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Sigma Phi Epsilon

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SIGMA PHI EPSILON FRATERNITY
KENTUCKY DELTA
CHAPTER BY-LAWS

Article I Name and Objectives

Section 1 -This chapter shall be known as the Kentucky Delta Chapter of the Sigma Phi Epsilon Fraternity.

Section 2 -The objectives of this organization are:

- a. To build, develop, and strengthen the character of its members.
- b. To impress upon its members the true significance of fraternal relationship.
- c. To aid and sustain, as far as possible, the government and discipline of the institution.
- d. To promote scholarship.
- e. To instill those principles which are essential in the discharge of the duties which naturally devolve upon an individual as a member of society.

Section 3 -This chapter shall be governed at all times by the provisions of the constitution and by-laws of the Grand Chapter of the Sigma Phi Epsilon Fraternity.

Article II Membership

Section 1 -Membership in this chapter shall be subject to the provisions of the Grand Chapter Constitution, Article II, Sections 1-6 inclusive.

Section 2 -A member in good standing of any other Chapter of Sigma Phi Epsilon attending this university shall be permitted to affiliate with this Kentucky Delta Chapter.

Section 3 -Any member initiated by this chapter and enrolled in this university, or a member who has been properly affiliated with this chapter and is enrolled in this university, shall be considered an active member, and subject to the Grand Chapter Annual Membership dues.

Section 4 -No candidate for active membership shall be initiated unless he has completed the pledge training and scholastic requirements as established by the Grand Chapter and met the initiation requirements of this university.

Section 5 -No person shall be pledged to this chapter without receiving an invitation (bid) to do so, said bid shall be extended upon a majority vote of the active membership.

Article II (cont.)

Section 6 -All preinitiation activity performed by this chapter shall be under the control of the pledge educator and/or Executive board.

Article III Executive Committee or Board

Section 1 -The Executive Board consist of the President, Vice-President, Controller, Secretary, and Pledge Educator (during the time of pledge education).

Section 2 -The Executive Committee shall meet when called by the President and/or Vice-President.

Section 3 -The Vice-President shall serve as chairman of the Executive Committee and shall report to this chapter any action recommended or taken by said Committee at the following active chapter meeting.

Section 4 -It shall be the duty of this Committee to establish the general overall policy of this chapter which is consistent with the Grand Chapter Constitution and By-Laws of this chapter.

Section 5 -The Executive Committee shall serve to discipline members, review fines and hear all grievances and render final decision.

Section 6 -The Order of Business for the Executive Committee shall be as follows:

- a. Roll call.
- b. Reading of previous Executive meeting minutes.
- c. Committee reports.
- d. Financial report.
- e. Notices and communications.
- f. Old business.
- g. New business.
- h. Adjournment.

Section 7 -The secretary shall keep accurate board minutes of the Executive Committee meetings.

Article IV The Cabinet

Section 1 -The cabinet shall consist of the Vice-President and all standing committee chairmen.

Section 2 -The Vice-President shall serve as chairman of the cabinet and shall report to the Executive Committee any action recommended or taken by said cabinet.

Article IV (cont.)

Section 3 -It shall be the duty of the cabinet to co-ordinate through the committee chairmen all chapter activities, to allow all chapter members to analyze all chapter programs, and select those best designed to achieve the desired results.

Article V Officers

Section 1 -The following officers shall be elected annually by secret ballot not later than the last regular meeting in March: President, Vice-President, Secretary, Chaplian, Guard, Senior Marshal, and Junior Marshal.

Section 2 -Only an active member in good standing shall be elligible to vote or hold an office or a position of trust in this chapter.

Section 3 -Officers shall be installed at the next meeting after their election in accordance with the Grand Chapter By-Laws.

Section 4 -The Controller shall be appointed by the President and approved by the Alumni Board of the Chapter.

Section 5 -The order of succession of the officers is as follows: President, Vice-President, Secretary, Controller, Chaplin, Guard, Senior Marshal, and Junior Marshal.

