

**SIGMA ALPHA EPSILON NJ
IOTA-TAU CHAPTER BY-LAWS**

(Revision Date: January 14, 2019)

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ARTICLE I: Name and Object and Laws Governing

Section 1. Name: This chapter shall be known as the NJ Iota-Tau Chapter of Sigma Alpha Epsilon.

Section 2. Mission: The mission of Sigma Alpha Epsilon is to promote the highest standards of friendship, scholarship and service for our members based upon the ideals set forth by our Founders and as specifically enunciated in “The True Gentleman.”

Section 3. Laws Governing: The laws governing the chapter shall be the Sigma Alpha Epsilon NJ Iota-Tau Chapter By-Laws. Additionally all National, State, Local, and University laws and regulations will govern the Chapter.

ARTICLE II: Chapter Organization

Section 1. Elected E-Board Officers: The elected E-Board officers of the Chapter shall be the Eminent Archon, Eminent Deputy Archon, Eminent Treasurer, Eminent Recorder, Eminent Warden, Eminent Herald, Scholarship Chairman, Health & Safety Chairman, Recruitment Chairman, and Member Educator.

Section 2. Elected non-E-Board Officers: The elected non-E-Board officers of the Chapter shall be as follows:

- University Relations
- Community Service
- Public Relations
- Webmaster
- Social
- Alumni Relations
- Brotherhood
- Fundraising/Philanthropy
- Historian
- Paddy Murphy Week

NOTE: Members can only be elected as an officer if they are in good standing with the Chapter (Article X, Section 7 and Article XV, Section 1). Also each member may have up to two positions as long as two of those are not both E-Board positions.

Section 3. Appointed Officers: A member shall be appointed an officer position that is not filled in after elections by the E-Board

Section 4. House Manager: House manager is not an elected position, but instead is appointed by the RA of the house and approved by the appointed brother and the fraternity by a majority vote. The RA also has the option to solely take on the responsibilities of house manager if he wishes to, with no chapter vote required. This section will be revised if the house is ever purchased.

Section 5. Term of Office: The term of office for E-Board Officers will be two semesters (or four quarters) based on a calendar year.*

The term of office for non-E-Board Officers will be one semester (or two quarters) based on a calendar

year. The only exception is that Paddy Murphy Week Chair is a full-year position. The term of office for Judicial Board Members will be for one semester (or two quarters).

Section 6. Committees: The E-Board and committee members shall appoint chapter members in good standing (Article X, Section 7 and Article XV, Section 1) to become a part of the committee. The number of members in a committee may vary to the discretion of the committee chairman. The Eminent Deputy Archon shall direct each committee chairman to perform their duties and preside over regular committee chair meetings. The Organization of the appointed Committees will be as follows:

Every committee head must turn in their committee file by the second to the last Chapter meeting. This file must be organized to the satisfaction of the Eminent Deputy Archon and must include a typed summary of all the activities performed by that committee. FINE: \$20.00

*See Article VI, Section 6 for the exception to this rule

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ARTICLE III: Duties of Chapter Officers

Section 1. General: The duties of the officers shall be those prescribed in these By-Laws. Any officer with low GPA as per Article XV shall be removed from office and replaced by a newly appointed officer. Each new officer during transition (Article VII, Section 2) must be given the officer notebook from his predecessor.

Section 2. Enforcing Rules: It shall be a duty of the Eminent Archon and all other Chapter officers to read, thoroughly understand, and enforce all provisions of the By-Laws and policies of this Chapter.

Section 3. The Eminent Archon: The Eminent Archon shall preside over all Chapter meetings, direct and oversee other officers to perform their duties, read and sign the minutes of each Chapter meeting, and hold weekly E-Board meetings.

Section 4. The Eminent Deputy Archon: The Eminent Deputy Archon shall perform the duties of the Eminent Archon in his absence, perform other such duties as assigned by the Eminent Archon, preside over regular committee chair meetings and direct committee chairman to perform their duties.

Section 5. The Eminent Treasurer: The Eminent Treasurer shall collect all dues, fees and other assessments due to the Chapter and International Fraternity, prepare and file a complete monthly financial report and make a monthly report to the Chapter, and prepare a Chapter budget on a semesterly basis. The Treasurer shall be responsible for the payment of all bills, federal and state taxes, and also for filing the annual audit. The Treasurer will be liable for personally paying the penalties for failure to report and pay taxes on a timely basis. Further duties will be at the request of the President or Chapter; he shall make special reports as to the financial condition of the Chapter.

