D. This process must be completed three (3) full weeks before final exams begin. A transition period of one (1) week will commence after the new officers are elected. At the end of the meeting following the one (1) week transitional period the new officers will be sworn in. The new officers will take control of the organization immediately after being sworn in. The dates of the election process must be adjusted accordingly.

E. You can only be elected for a position you were nominated for.

F. The order of elections is to be as follows:

- i. President
- ii. Vice President of Finance
- iii. Vice President of Growth

- iv. Vice President of Member Enrichment
- v. Vice President of Standards
- vi. Vice President of Communications
- vii. Vice President of Member Retention
- viii. Vice President of Ritual and Traditions
- ix. Vice President of Service and Philanthropy
- x. Vice President of Alumni and Family Relations

ARTICLE VII, COMMITTEES

Section 1

A. The permanent standing committees of the Chapter shall be as follows:

- i. Growth Committee
- ii. Service and Philanthropy Committee
- iii. Social Committee
- iv. Alumni and Family Relations Committee
- v. Member Retention Committee
- vi. Ritual Exemplification Committee
- vii. Finance Committee
- viii. Housing Committee
- ix. Member Enrichment Committee

Section 2

The duties of all committees shall be those that are outlined in the current edition of the Officer Manual from National Headquarters.

ARTICLE VIII, FINANCES

Section 1 - Budgeting

A. During the second week of November and April, each committee must submit a

written budget for the following semester to the Vice President of Finance. The previous committee's semester budget may be resubmitted if no changes are requested.

B. The Vice President of Finance will then make up a total budget for the Chapter and send it to the Prudential Board for approval.

C. The budget will be presented to the Chapter at the first meeting in December and last meeting of April and shall be voted on at the following meeting.

Section 2 - Revenues

The revenues of the Chapter shall be derived from the members' dues and the Chapters' fund-raising activities.

Section 3 - Control of Revenues

A. All revenues shall be controlled by the Undergraduate Vice President of Finance with recommendations by the Prudential Board.

B. All revenues obtained in the form of cash or check from fundraising, philanthropy, or other undergraduate activities involving the collection and handling of revenues will be submitted in adherence to the following:

i. Brothers will submit revenues raised for the chapter within three (3) days of the event to the Vice President of Finance.

ii. Revenues raised at events occurring outside of the Spring and Fall semesters will be submitted to the Vice President of Finance at the next general body meeting.

iii. The Vice President of Finance will deposit any revenues raised within seven (7) days of its collection.

C. The Vice President of Finance will decide what the preferred documentation and format for revenue reporting will be and announce his decision at the Summer and Winter retreats.

Section 4 - Indebtedness

A. Indebtedness will be handled as follows:

i. Brothers in extenuating financial circumstances, as decided by the Prudential Board, shall sign a special promissory note outlined by the Vice President of Finance, which offers a one (1) semester extension to his payment schedule.

ii. Brothers in extenuating financial circumstances, as decided by the Prudential Board, who refuse to sign a promissory note of indebtedness will be recommended for Financial Bad Standing immediately to the Standards Board.

Section 5 - Fines

Fines will be defined as a Standing Rule and be subject to Standing Rule procedures.

Section 6 - Purchases

All purchases of the Chapter must be approved by the Vice President of Finance prior to any purchase. A written request must be submitted to the Vice President of Finance stating the exact items, quantities, total costs per item, and grand total for the purchase.

ARTICLE IX, THE STANDARDS BOARD OF ALPHA SIGMA PHI

Section 1- Membership

A. The Standards Board consists of the Vice President of Standards acting as chairman. The other members on Standards Board consist of the Vice President of Ritual and Traditions, Vice President of Member Enrichment, as well as three (3) brothers chosen by the Vice President of Standards and approved by the Prudential Board.

B. The Vice President of Standards is a non-voting member unless there is a tie, upon which he is the tie-breaking vote.

C. In the event of a conflict of interest where a Standards Board member is being reviewed, they will be removed from discussions and voting. If the Standards Board member is up for General, Financial, or Conditional Bad Standing, the President will fulfill their role.

