

CONSTITUTION OF THE TAU CHAPTER OF ALPHA EPSILON PI

PREAMBLE

To foster and promote brotherly love, to inaugurate a spirit of cooperation and helpfulness, to create a better understanding among our brothers, to encourage vigorous participation in university, college, and general activities in our community, to the mutual advantage of all concerned, the Tau Chapter of Alpha Epsilon Pi Fraternity is solemnly dedicated.

ARTICLE I: NAME

Section 1. This chapter shall be known as Tau Chapter of the Alpha Epsilon Pi Fraternity.

ARTICLE II: MEMBERSHIP

Section 1. Any male student attending Vanderbilt University, pursuing a course leading to a degree or its equivalent, and who is eligible, as provided in the Supreme Constitution and by Vanderbilt University policy, may be elected to Brotherhood in this chapter.

Section 2. A prospective pledge may become a pledge as, hereinafter, provided in Article VI, Section 6-d.

Section 3. A pledge can be elected to the Brother-elect stage only by a unanimous and secret individual vote of every active member of the chapter in good standing, unless it is chosen by a majority of the active members of the chapter in good standing to permit up to three dissenting votes.

Section 4. Active members of this chapter shall be the brothers, who have been duly elected into the chapter, and who are registered and in regular attendance at Vanderbilt University.

ARTICLE III: NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Nomination of officers shall be held twice a year; on dates set by the Master, in accordance with the scholastic calendar, and approved of by the Executive Committee.

Section 2. When the need arises to fill an office, whether by vacancy or by special need, during a time not occurring during the normal election times, the Master shall have the power to set the date for a special election, to be approved of by the Executive Committee.

Section 3. Election of officers shall be held at the next regular meeting following the nominations. A simple majority of the votes cast shall be necessary to determine an election. Voting shall be only by closed ballot. Officers shall be installed during the meeting at which they are elected.

Section 4. If there is a vacancy of a normally elected office, and this Constitution does not directly specified how it is to be filled, the Master shall have the power to appoint a qualified brother to fill the office, to be approved of by the Executive Committee, if possible, and shall serve until the office is filled by election, which shall occur at the earliest possible time.

ARTICLE IV: OFFICERS

Section 1. The officers of this Chapter shall be Master, Lieutenant Master, Scribe, Exchequer, Historian, Sentinel, House Manager, Steward, the Member-at-Large, and any other offices that are deemed necessary by the Executive Committee.

Section 2. No brother shall be eligible for election to an office if he has been suspended for any reason or if he is not in good standing as provided in Article II, Section 4.

Section 3. MASTER. He must be of at least second semester sophomore standing at the university, must have been a member of this Chapter for at least one year prior to the date of his election, and must have fill an office which is on the Executive Committee.

Section 4. DUTIES AND POWERS OF THE MASTER:

- (a) He shall be the presiding officer at all meetings.
- (b) He shall have the power, with the advice of the Executive Committee, to appoint and remove all committees except those which are elected under this Constitution.
- (c) He shall be the delegate to the Supreme Council at the National Convention and shall act as chairman of the delegation.
- (d) He may call a special meeting of this Chapter at his discretion.
- (e) He shall be chairman of the Executive Committee and act as an ex-officio member of all committees.

- (f) He shall have such powers and duties as are usually delegated to a presiding officer under parliamentary procedure.

Section 5. LIEUTENANT MASTER: He must be of at least second semester sophomore standing at the university, must have been a member of this Chapter for at least one year prior to the date of his election, and must have fill an office which is on the Executive Committee.

Section 6. DUTIES AND POWERS OF THE LIEUTENANT MASTER:

- (a) He shall assist the Master in the conduct of the Chapter's business.
- (b) In the absence of the Master, he shall become the acting-Master, and perform all functions and duties of that office.
- (c) He shall become the Master, if the office of Master becomes vacant.
- (d) He shall be an ex-officio member of all committees.
- (e) He shall perform all duties assigned to him by the Master.

Section 7. SCRIBE: He must be of at least second semester freshman standing at the university.

Section 8. DUTIES AND POWERS OF THE SCRIBE:

- (a) He shall record and keep an accurate record of the minutes of all regular and special meetings of the chapter and the Executive Committee.
- (b) He shall keep and file all committee reports.
- (c) He shall be custodian of fraternity stationery, seals, and official communications.
- (d) He shall conduct the correspondence of the chapter and shall report the same at the regular meetings of the chapter.
- (e) He shall perform all duties assigned to him by the Master.