Section 6 -In addition to the duties specified by the Grand Chapter By-Laws, Article IX, Section 4, a-h, inclusive. The officers shall be charged with the following duties:

a. President

1. He shall serve as the executive and administrative head of this chapter and shall be held responsible for its efficient operation.
2. He shall become thoroughly informed of all matters pertaining to the fraternity operations, and shall study carefully the material found in all fraternity publications.
3. He shall serve as this chapter's representative along with an appointed representative to the I.F.C. and shall keep this chapter informed on the activities of the council.
4. He shall report all communications from National Headquarters at Executive Committee and chapter meetings.

b. Vice-President

1. He shall serve as chairman of the Executive Committee.
2. He shall be responsible for the operation of all committees, he shall serve as a liaison between the Executive Committee and the committee chairman, and serve as chairman of the cabinet.
3. He shall have the power to levy fines for violation of Fraternity obligations.

Article V (cont.)

Section 6 -Officers

c. Controller

1. He shall be in charge of and have authority for all collections and disbursements.
2. He shall make out monthly financial statements in accordance with the Sigma Phi Epsilon Bookkeeping System; a copy of these statements shall be sent to the National Headquarters, District Governor, and Alumni Treasurer.
3. The duties and powers of the Controller shall be delegated and supervised by the Alumni Board of this chapter.

d. Secretary

1. He shall be responsible to open and file all chapter mail, and file all chapter correspondence after it has been properly acknowledged, and shall forward all misdirected mail.
2. He shall record and maintain in bound form the minutes of the meetings of this chapter and the Executive Committee. He shall be responsible for keeping this chapter's By-Laws and traditions and shall amend them as they are amended by this chapter.
3. He shall promptly notify the National Headquarters of the results of elections held by this chapter.
4. He shall maintain and preserve in the bound a chapter minute book. The official roll of the active membership and pledges of this chapter in it. Said roll shall also serve as an official record of active and pledge attendance meetings.
5. He shall be responsible for the proper maintenance of the Membership Record Book.

e. Chaplain

1. He shall assume an advisory, fraternal, and helpful attitude over the moral and religious habits and life of the members of this chapter.
2. He shall be in charge of any religious services of this chapter and shall encourage regular church attendance by members.
3. He shall notify this chapter of the illness or distress of any member.

f. Guard

1. He shall perform the duties as prescribed in the Grand Chapter By-Laws.

Article V (cont.)

Section 6 -Officers

g. Marshals

1. They shall properly set up and remove paraphernalia for formal meetings and/on initiations.
2. It shall be their duty to make sure that all paraphernalia is available for formal meetings and/or initiations.
3. They shall arrange for proper storage facilities for the paraphernalia of this chapter.

h. Chapter Counselor

1. He shall perform the duties as prescribed in the Grand Chapter By-Laws.
2. He shall be required to familiarize himself with recommendations listed in Chapter Counselor Manuel.

Article VI Committees

Section 1a-The President shall appoint the chairman of the following standing committees: Pledge Education Board, Rushing, Scholarship, Social, and Athletics.

Section 1b-The chairman of each committee shall appoint the members of his respective committee after consulting with the President and Vice-President.

Section 1c-The President may remove any committee chairman or committee member, who in his opinion, and/or in the opinion of the Vice-President is not satisfactorily doing the duties for which he has been appointed.

Section 2 -The duties of the standing committees shall be as follows:

- a. Pledge Education Board. This board with the Pledge Educator as chairman shall administer a suitable pledge training program consistent with the objectives as set forth in the Pledge Educator's Guide published by the National Headquarters.
- b. Rushing Committee. This committee shall have charge of all rushing activities and extend on behalf of the chapter all invitations for rushing functions and pledge bids for those men duly elected as pledges by vote of this chapter; also, this committee shall refer to the rushing manuel for additional material and information concerning its duties and responsibilities.
- c. Scholarship Committee. This committee shall be responsible for seeing that quiet hours are maintained at all times and keep members aware of their scholastic obligation to their fraternity. This committee shall determine the members eligible for the Clifford B. Scott Memorial Key and the Ulysses Grant Dubach Award, sending this information properly authenticated to the National Headquarters in the fall of each year.

Article VI (cont.)