Section 6. The Eminent Recorder: The Eminent Recorder shall maintain a written record (minutes) of the proceedings of the Chapter, maintain the membership reporting of the Chapter and revise and keep the Chapter By-Laws updated at all times. The Recorder will also report and keep track of the attendance during meetings, keep the Chapter drive clean, update the chapter roster, and notify members of important dates and events whenever necessary.

Section 7. The Eminent Warden: The Eminent Warden shall ensure that the Chapter room is ready for meetings; ensure that each person who may enter the Chapter room is a member not under the influence of alcohol or drugs; keep order during Chapter meetings; maintain the safekeeping of all Chapter regalia and meeting room property; and serve as the chairman of the Chapter judicial board. The Warden has the authority dismiss any member from Chapter meetings and give the appropriate fines as per Article XIII to any member in violation of the Chapter By-Laws.

Section 8. The House Manager: The House Manager shall establish and maintain the well-being of the house and all members residing in the house; educate members of the Chapter's housing policies and procedures; conduct room inspections; coordinate a cleaning and maintenance schedule; and work with the Eminent Warden to give out fines for violation of any rule set up by the House Manager.

Section 9. The Health & Safety Chairman: The Health & Safety Chairman shall develop and revise a comprehensive Chapter Health & Safety policy and crisis management plan during his term; educate members regarding standards, policies and ideals expounded by the Minerva Shield; and ensure all Chapter functions are conducted in accordance with the above standards and policies.

Section 10. The Social Chairman: The Social Chairman shall plan all social functions in accordance with the Fraternity's Health & Safety policies and procedures and prepare a Chapter social calendar for all scheduled events for his term and keep it up-to-date at all times. The Social Chairman will also have his own committee which he's responsible for holding meetings, and tasking the members of the committee for specific duties.

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Section 11. The Alumni Relations Chairman: The Alumni Relations Chairman shall maintain a database or files of alumni; plan events for alumni in accordance with the Fraternity's Health & Safety policies and procedures; and obtain alumni news, photographs and special articles for publication in Chapter newsletters.

Section 12. The Eminent Chronicler: The Eminent Chronicler (or Historian) shall maintain a historical record of Chapter activities during his term which are included but not limited to taking pictures during every event, and keep a scrapbook.

Section 13. The Scholarship Chairman: The Scholarship Chairman shall develop a program for encouraging academic success; enforce all academic standards pursuant to the Chapter By-Laws; provide academic support, obligations and resources for members; and obtain all proper forms and releases which are required to monitor

members' academic standing. The Scholarship Chairman will work with the Eminent Warden to provide the names of members who have not completed and recorded their weekly study hours as well as those who are not in a good academic standing with the Chapter to provide the respective punishment for those members.

Section 14. The University Relations Chairman: The University Relations Chairman shall attend weekly meetings with IFSC and provide members with the IFSC minutes and all events coming up such as Community Service, etc.

Section 15. The Community Service Chairman: The Community Service Chairman shall coordinate events and opportunities to ensure that every Chapter member participates in community service and that records of community service are kept to improve community service and in the future. This officer is in charge of the Community Service Committee and shall hold meetings, task the members of the committee to specific duties. The Community Service Chairman shall also keep record of every members and the number of hours of Community Service they completed. Failure to complete the necessary hours will result in a necessary fine provided by the Eminent Warden.

Section 16. The Public Relations Chairman: The Public Relations Chairman shall develop a program for maintaining positive relationships with all constituents including but not limited to the campus, community, and Chapter.

Section 17. The Brotherhood Chairman: The Brotherhood Chairman shall coordinate events and opportunities to ensure that every Chapter member participates in events in order to build camaraderie and social interaction within the Chapter.

Section 18. The Webmaster: The Webmaster shall have a calendar with every event posted on it shared with the entire Chapter. This officer is also responsible for creating and maintaining a website for the Chapter.

Section 19. The Fundraising/Philanthropy Chairman: The Fundraising/Philanthropy Chairman shall coordinate events and opportunities to allow Chapter members to raise funds to mitigate costs incurred by the Chapter as well as save up for potential chartering. As Fundraising Chairman is in charge of the Fundraising Committee which he will be responsible for tasking the members of the committee to perform duties. The Fundraising/Philanthropy Chairman shall also coordinate events and opportunities in order to fundraise money strictly for philanthropy. The Philanthropy Chairman is in charge of the Philanthropy Committee for which he shall hold meetings and assign duties to the committee members.

Section 20. The Member Educator: The Member Educator shall develop a program for educating members of the Chapter including but not limited to the history of the Fraternity and our Chapter, the Fraternity songs, the founding fathers of the Fraternity, etc.

Section 21. The Eminent Herald: The Eminent Herald shall develop and uphold the Fraternity and Chapter rituals and set up the date for initiation ceremonies.