Section 9. EXCHEQUER: He must be of at least second semester sophomore standing at the university, and must have been a member of this Chapter for at least one year prior to the date of his election.

Section 10. DUTIES AND POWERS OF THE EXCHEQUER:

- (a) He shall receive all monies payable to the chapter, and shall make all payments for the chapter, on vouchers approved of by the Master.
- (b) He shall be responsible for all funds of this chapter.
- (c) He shall submit a statement of receipts and disbursements at every meeting and of assets and liabilities once each month, and a final report before retiring from office.

- (d) He shall make entries in proper books of accounts of all monies received and paid out (unless there is a paid accounting service).
- (e) He shall be custodian of all fraternity badges and pledge pins.
- (f) He shall prepare a chapter budget to be approved by the Executive Committee.
- (g) He shall perform all duties assigned to him by the Master.

Section 11. MEMBER-AT-LARGE OF THE EXECUTIVE COMMITTEE: He must be of at least second semester sophomore standing at the university, and must have been a member of this Chapter for at least two semesters prior to the date of his election.

Section 12. DUTIES AND POWERS OF THE MEMBER-AT-LARGE:

- (a) He shall serve on the Executive Committee.
- (b) He shall perform all duties assigned to him by the Master.

Section 13. SENTINEL: He must be of at least sophomore standing at the university, and must have been a member of this Chapter for at least one regular election, prior to the one at which he is elected.

Section 14. DUTIES AND POWERS OF THE SENTINEL:

- (a) He shall be guardian of the entrance at all regular and special meetings.
- (b) He shall assist the Master in maintaining decorum at all meetings.
- (c) The Sentinel shall be custodian of the gowns, Bible, gavel, Menorah, Cofa, candles, all ritual and ritual paraphernalia of the chapter.
- (d) He shall perform all duties assigned to him by the Master.

Section 15. HISTORIAN: He must be of at least sophomore standing at the university, and must have been a member of this Chapter for at least one regular election, prior to the one at which he is elected.

Section 16. DUTIES AND POWERS OF THE HISTORIAN:

- (a) He shall submit a monthly report of the activities of the chapter and its members.
- (b) He shall keep a chronological biography of all brothers of the chapter.
- (c) He shall perform all duties assigned to him by the Master.

Section 17. HOUSE MANAGER: He must be of at least sophomore standing at the university, and must have been a member of the Chapter for at least one regular election, prior to the one at which he is elected.

Section 18. DUTIES AND POWERS OF THE HOUSE MANAGER:

- (a) He shall live in the house.
- (b) He shall be in charge of all matters relating to the maintenance and upkeep of the chapter house.
- (c) His actions, with reference to salaries and hiring and firing of employees relating to house maintenance, shall be approved by the Executive Committee.
- (d) He shall take an inventory of all the chapter property at the beginning and the end of his term of office and file same with the Scribe.
- (e) He shall prepare and submit a written report of his activities and recommendations at every regular chapter meeting.
- (f) He shall perform all duties assigned to him by the Master.

Section 19. STEWARD: He must be of at least sophomore standing at the university, and must have been a member of this Chapter for at least one regular election, prior to the one at which he is elected.

Section 20. DUTIES AND POWERS OF THE STEWARD:

- (a) He shall be in charge of the chapter commissary and shall prepare rules and regulations, subject to the approval of the Executive Committee, for the operation of the table.
- (b) He shall prepare a monthly profit and loss statement and submit it to the Exchequer before every regular chapter meeting.
- (c) At the end of his term of office, he shall prepare a profit and loss statement for the period of his regime, and make recommendations as he deems proper for the guidance of his successor.
- (d) He shall perform all duties assigned to him by the Master.

ARTICLE V: MEETINGS

Section 1. Regular weekly meetings of this chapter shall be held at the chapter house Monday during the school term, except when extraordinary conditions prevent it, when the Master may postpone or omit the regular meeting. Meetings shall begin promptly at 7 p.m.

Section 2. Two-thirds of the active members in good standing shall constitute a quorum.

Section 3. Special meetings may be called at the discretion of the Master, after notifying all active brothers.

Section 4. A petition, signed by eight active brothers, setting forth the reason therefore, shall be deemed mandatory for the calling of a special meeting by the Master.