Section 2 - Powers

A. Acts as the judiciary body when there is a violation of the Constitution in the best interest of the Chapter.

i. Creates and implements fines or alternative sanctions on a case-by-case basis for the guilty party.

ii. Has the authority to impose Social Probation as a viable consequence for a violation of the Constitution.

a. For a brother placed on Social Probation due to the Academic Policy, as outlined in Article XII, the Standards Board may remove the brother from Social Probation if he sends the Vice President of Member Enrichment the required material for a period of four (4) weeks. If after removal, the Standards Board is notified by the Vice President of Member Enrichment that the brother has failed to meet the requirements of Academic Probation

again the Board shall place the brother on Social Probation for the remainder of the semester.

iii. Has the ability to recommend General Bad Standing as a punishment for the guilty party which is to be brought to the general membership for final vote.

iv. Has the authority to impose Conditional Bad Standing as a viable consequence for a violation of the Constitution.

v. Has the authority to impose Financial Bad Standing pending the recommendation from the Prudential Board.

a. A brother shall not be removed from FBS until such time as his financial obligations have been met.

B. Any ruling made by the Standards Board is final and cannot be appealed except for the stipulations below:

i. The appellant must go before the Prudential Board to plead their case, and if approved by the Prudential Board, a special Appeal Case will be judged by the Standards Board.

ii. The case will be held before the next general body meeting, and will be given priority over all cases where the recommended sanction does not involve GBS.

iii. The Standards Board must be given at least a day's notice of the approval.

iv. The appeal will only be considered if the situation is due to extenuating circumstances as deemed appropriate by the Prudential Board.

ARTICLE X, THE PRUDENTIAL BOARD OF ALPHA SIGMA PHI

Section 1- Purpose

A. Prudential Board acts as the strategic planning board of the Undergraduate Chapter.

i. The President shall create an agenda for each meeting of the Prudential Board to reaffirm previously planned events by the Officers and Chairmen.

B. Prudential Board reviews proposed amendments to the Constitution prior to its presentation to the Chapter and may advise the author of the amendment on adjustments if necessary.

C. Prudential Board reviews the budget made by the Vice President of Finance before it

is brought to the Chapter for a vote.

D. Prudential Board assesses the performance of committees and can recommend removal of the Committee Chairman to the President.

E. Prudential Board may recommend to the Standards Board that a brother be placed on Financial Bad Standing for failure to fulfill their financial obligations to the Chapter as outlined in the Standing Rules.

Section 2 - Members

The Prudential Board consists of the President acting as chairman. The other members on Prudential Board consists of the Vice President of Member Retention, Vice President of Finance, Vice President of Communications, Vice President of Member Enrichment, Vice President of Growth, Vice President of Alumni and Family Relations, Vice President of Standards, Vice President of Ritual and Traditions and Vice President of Service and Philanthropy.

ARTICLE XI, CONSTITUTIONAL PROCEDURES

Section 1

This Constitution of the Alpha Rho Chapter of Alpha Sigma Phi Fraternity may be amended in part or in full by a three-fourths (3/4) vote of active members. The amendment shall be submitted in writing, read before the Chapter membership at a Chapter meeting, and tabled for one (1) week. At the following meeting, the amendment shall be discussed and acted upon. Upon approval by the Undergraduate Chapter an amendment will go into effect immediately.

Section 2

The Standing Rules of this Constitution shall be instituted in the same way as Amendments, except the vote shall be two-thirds (2/3), and the Standing Rules cannot overrule parts of this Constitution.

Section 3

No amendment to this Constitution and no Standing Rule is retroactive.

Section 4 - Titling and Numbering

The Vice President of Standards and the Vice President of Communications shall have the authority to make editorial changes not affecting substantive requirements, and to rearrange, re-title, and renumber the various Articles, Sections, and Paragraphs of this

Constitution as may be necessary because of amendments thereto or for ease of reference, provided that no substantial objection is taken to any such change by any member.

ARTICLE XII, ACADEMIC POLICY

Section 1

Academic Probation will be in effect if a member of the Undergraduate Chapter has a GPA from the previous semester below 3.0. Academic Probation shall be removed if the member obtains a GPA for the current semester higher than 3.0. Summer classes are included in the previous Spring semester GPA. Winter classes are included in the previous Fall semester GPA.