Section 22. The Recruitment Chairman: The Recruitment Chairman shall coordinate rush events in order to potentially add new members to the Chapter, give out bids to new potential members, and establish a voting process for the new potential members.

Section 23. Paddy Murphy Week Chair: The Paddy Murphy Week Chair shall coordinate and plan a successful Paddy Murphy Week to be held during the second semester. He is responsible for creating a committee and planning a week of events to improve campus presence.

Section 24. Understudies: Any officer may request to have an understudy with the approval of the E-Board. The duties of the understudy must be clearly stated by his corresponding officer.

Section 25. Holding Events: The Chapter shall hold a minimum of 15 events per semester. Out of those 15 events, 4 must be Social, 3 must be Brotherhood, 3 must be Community Service, 2 must be Philanthropy, 2 must be Fundraising, 1 and 1 must be Scholarship. The officer who fails to fulfill their respective required number of events shall be summoned before the Judicial Board.

**ARTICLE IV: Executive
Board**

Section 1. Membership: The Eminent Archon shall serve as chairman of the Executive Board. The E-Board is composed of the Eminent Archon, Eminent Deputy Archon, Eminent Recorder, Eminent Warden, Eminent Treasurer, Eminent Herald, Member Educator, Health & Safety Chairman, Scholarship Chairman and Recruitment Chairman.

Section 2. Jurisdiction: The E-Board shall meet at least one time between each Chapter meeting to discuss and recommend to the Chapter various matters which are submitted to it by Chapter members for discussion.

ARTICLE V: Judicial Board

Section 1. Object: The object of the Judicial Board shall be to provide a forum for resolving any disputes or potential violations of the rules governing the NJ Iota-Tau Chapter of Sigma Alpha Epsilon and its members.

Section 2. Composition: The Judicial Board shall be composed of seven members of this Chapter, five regular members, the Eminent Deputy Archon, and the Eminent Warden. All members of the Judicial Board shall fulfill the following requirements:

- Be in good standing financially as per Article X, section 7.
- Meet the minimum academic Chapter and Fraternity Standards as per Article XV, section 1.
- No outstanding judicial sanctions against him.
- Not be members of the Executive Board (except EDA and Warden).
- Have undergraduate status.

Section 3. Elections: Within two Chapter meetings of the initiation of new members, each class year (freshman, sophomore, junior, etc.) shall designate one member from their year to represent the Judicial Board. If by this time there are not enough regular members due to the lack of members in a specific class year, the Eminent Deputy Archon shall nominate two members per each vacant spot.

Ex: 2 nominations for one spot, 4 nominations for two spots, etc.

Section 4. Meeting: Judicial Board shall meet immediately following regularly scheduled Chapter meetings if there is something that needs brought to the Judicial Board's attention. Also, the Eminent Deputy Archon shall hold weekly meetings with the Judicial Board to look over potential issues or conflicts in these By-Laws.

The Eminent Deputy Archon chairs all Judicial Board proceedings. Neither the Eminent Deputy Archon, nor the Eminent Warden shall vote in judicial proceedings though they may offer opinions during the discussion. Only the Eminent Warden may become the tiebreaker should there be special circumstances where the voting results in a tie. There shall be no abstentions when voting on Judicial Board matters.

Section 5. Powers: Judicial Board shall have the following powers:

- To choose to investigate any charges or complaints brought to any Judicial Board member by anyone within this Chapter, including both undergraduate and alumni members. Members may also file complaints.
- An active member of the Chapter who was present at the scene must bring any charge or complaint forward and time the fine occurred. The Judicial Board may inquire into a situation if the IFSC or another organization on campus has brought it to the attention of the Chapter. Furthermore, the Judicial Board may inquire cases dealing with destruction of house or personal property.
- Any charge or complaint brought forward to any Judicial Board member must reveal the name of the person who brought the charge or complaint forward and the date and approximate time the incident occurred.
- To require any member of this Chapter to appear before Judicial Board with at least 24 hours written or verbal notice to be provided by a member of the Judicial Board appointed by the chairman.
- To uphold and enforce the Chapter By-Laws.
- To impose fines as outlined in the Chapter By-Laws as per Article XIII.
- To impose service hours, probation (Social or otherwise), or any other sanction in addition to any outlined fine which Judicial Board considers an appropriate response for any actions by members.
- To settle disputes between individual Chapter members upon the claim of witness to abide by the decision of Judicial Board.
- To investigate all charges or complaints brought to the Judicial Board by the Executive Board.
- To expel a member after investigation or if a semester passed since a member was in academic probation (Article XV, Section 1)

Section 6. Powers Not Held: The following Judicial Board actions are not allowed:

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- To interfere with or protect any member from a legal investigation. ·
- To make decisions contrary the laws governing the Chapter.