Section 5. Every active brother is required to be in attendance promptly at every special and regular meeting of the Chapter and at all Ritual Ceremonies.

Section 6. Any active brother, absent from or tardy at a special or regular meeting or Ritual Ceremony, shall forthwith present himself to the Executive Committee to explain his absence or tardiness, and the Executive Committee, after hearing, shall determine the validity of the excuse and fix the penalty in each case.

ARTICLE VI: COMMITTEES

Section 1. All committees except those otherwise provided for in this Constitution shall be appointed by the Master with the approval of the Executive Committee. A book shall be provided for each Committee, and kept by the Scribe, in his files. Reports of Committees shall be written in their respective books, which are to be a permanent part of the chapter records. Committees shall report at each meeting.

Section 2. There shall be the following standing committees:

1. Executive Committee
2. Rush Committee
3. Scholarship Committee
4. Extra-curricular Committee
5. Social Committee
6. Auditing Committee

Section 3. EXECUTIVE COMMITTEE: This Committee shall consist of the Master as Chairman, Lieutenant Master, Exchequer, Scribe, one brother elected from the membership-at-large, and any other officers deemed necessary by the Executive Committee.

Section 4. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE:

- (a) It shall consider all matters of vital importance to the chapter. Minutes shall be kept of all matters decided upon and read at the next regular or special meeting of the chapter.
- (b) It shall consider all matters pertaining to suspension and expulsion of brothers, and shall have the power of suspending, and recommending for expulsion, any member of this chapter.

- (c) It shall investigate non-attendance of meetings and tardiness at meetings and Ritual Ceremonies, and non-payment of obligations that are due and payable by brothers.
- (d) It shall approve the chapter budget submitted by the Exchequer.
- (e) A two-thirds vote of the chapter shall be required to reject a decision of this Committee.
- (f) It shall act as a Court of Justice in adjusting difficulties among the brothers.
- (g) The Committee may assess fines and other penalties for violation of this Constitution and chapter regulations.
- (h) Meetings of this Committee shall be held preceding the regular meeting of the chapter and whenever deemed necessary by the Master or Lieutenant Master.
- (i) A majority vote is necessary to pass any course of action of this Committee. The Executive Committee shall not have the power to decide any matter unless three of its members are present at the meeting.
- (j) Any brother may attend a meeting of the Executive Committee, but he may not take part in the discussion unless invited to do so. He shall have no voting power and may be requested to leave the meeting by a majority vote of the Committee.

Section 5. THE RUSH COMMITTEE: This Committee shall consist of the Lieutenant Master, as Chairman, and four members recommended by the Lieutenant Master and approved by the Executive Committee.

Section 6. DUTIES AND POWERS OF THE RUSH COMMITTEE:

- (a) This Committee shall plan and direct the rushing program of the chapter.
- (b) It shall have charge of all arrangements and entertainment necessary in rushing prospects.
- (c) This Committee shall consider prospects.
- (d) The unanimous affirmative vote of the Committee shall be necessary to pledge a prospect, if a vote of the chapter is not possible.
- (e) Before any prospect is pledged, the Committee may first sense the opinion of the chapter.

Section 7. SCHOLARSHIP COMMITTEE: It shall consist of three brothers, to be appointed by the Master, with the approval of the Executive Committee.

- Section 8.** DUTIES AND POWER OF THE SCHOLARSHIP COMMITTEE:
- (a) It shall be the duty of this Committee to promote and maintain high scholarship among the brothers.
 - (b) It shall report, at the second meeting in every month, the scholastic standing of every brother (or at such times as graders are available at the particular school.)
- Section 9.** EXTRA-CURRICULAR COMMITTEE: This Committee shall consist of three brothers, to be appointed by the Master, with the approval of the Executive Committee.
- Section 10.** DUTIES AND POWERS OF THE EXTRA-CURRICULAR COMMITTEE:
- (a) It shall be the duty of this Committee to promote active participation of as many brothers as possible in all university activities, athletic, publication, literary.
 - (b) It shall report, at the first meeting of every month, the progress being made by every brother engaged in activity and report those brothers not so engaged with reasons for their failure to compete.
- Section 11.** SOCIAL COMMITTEE: This Committee shall consist of three brothers, to be appointed by the Master, with the approval of the Executive Committee, chaired by the social chair.
- Section 12.** DUTIES AND POWERS OF THE SOCIAL COMMITTEE:
- (a) It shall be the duty of this Committee to arrange and prepare for all social functions during the year.
 - (b) Before proceeding with any functions, it shall prepare a detailed report to be passed upon by the Executive Committee.
- Section 13.** AUDITING COMMITTEE: This Committee shall consist of one brother, preferably one studying accounting.
- Section 14.** DUTIES AND POWERS OF THE SOCIAL COMMITTEE:
- (a) He shall audit the books of the Exchequer and Steward once a month and report these recommendations to the Executive Committee. (This committee is unnecessary where the chapter employs an accounting service).