Section 2 - Duties of committees:

- d. Social Committee. This committee shall plan and prepare each social function of the fraternity and shall plan and prepare this chapter's social calendar at the first of the school year, and revise this calendar during the year when necessary. It shall be the responsibility of this committee to stimulate in improvements in the social graces of the individual members and the group as a whole.
- e. Athletics Committee. This committee shall have charge of all games, contest and sports; it shall keep records and reports of such events and shall supervise and encourage members to participate in these events.

Section 3 -The President shall appoint other committees and committee chairmen when he deems it to be for the benefit of this chapter.

Article VII Chapter Meeting

Section 1a-A regular meeting of this chapter shall be held each week. The time for this meeting shall be as stated at the first regular meeting, of this college year.

Section 1b-All meetings shall be opened and closed using the form prescribed in the ritual.

Section 1c-This chapter shall have formal meetings with the use of ritualistic paraphernalia, on the following occasions, as prescribed by the fraternity ritual:

- (1) The first regular meeting of each month.
- (2) The first regular meeting of the college term.
- (3) Initiations.
- (4) The first regular following an initiation.
- (5) Installation of officers.
- (6) Last regular meeting of the college year.
- (7) At the option of the chapter President.
- (8) At the request of a representative of the Grand Chapter.

Section 1d-A special meeting may be called by the President or by a two-thirds vote of the members of this chapter.

Section 2 -The President shall have the authority to suspend from the meeting any member for a conduct unworthy of Sigma Phi Epsilon on unbecoming a gentleman.

Article VII (cont.)

Section 3 -The order of business shall be as follows:

- a. Opening in accord with the form prescribed by the ritual.
- b. Roll call.
- c. Reading of the minutes of preceding meetings.
- d. Committee reports.
- e. Financial report.
- f. Reading of communications and notices.
- g. Unfinished business.
- h. New business.
- i. Recommendations for membership and voting on said recommendations.
- j. Report of sickness.
- k. Remarks for the good of the fraternity.
- l. Formal closing of meeting in accord with ritual.

Article VIII Assessments, Fines, and fees

Section 1 -The national initiation fee shall be \$80.00.

Section 2 -The pledge initiation fee shall be \$20.00. The pledge's chapter account must be paid in full before said pledge may be initiated.

Section 3 -All Active members shall pay the Grand Chapter Annual Membership Dues of \$10.00 to the Controller immediately upon their return to college; said fee shall be paid to the National Headquarters in accordance with the Grand Chapter By-Laws.

Section 4 -All active members, except married brothers, shall pay \$15.00 monthly dues and pledges shall pay \$10.00 monthly dues until the end of pledgship; then they will pay \$15.00 monthly dues.

Section 5 -Any active member of this chapter who is married shall pay $\frac{1}{2}$ of the regular monthly dues.

Section 6 -Suspension is defined to be the denial for a definite period of time, of the privileges and benefits of membership, including the wearing or displaying of the fraternity insignia, the attending of this chapter's functions and meetings, or otherwise identifying oneself as a member of the fraternity, in accordance with Grand Chapter By-Laws.

Article VIII (cont.)

Section 7 -Expulsion is defined to be permanent denial of all privileges and benefits of membership, including those specificall enumerated in the preceding section, in accordance with the Grand Chpater By-Laws.

Section 8 -Any member under suspension for indebtedness shall, upon payment of his indebtedness, be restored to membership in good standing.

Section 9 -Any member expelled for indebtedness by this chapter may be reinstated in accordance with the Grand Chpater By-Laws.

Section 10-All Fines assessed by the President, Vice-President, or Controller shall be recorded by the Secretary and the Controller shall cause these amounts to appear on the bill of the first of the following month.

Article IX Amendments

Section 1 -Amendments to these By-Laws may be proposed at any regular meeting of the chapter, but said amendment must be submitted in writing and read to the chapter without discussion. The amendment shall be read again at the next regular meeting with no discussion. At the third consecutive meeting, the proposed amendment shall be read to the chapter and discussed by the chapter, and then voted on. No amendment shall become effective until approved by a two-thirds vote of the entire active membership.