Section 7. Responsibilities: Judicial Board members will work with the Eminent Recorder to keep the Chapter By-Laws, complete and up-to-date in writing, editing, indexing, and filing. This responsibility also includes maintaining a revision history (audit trail) of the aforementioned items.

Section 8. Voting: A quorum will be met when three or more of the five total members are present. The Judicial Board may not take action or vote without a quorum. There will be a maximum of five total votes cast. Members must be

present for vote to count. All residing members shall have one equal vote. All actions and votes of Judicial Board shall by majority of the quorum.

Section 9. Appeals: To appeal the decisions of the Judicial Board, the accused member must move to appeal at a Chapter Meeting. The vote will be by secret ballot, and must pass by a two-thirds vote of the Chapter's quorum.

Any member sanctioned by the Judicial Board, but not attending the hearing, without receiving prior approval by a member of the Judicial Board, cannot appeal to the active Chapter.

Section 10. Special Cases: Any member of the Judicial Board who is brought before the Judicial Board shall not have a vote because of a potential conflict of interest. Any Judicial Board member who submits a charge or complaint shall not be allowed to vote as a regular member at the hearing of said complaint.

Section 11. Impeachment Procedures: Impeachment of a Judicial Board member for just cause may take place by a majority vote of the Executive Board.

Section 12. Executive Board Authority: In times of Chapter crisis situations, the Executive Board shall oversee any and all investigations.

The Executive Board reserves the right to oversee any investigation started by the Judicial Board.

ARTICLE VI: Election of Officers

Section 1. When Elected: All elected Chapter officers shall be elected by a majority vote at a regulation meeting to be held at least two Chapter meetings before the end of each semester. Opening nominations will be held one week prior to elections. The number of nominations for each position and the number of nominations for each member will not be restricted. Final nominations will be received at the meeting in which the elections are to be held. A member may be elected to only up to two positions, only one of which can be an E-Board position.

Section 2. Filling Vacant Offices: In the event of a resignation or removal of officers, the Eminent Archon shall call for an election to fill that vacancy, to be held at the earliest suitable time after the vacancy occurs.

Section 3. Qualifications for Holding Office: A candidate must be and remain in good standing with the Chapter and must have been a member of the Chapter for at least one full semester. A member may only be elected as an E-Board member if he has been a member of the Chapter for at least two full semesters.

Section 4. Officers Living in House: The House Manager and Health & Safety Chairman will be required to live in the house in order to keep it in adequate condition.

Section 5. Exceptions: A 75% approval of members during the nominations of an individual member may suspend the semester requirements for holding an officer position (E-Board or non-E-Board) explained in Section

3. **Section 6. Non-E-Board Elections:** Elections of non-E-Board positions shall be held during the spring semester. At that time, a 75% approval of the Chapter members may keep the existing E-Board members running for another semester when non-E-Board elections are taking place. Otherwise, E-Board elections shall also take place at the same time.

ARTICLE VII: Installation of Officers

Section 1. When Installed: Officer Installation shall be held as soon as possible after elections during the second to last Chapter meeting.

Section 2. Transitions: New officers shall be transitioned between the end of the prior semester and the beginning of the next semester.

**ARTICLE VIII: Removal of Chapter Officers from
Office**

Section 1. Procedure. Any Chapter officer may be removed from office by the following procedure:

A petition signed by at least six active members of the Chapter must be filed with the Executive Board. The petition must state the reasons for removal and the Executive Board must make a full report to the Chapter as to its findings; provided, however, that the petitioning members' names shall not be disclosed to anyone not a member of the Executive Board.

An affirmative vote for removal by two-thirds of the members present at a duly constituted meeting shall effect the removal from office, and the office shall be declared vacant, and a new election shall be held.

ARTICLE IX: Meetings

Section 1. When Held: Regular meetings of the Chapter shall be held in a designated location set by the Eminent Archon on Monday night of each week except weeks of final examination, at 10 o'clock p.m. The first Chapter meeting shall be held on the very first week of the semester. No meetings will be held during the summer term.

Section 2. Notice Required: When the date or time of a regular meeting is changed or cancelled, or a special meeting is called, the Eminent Archon shall post a notice of the change at least 24 hours prior to the time for which the meeting is called. Should the Eminent Archon fail to post a notice of the change by that time, no member shall be required to attend that meeting.