Section 2

A. Brothers under Academic Probation shall adhere to the following rules:

- i. Brothers on Academic Probation must submit study logs weekly to the Vice President of Enrichment.
- ii. Brothers on Academic Probation must present the dates of all quizzes, tests, papers, projects, and also present all grades received to the Vice President of Enrichment on a weekly basis.
- iii. The Vice President of Enrichment may mandate any meetings to discuss grades, classes, and other scholastic duties.
- iv. Brothers on Academic Probation must agree to a set time and then meet with the Vice President of Enrichment on a weekly basis.

Section 3

A. Punishment for failing to follow one of the rules above will be dealt with a three (3) strikes policy:

- i. First Strike: An electronic or personal communication with the brother regarding their strike.
- ii. Second Strike: A warning to the Standards Board that a brother has received two (2) strikes and is danger of going on Social Probation.
- iii. Third Strike: Social Probation for the remainder of the semester.
 - a. A brother must go to the Standards Board to remove the status of Social Probation and until the Board makes its decision, follows the rules of Social Probation as enumerated by The Standing Rules of Alpha Sigma Phi Fraternity.

THE STANDING RULES OF ALPHA SIGMA PHI FRATERNITY

Section 1 - Purpose:

These rules are to be used as a guideline concerning everyday problems and occurrences that are not specifically covered previously in the Constitution. As opposed to the rest of the constitution, the Standing Rules may be voted to be suspended temporarily in a meeting without creating a constitutional amendment.

Section 2 - Membership

All undergraduate residents must complete fifteen (15) credits in two (2) successive semesters. Summer can be applied to either Fall or Spring.

Section 3 - Meetings

A. All committee meeting reports are to be submitted on a bi-weekly basis, legibly and accurately to the President in the format requested.

B. The first meeting of every month shall be a mandatory formal meeting.

i. The formal meeting may be rescheduled if deemed necessary by the Vice President of Ritual and Traditions.

C. Policy regarding tardiness at General Chapter Meetings

i. If a brother who has not previously submitted an acceptable excuse and who has not arrived at the meeting by the conclusion of the roll call shall be considered late.

ii. If a brother has not previously submitted an acceptable excuse and has arrived later than thirty (30) minutes after the start roll call he shall be considered absent.

iii. Any discrepancies will be resolved by the Standards Board.

Section 4 - Finances

A. Fines are to be enforced by the Vice President of Finance upon recommendation of the Standards Board.

i. Delinquency

a. Class A Delinquency: A fine below \$25 is considered delinquent if no method of payment nor plan for such is established within two (2) weeks of the sanction date.

b. Class B Delinquency: A fine above \$25 and less than \$50 shall be considered delinquent if no method of payment nor plan for such is established within four (4) weeks of the sanction date.

c. Class C Delinquency: A fine above \$50 shall be considered delinquent if no method of payment nor plan for such is established within eight (8) weeks of the sanction date.

ii. Consequences of Delinquency

a. Active members with Class A Delinquent fines shall not be allowed to vote in Chapter Meetings until their fines are no longer delinquent.

b. Active members with Class B Delinquent fines shall not be allowed to vote in Chapter Meetings nor attend social events until their fines are no longer delinquent.

c. Active members with Class C Delinquent fines shall be recommended to the Standards Board for Conditional Bad Standing.

B. All disbursements of money are to be made in the form of a check or to be deducted from fees, unless the amount is under \$50 in which case it may be returned in cash.

C. All remaining funds, at the end of the semester, are to be retained by the Vice President of Finance (disaster fund).

D. The collection of dues will be made in the following manner:

i: Definition of dues:

All treasury accounts will be referred to in two (2) books known as the Operations Account and the House Account. The Operations Account will consist of national and brother dues as determined by the Prudential Board. The House Account will consist of money accumulated through rent, parlor fees, and other monthly expenses.

ii: Collection of Dues:

a. The Operations Account money will be collected at a schedule to be determined by the Vice President of Finance. Promissory notes will only be given in the most extreme cases as decided by the Prudential Board. Failure to pay the amount billed by the schedule set by the Vice President of Finance will result in the recommendation of Financial Bad Standing (FBS) to the Standards Board along with a fine.

b. Rent is to be collected by the Housing Corporation monthly unless billed directly through the school in advance. There will be no promissory

notes for these expenses, as defined under the House Account. Failure to pay the amount billed on time or failure to keep a schedule of payment as defined by the Vice President of Finance will result in the recommendation of FBS to the Standards Board along with a fine.