ARTICLE VII: FINANCES

- Section 1.** The initiation fee shall be set by the Executive Committee.

- Section 2.** Dues of the members shall set by the Executive Committee on the first day of each month (of the school year), due or to be paid by the seventh of the month, with a \$1.00 fine per delinquent day.
- Section 3.** Room rent shall be set by the Executive Committee, payable semi-annually (or a semester) in advance.
- Section 4.** Assessments may be levied by a majority vote of the brothers of the chapter, or by a decision of the Executive Committee.
- Section 5.** Every brother in the chapter, who does not reside in the city or town where the chapter house is located, must live and eat at the house unless excused by the Executive Committee, or prevented from doing so by Vanderbilt University policy.
- Section 6.** Any brother, who is in arrears in any amount in his financial obligations, shall, at once, be certified to the Executive Committee by the Exchequer. Unless a valid reason is given by him, the Executive Committee shall suspend the brother so in arrears.

ARTICLE VIII: SUSPENSION AND EXPULSION

- Section 1.** Charges in writing shall be brought against any brother for any action which is inimical to the chapter for improper conduct as a fraternity brother, or any other charge the Executive Committee may consider. Such charges shall be made to the Executive Committee.
- The failure to promptly pay, to the chapter, all financial obligations is sufficient grounds for suspension, and failure to pay, to the chapter, financial obligations in a reasonable time is grounds for expulsion.
- Section 2.** Any brother, with three unexcused absences from meeting shall be subject to suspension.
- Section 3.** The Executive Committee shall have the right to suspend by a majority vote of the entire Committee, and to prefer expulsion charges.
- Section 4.** The brother, against whom the charges for suspension are brought, shall be duly notified of the time and place of his hearing by the Executive Committee.

- Section 5.** The Executive Committee may fix the period of the suspension and may revoke the suspension at any time it feels the suspended brother has remedied the causes of his suspension, or that he has been sufficiently punished.
- Section 6.** A suspended brother is deprived of his right to attend chapter meetings, his right to vote at chapter meetings, his house privileges, and shall return his fraternity pin to the Master.
- Section 7.** Charges and procedure pertaining to expulsion shall be made as specified in Article XI of the Supreme Constitution.
- Section 8.** Violation of the Fraternity Oath or Fraternity Ritual, conduct hostile to the best interest of the chapter or Fraternity, or non-payment of financial obligations, as hereinabove defined, shall be grounds for expulsion.

ARTICLE IX: GENERAL PROVISIONS

- Section 1.** Order of Business: The order of business at all regular meetings shall be as follows:
- Ritual Opening
 - Reading of Bible
 - Roll Call
 - Reading Minutes of Previous Meeting
 - Report of Executive Committee
 - Communications
 - Reports of Officers
 - Exchequer's Report
 - Reports of Committees
 - Old Business
 - Nominations and Election of Officers
 - Election of New Members
 - New Business
 - Good and Welfare
 - Adjournment
- The order of business may be changed at the discretion of the Master.
- Section 2.** No voting by proxy shall be allowed at any regular or special meetings, nor by members of the Executive Committee, at a meeting of that Committee.

- Section 3.** Robert's Rules of Order shall govern the meetings, except where the foregoing rules and regulations provide otherwise.
- Section 4.** Any Article or Section of the Constitution may be set aside by three-fourths vote of the brothers at any meeting of the chapter, but this power shall be exercised only in extraordinary and exceptional cases.
- Section 5.** AMENDMENTS: Amendments to this Constitution must be submitted in writing, signed by at least three brothers, presented and read at a regular meeting of the chapter. The proposed amendment shall then be voted upon at the next regular meeting. A three-fourths vote of all brothers present shall be necessary to pass the amendment.
- Section 6.** Upon passage of this document, this Constitution shall supersede all others of Tau Chapter, and shall become the official constitution of Tau Chapter of Alpha Epsilon Pi.

May 5, 1973