Section 3. Notice Required for Initiation: The Eminent Herald shall set the date and time for initiation of new members. The Eminent Recorder shall post a notice of the time and date so selected immediately after acknowledging the date and time set for initiation.

Section 4. Special Meetings: Special meetings may be called by the Chapter upon adoption of a motion in any regular meeting; or may be called by the Eminent Archon whenever, in his discretion, such meetings are necessary.

Section 5. Form of Meetings: Meetings shall be opened strictly to members who are wearing a collar shirt with pin or letters. Members not wearing proper attire shall not be allowed to attend the Chapter meeting. Alumni, Chapter advisors, and other special guests are approved to oversee meetings.

Section 6. Order of Business. The following order of business shall be used in every meeting, but it may be suspended in part, or entirely, during any one meeting, by a two-thirds vote of those present upon proper motion:

1. Meeting called to order by President
2. Roll call
3. Recitation of "The True Gentlemen" Creed
4. Approval of last week's minutes
5. Officer Reports
6. Old Business
7. New Business
8. Miscellaneous
9. Good of the Order
10. Final Roll Call

Section 7. Attendance. If a member of the Chapter will be absent from an Official Chapter Meeting, he must notify the Eminent Recorder or Eminent Archon 24 hours prior to the start time of the meeting with a valid excuse. Valid excuses include, but are not limited to, family emergencies, illnesses, and urgent business. As long as said member is representing the Chapter in a beneficial way, said member's excuse shall be valid. If said member has three unexcused absences, he shall be referred to the Judicial Board.

Section 8. Late to Meetings: Any member not present in any Chapter meeting at the time the roll is called shall be deemed late and shall pay a fine of \$5.

Section 9. Absent from Meetings: Any member absent from any Chapter meeting shall pay a fine of \$10. In addition, any member who arrives late to the meeting 15 minutes or more after the first roll call shall be marked as absent. Excused absences can be secured only by notifying the Eminent Archon or Eminent Recorder in advance.

Section 10. Absent from Initiation. Any active member absent from an initiation meeting without a 24 hour notification of a valid excuse shall pay a fine of \$100.

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Section 11. Unexpected Emergencies. Any emergency that unexpectedly emerges less than 24 hours before the start of the Chapter meeting or initiation ceremony must be notified and validated by the Eminent Archon, Eminent Deputy Archon, Eminent Warden, and Eminent Recorder.

Section 12. Parliamentary Procedure in Effect. *Robert's Rules of Order, Revised*, shall govern the parliamentary proceedings of all meetings; except that the same shall in no manner change the order of business prescribed in these By-Laws.

ARTICLE X: Finances

Section 1. The Eminent Treasurer: The Eminent Treasurer shall be responsible for the financial welfare and security of the Chapter. If the Treasurer sees that expenses are going to exceed the money allotted, he shall at once place the matter before the Chapter. The Chapter shall endeavor to budget funds so that the Chapter will not exceed allotted amount.

Section 2. Depository of Funds: The Treasurer shall deposit all moneys of the Chapter from all sources in a local bank, and such funds shall only be withdrawn by checks signed by the Treasurer or by Debit Card linked to that bank account.

Section 3. Financial Records: The Treasurer shall keep a set of books, computer programs, and such other records as are necessary to give a complete written record of all financial transactions. These records shall be audited at the close of his term of office.

Section 4. Fiscal Year Defined: The fiscal year is defined to be the twelve month period from July 1st of each year through June 30th of the next year.

Section 5. Bills, When and Where Payable: All dues, board, social fees, fines, assessments, or other moneys are paid to the Treasurer by cash, Paypal*, or a check payable to NJ Iota-Tau of Sigma Alpha Epsilon by the date set by the Treasurer.

*Ask the Treasurer about paying through Paypal

Section 6. Dues. Chapter dues shall be paid to the Treasurer. The amount needed to pay is determined by the Treasurer based on the requested budget from officers and committees.

Section 7. Financial Delinquent Accounts (Financial Probation):

- A. Definition: any member who has an outstanding balance and has not signed a payment plan contract with the Chapter as of the second Chapter meeting of each semester, or any member who defaults on his payment plan.

B. Financial policy: Entire semester (or quarter) dues are due based on the date that the Treasurer has set. If not paid by one week after money was due in full or in parts using a payment plan, the member will be considered financially delinquent and put under financial probation. Financial delinquency shall be removed immediately after the announcement made by the Treasurer that the delinquent member has paid what he owes.

C. Consequences to members under financial probation:

- a. A member will be charged for any costs incurred by the Chapter in dealing with delinquency.
- b. The member will not be allowed to participate in social functions and activities with which the Chapter is associated.
- c. The member will not be allowed to vote on any matter that comes before the Chapter.