Section 5 - Bad Standing

A. Definitions:

There are three (3) types of bad standing:

i. Financial Bad Standing (FBS): One goes into FBS by not paying his dues and fees by the established date or by not keeping a payment contract agreed upon by the Vice President of Finance. To get off of FBS the contract must be fulfilled. Failure to comply with the above will result in legal action as deemed necessary by the Grand Council Advisor (GCA).

ii. General Bad Standing (GBS): There are four (4) reasons that one can get put on GBS.

a. Disrespect to a brother, the house, or to personal property. This is up to the recommendation of the Standards Board.

b. Failing to do duties or assigned jobs.

c. Failure to attend meetings. Each brother is allowed up to two (2) unexcused absences.

1. Two (2) consecutive meetings cannot be missed.

d. Failure to attend meetings on time. Every two (2) lates will be considered as an absence for the enforcement of the Undergraduate Constitution Article III, Section 5.

1. A member cannot be late to three (3) consecutive meetings.

iii. Conditional Bad Standing (CBS): There are three (3) reasons that one can be put on CBS:

a. Failing to do duties or assigned jobs.

b. Failure to attend meetings. Each brother is allowed up to two unexcused absences.

1. Two (2) consecutive meetings cannot be missed.

c. Failure to attend meetings on time. Every two (2) lates will be considered as an absence for the enforcement of the Undergraduate Constitution Article III, Section 5.

1. A member cannot be late to three (3) consecutive meetings.

iv. Consequences for Financial and General Bad Standing

- a. Brother is not allowed into the house (live-ins are not evicted), except for chapter meetings.
- b. The brother's right to vote at a meeting is revoked.
- c. The brother is banned from all social and brotherhood events associated with Alpha Sigma Phi Fraternity, except for chapter meetings.
- d. A brother in bad standing is still required to attend chapter meetings, ritual and service events.
- e. Course of Action:

A written complaint must be submitted by a brother, to the Standards Board stating the charges. The Standards Board shall present their recommendation to the membership. A chapter vote will follow a discussion of the recommendations and the alternatives. In the event the brother placed in GBS is not present he must be notified in both written and oral form immediately. GBS will take effect twenty-four (24) hours after verbal notification.

v. Consequences for Conditional Bad Standing:

- a. The brother's right to vote at a meeting is revoked.
- b. The brother is banned from all social and brotherhood events associated with Alpha Sigma Phi Fraternity, except for chapter meetings
- c. The brother is still required to attend chapter meetings, ritual, recruitment and service events.
- d. The brother is still permitted to attend all events hosted by the Alumni Director.

vi. Removal from GBS: To be removed from GBS a brother must address the issue he is found guilty of and not violate any aspects of his probation as outlined below.

- a. For disrespect:

Adhere to ruling of the chapter.

- b. For failing to do a job:

First offense, job must be completed: Second offense, an appearance before the Standards Board who will render a decision.

c. For bad attendance to meetings:

A brother is removed from GBS upon attendance of his next meeting. Another unexcused absence will result in GBS for the remainder of the semester.

d. Attend 50% of the following regular events during the two (2) week period after being placed on GBS: Chapter meetings, rituals, formal meetings, recruitment events, committee meetings, and service events.

vii. Removal from CBS:

a. Requirements for removal from CBS is up to the discretion of the Standards Board.

b. Duration of CBS is up to the discretion of the Standards Board with a maximum of six (6) weeks.

Section 6 - Social Probation

Definition:

A member is unable to attend any events held by the Social Director unless performing risk management duties as a sober brother.

Section 7 - Academics

All brothers must submit transcripts and schedules to the Scholarship Director before the second week of the semester.

Section 8 - House

A. The House Manager must have a copy of all keys in the house except that of the Ritual Closet. The House Manager may delegate a brother living in the house to hold the keys if the House Manager does not live in the house.