D. Steps taken on delinquent accounts: The delinquent member's name will be announced at the next meeting

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following when the member was determined as such. If the member is not present at that Chapter meeting, reasonable effort will be made in the following days to notify him of his delinquency. When contacted, arrangements will be made to collect payment or to set up a payment plan contract. If full payment is not made or a contract not signed, the Chapter treasurer may take any of the following actions:

- a. Bring the case before the Chapter judicial board for resolution of the problem, which could include a recommendation for expulsion.
- b. Handing the account to a collection agency, whether it be a private firm or the Memorial Headquarters staff.
- c. Presenting the case before a small claims court.

Section 8. Assessments: An assessment may be passed at any Chapter meeting by an affirmative vote of two-thirds of the members present. An assessment shall be paid by each member.

Section 9. Budget: The Chapter must approve a budget for each semester. The proposed budget shall be tabled for one Chapter meeting before it is voted on.

Section 10. Surplus of Money: If there happens to be a surplus of money due to officers or committees not using up all of the money from their respective budgets, or a discount, etc. the Treasurer shall determine what will happen with that money and the decision shall be voted on in the following Chapter meeting.

Section 11. Fines: Fines are given by the Eminent Warden to a member guilty of any misconduct of these By-Laws. The Treasurer shall record all fines and add them on towards next semester's dues of the guilty members. However, a member who is graduating shall be required to pay within two weeks after the fine was given.

Section 1. Joining: The decision on who is to receive a bid to join the Chapter shall be at the discretion of the Recruitment Chairman or his designee.

Section 2. Requirements for Initiation: All potential members must have a two-thirds approval of the active members in good standing (Article X, Section 7 and Article XV, Section 1) present during the voting process set up by the Recruitment Chairman.

In addition, all newly initiated members must have the following qualifications:

1. Have the scholastic average required by the Chapter and those required by our institution.
2. Have accepted the bid given out by the Recruitment Chairman.
3. Have complied with the Fraternity requirements for initiation.

Section 3. Requirements for having a little brother: A new member can only have a little brother after one full active semester in good standing with the Chapter

Section 4. Signing the By-Laws: New members shall sign the By-Laws during the second Chapter meeting after being initiated

**ARTICLE XII: Chapter
Events**

Section 1. Holding Events: The Chapter shall hold a minimum of 15 events per semester. A Chapter event is defined as a meeting or occasion to the order of Scholarship, Service, Philanthropy, Brotherhood, Fundraising, and Social. Out of those 15 events, 1 must be Social, 3 must be Brotherhood, 3 must be Community Service, 3 must be Philanthropy, 3 must be Fundraising, and 2 must be Scholarship.

An event will be considered eligible based on the judgment of the Eminent Archon and Eminent Deputy Archon and must be brought up to the Chapter one month prior to the desired date.

Section 2. Attending Events: Each member of the Chapter must be present to at least 8 events per semester of which 1 must be Social, 1 must be Fundraising, 1 must be Scholarship, 2 must be Service, 1 must be Brotherhood, and 2 must be Philanthropy. Attendance in a certain event shall only count for at most the number stated previously for that event. Extra attendance at any one or more category shall not count towards the required eight. Brothers must also attend at least 35% of social events.

ARTICLE XIII: Conduct

Section 1. Communications: No form of communication will be used to advertise any event involving members of the Chapter, which violate the Sigma Alpha Epsilon Standards of Retention. FINE: \$10

Section 2. Minor Conduct: All men should conduct themselves as gentleman at all times. 1st offense: Warning. 2nd offense: Member must write a letter of apology to the offended party. 3rd offense: J-Board Decision

Section 3. Disturbance - Another Fraternity: Any active shall not cause a disturbance at another fraternity event as

reported by the president of the offended fraternity. An offending active shall write a letter of apology, approved by the Judicial Board and Eminent Archon, to the offended fraternity, make a formal apology to the Chapter and be placed on social probation for a period of two weeks and fined. FINE: \$20

Section 4. Extreme Acts: Any malicious or extreme act that goes beyond the By-laws and may be defined as an ungentlemanly conduct (UGC) shall be brought before the Judicial Board with the maximum penalty of expulsion from the Chapter.

Section 5. Fighting: Any member involved in a fight that is not beyond their control. 1st offense: 2 week social probation 2nd offense: 2 week social probation and a letter of apology to the offended party 3rd offense: J-Board Decision

Section 6. Social Probation: A member on social probation can temporarily lose the right to attend Chapter social functions, attend social functions held by other organizations as a representative of our Chapter, participate in intramural events, and consume alcohol on Chapter grounds. It is the discretion of the Judicial Board which of the previous sanctions will be addressed with each case. Violations could result in an ungentlemanly conduct (UGC). A member shall be put on social probation by a vote from the Judicial board with the period of probation stated.