B. A brother renting a room in the house must sign a Room Contract.

C. Room assignments are handled with the following priorities:

i. In order to participate in room selection with priorities stipulated above, the members housing contract must be submitted twenty-four (24) hours before the date and time of room selections. Room Selections are to be announced seven (7) days before the proposed date of room selections.

ii. If a brother already living in the house wishes to squat his room, then he retains it for the next semester and roster number priority is void, however if he is becoming an alumnus then squatting is unavailable.

iii. Brothers already living in the house intending to change rooms.

- iv. Active undergraduates have priority room selection over inactive members.
- v. Active Undergraduate Roster Number Room Selection then takes effect.
- vi. Inactive members have priority room selection over non-undergraduate members.
- vii. Members submitting contracts within twenty-four (24) hours of the announced date and time of room selection will be placed in a queue based on the time of the submission of their contract and will select their rooms in order of the queue following the final non-undergraduate member.
- viii. No brother may prevent another brother from moving into his room provided there is a bed available.

D. An individual of the new member class may occupy a room in the house if there is a vacancy.

E. A brother may squat a room he has occupied in the house under the following circumstances:

- i. He has occupied his room for one (1) full semester.
- ii. He is up to date in his financial obligations to the Fraternity.
- iii. He is in good standing with the Fraternity and the school.

F. Commuters sleeping over the house for more than two (2) nights in a calendar week, (including weekends and days of social events) will pay a fee of \$20.00 for each additional night.

G. All illegal drugs and their synthetic counterparts and/or alternatives are banned from the house and its property.

H. Brothers are assigned in rotation for cleaning duties around the House of Alpha Sigma Phi by the House Manager and are to be conducted as such:

- i. Rotation is to start with the highest active undergraduate roster number and will continue down to the lowest active undergraduate roster number. Upon reaching the lowest number it will cycle back to the highest roster number and rotation will continue.
- ii. Brothers assigned are to have twenty-four (24) hours from the beginning of their assignment to perform their social duties. Social duties begin at 1:00 AM after the commencement of the social event. General cleaning duties are to begin at 1:00 AM of the date assigned.
- iii. The set fines for missing weekly house duties will start at \$5 and increase in increments of \$5 going no higher than \$20. The set fine for a missed monthly

house day duty is \$20 automatically.

iv. General cleaning duties will be from Friday to Thursday and must be completed at least once or as needed prior to any social event.

Section 9 - Vice President of Member Retention

A. The Vice President of Member Retention shall oversee two (2) separate committees, the Member Retention Committee and the Social Committee.

i. The Vice President of Member Retention shall chair the Member Retention Committee directly.

ii. An appointed member of the brotherhood shall be the Social Director which chairs the Social Committee.

a. The Social Director shall report directly to the Vice President of Member Retention.

B. In order to achieve a more unified brotherhood and better promote Alpha Sigma Phi Fraternity, all brothers must attend at least 50% of all chapter functions. To assure this, the Vice President of Member Retention will determine a point system and reward for event attendance.

Section 10 - President

The President will fulfill the duties of the Risk Management Director and will be responsible for ensuring events are following proper Health and Safety Guidelines.

Section 11 - Vice President of Alumni and Family Relations

In order to better the man and educate brothers in the life after college, the Vice President of Alumni and Family Relations shall attempt to reach out to alumni in order to have them host an educational workshop for the Undergraduate Chapter. The workshop can be on any material deemed useful for life outside of college and lessons which Alumni have learned in the Phi Phase. At least one (1) workshop is to be held for the Undergraduate Chapter a semester.

Section 12 - Vice President of Finance

A. The Vice President of Finance shall oversee and chair the Finance Committee.

B. The Vice President of Finance shall oversee the performance of the Housing Manager whom shall be an appointed member of the brotherhood.

Section 13 - Vice President of Service and Philanthropy

A. The Vice President of Service and Philanthropy will directly chair the Service and Philanthropy Committee.

B. The Vice President of Service and Philanthropy shall oversee the performance of the The Coffee N' Donuts (CND) Director.

- i. The CND Director shall be an appointed member of the brotherhood.
- ii. The CND Director will automatically be a member of the Service and Philanthropy Committee.

Section 14 - Vice President of Member Enrichment

In order to better the man and educate brothers in the Sigma Phase, the Vice President of Member Enrichment shall host, or designate someone else to host at least three (3) educational presentations in a semester on any subjects he believes to be relevant and valuable to the Chapter.