Section 7. Ungentlemanly Conduct: Anyone who receives a UGC or similar Extreme Acts fine. 1st offense: 2 week social probation and apology letter to the offended party 2nd offense: 2 week social probation, apology letter to the offended party, and a fine given by the Warden 3rd offense: J-Board Decision

Section 8. Unnecessary Mess: The cleanliness of the Chapter house is the responsibility of every member. This shall be accomplished in two ways: 1. The House Manager shall create a cleaning schedule to ensure the cleanliness of the house. 2. Any member who does not complete their respective cleaning duty shall be given a warning from the house manager to have the cleaning duty completed within 24 hours after the warning was issued. If the member does not comply, he shall be fined \$5. The member shall be warned via Facebook, email, or text message for proof. 3. Any member found to have done a poor job to the discretion of the House Manager in his cleaning duty and refuses to clean again shall be fined \$5.

Section 9. Violation of NJIT Reslife rules: Any member found violation NJIT Reslife rules shall be brought before the Judicial Board for the necessary punishment.

Section 10. Stealing: Any member caught stealing shall be brought before the Judicial Board for the necessary punishment and return the stolen items to their rightful owner.

Section 11. Absence during Events: Any officer is responsible for creating the event and does not attend without a valid excuse shall be required to fulfill two extra hours of community service.

Section 12. Failure to pay fines: Any member who does not pay their fine after a week of receiving the fine shall be summoned by the Judicial Board for further punishment.

Section 13. Repeated Offenses. Any repeated offenses stated above shall be brought to Judicial Board with the maximum penalty of expulsion from the Chapter.

Section 14. Other Violations: Any other violation that does not fit into any of the categories above may result in some sort of penalty which is determined by the Eminent Warden and the Judicial Board. These violations may vary from a fine to a possible expulsion from the Chapter.

ARTICLE XIV: Service and Philanthropy

Section 1. Community Service and Philanthropy Hours: Every member is to fulfill their requirement of a combined 10 hours of community service and philanthropy per semester. This may be done by attending community service events created by the Community Service Chairman, by attending philanthropy events created by the Philanthropy Chairman, or by providing community service from another organizations or events outside of Sigma Alpha Epsilon. Any community service done outside of Sigma Alpha Epsilon will require some proof of attendance and approved by the Community Service Chairman.

Any member failing to complete the required community service and philanthropy hours by the end of the semester shall be brought before the Judicial Board.

ARTICLE XV: Scholarship Chairman

Section 1. Academic Standing: A member is considered in good academic standing if he has at least a 2.5 cumulative GPA. If that GPA falls below 2.5, the member will be placed on academic probation for the semester. Being on

academic probation removes some of your privileges including:

- Voting during meetings and other important matters
- Attending social events
- Attending brotherhood events
- Holding officer positions

These privileges may be temporarily given back to members under academic probation only with a written consent by either the Eminent Archon, Eminent Deputy Archon, or the Judicial Board. If a member is under 2.5 GPA and does not show any signs of improvement, he shall be summoned by the Judicial Board, Scholarship Chairman, and the Eminent Archon.

Section 2. Logging in Study Hours: New members and member under academic probation must log in study hours every week in the manner specified by the Scholarship Chairman. Every new member must log in 10 hours every week and every member under academic probation must log in 15 hours every week and must have three members sign off that the member did complete the required hours.

Failure to log in hours before the deadline specified by the Scholarship Chairman will result in a \$5 fine. However, should the Scholarship Chairman fail to post a 24 hour notice of study hours due, all members during that week shall not be penalized with a \$5 fine.

ARTICLE XVI: Amendments

Section 1. Function: Any adoption, amendment, suspension, or alteration of these By-Laws shall be approved in the manner stated in Article XVII, Section 1. These amendments are in full effect immediately after approval during the Chapter meeting and shall then be recorded in this article for documentation.

Section 2. Amendment I: Article IX, Section 9 – “Any member who arrives late to the meeting 15 minutes or more after the first roll call shall be marked as absent” Date proposed: 2/16/2015 Date approved: 2/23/2015

Section 3. Amendment II: Article XV, Section 1 – “These privileges may be temporarily given back to members under academic probation only with a written consent by either the Eminent Archon, Eminent Deputy Archon, or the Judicial Board” Date proposed: 4/6/2015 Date approved: 4/13/2015

Section 4. Amendment III: Article XIII, Section 2: Minor Conduct – 1st offense is warning, 2nd offense is a letter of apology to offended party, and 3rd offense is J-Board Decision Date proposed: 4/13/2015 Date approved: 4/20/2015

Section 5. Amendment IV: Article XIII, Section 5 – 1st offense is 2 week social probation, 2nd offense is another 2 week social probation and letter of apology to the offended party, and 3rd offense is J-Board Decision Date proposed: 4/13/2015 Date approved: 4/20/2015

Section 6. Amendment V: Article XIII, Section 7 – 1st offense is 2 week social probation and apology letter, 2nd

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offense is another 2 week social probation with an apology letter and a fine given by Warden, and 3rd offense is a J-Board Decision Date proposed: 4/13/2015 Date approved: 4/20/2015

Section 7. Amendment VI: Article XIII, Section 8 – Part 2: Any member who does not complete their respective

cleaning duty shall be given a warning by the house manager to have it completed within 24 hours after the warning was issued. If the member does not comply, he shall be fined \$5. The member shall be warned via Facebook, email, or text message for proof Date proposed: 4/13/2015 Date approved: 4/20/2015

Section 8. Amendment VII: Article XV, Section 2 – Only new members and members on academic probation have to submit study hours Date proposed: 4/13/2015 Date approved: 4/20/2015

Section 9. Amendment VIII: Article VI, Section 6 – 75% approval of the Chapter shall keep the existing E-Board members running for another semester when non-E-Board elections are taking place. Otherwise, E-Board elections shall also take place at the same time. Date proposed: 5/4/2015 Date approved: 5/4/2015 (by vote)

Section 10. Amendment IX: Article XII, Section 1 – The Chapter shall hold a minimum of 15 events per semester. Out of those 15 events, 1 must be Social, 3 must be Brotherhood, 3 must be Community Service, 3 must be Philanthropy, 3 must be Fundraising, and 2 must be Scholarship. Date proposed: 9/1/2015 Date approved: 9/1/2015 (by vote)

Section 11. Amendment X: Article XII, Section 2 – Each member of the Chapter must be present to at least 8 events per semester of which 1 must be Social, 1 must be Fundraising, 1 must be Scholarship, 2 must be Service, 1 must be Brotherhood, and 2 must be Philanthropy. Date proposed: 9/8/2015 Date approved: 9/8/2015 (by vote)

Section 12. Amendment XI: Article X, Section 11 – The Treasurer shall record all fines and add them on towards next semester's dues of the guilty members. However, a member who is graduating shall be required to pay within two weeks after the fine was given. Date proposed: 9/14/2015 Date approved: 9/21/2015

Section 13. Amendment XII: Article X, Section 11 – There is a \$20 fine for members that show up intoxicated to any chapter related events. Date proposed: 1/30/17 Date approved: 1/30/17

Section 14. Amendment XIII: Article III Sections 19 & 21. “These positions (Fundraising and Philanthropy) will be combined into one half year, non-eboard position that must uphold the responsibilities of both positions.” Date proposed: 11/19/18 Date approved: 11/26/18

Section 15. Amendment XIV: Article II. & Article III. “Create a new non-eboard, full year position whose responsibility is to create a committee and plan a successful Paddy Murphy Week to be held during the second semester.” Date proposed: 11/19/18 Date approved: 11/26/18

Section 16. Amendment XV: Article II Section 2. & Article III Section 8. “House manager is no longer an elected position, but instead is appointed by the RA of the house and approved by the appointed brother and the fraternity by a majority vote. The RA also has the option to solely take on the responsibilities of house manager if he wishes to, with no chapter vote required.” Date proposed: 11/19/18 Date approved: 11/26/18

Section 17. Amendment XVI: Article XII Section 2. “Social event attendance minimum is determined by a percentage. Brothers must attend at least 35% of social events.” Date proposed: 11/19/18 Date approved: 11/26/18

ARTICLE XVII: By-Laws

Section 1. Amendment. The adoption, amendment, suspension, or the alteration in any manner of these By-Laws shall only be accomplished by the following procedure:

The proposed by-law, or amendment, or suspension, or alteration, shall be read to the Chapter at each of two (2) successive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total Chapter membership. An amendment may be proposed and approved at the same meeting only by a two-thirds approval of the Chapter.

Section 2. Signature: Every active member who signs the By-Laws agrees to follow the By-Laws to the best of their ability and understands that any violation of the By-Laws may result in the respective punishment. Refusal to sign the By-Laws will result in the loss of all your privileges as a member of Sigma Alpha Epsilon NJ Iota-Tau Chapter and you will not be given a refund for any dues that have already been paid. If you agree to the conditions above, sign below:

