



# **THE FRATERNITY LAWS**

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## **SIGMA ALPHA EPSILON FRATERNITY**

**2011**

# **MISSION STATEMENT**

## **OF THE**

# **SIGMA ALPHA EPSILON FRATERNITY**

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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.”

### **PRINCIPLES**

1. To develop in our members the skills which will facilitate their making deep and meaningful friendships throughout their lives.
2. To provide our undergraduate members with a physical and organizational environment conducive to their pursuit of academic excellence.
3. To help our members better understand and experience diversity and change and to enhance their respect for individuality and personal integrity.
4. To foster personal development of our members including leadership, scholarship, citizenship, social and moral responsibility.
5. To develop in our members a sense of duty for individual and group involvement in social interactions, service and community outreach.
6. To provide our members with guidance, support and standards based upon the ideals embodied in our Ritual.
7. To develop, maintain, and enforce standards and expectations for the conduct of our members within and outside of the Fraternity.
8. To provide our members with life-long fraternal experiences that are productive, rewarding and enjoyable.

# THE FRATERNITY LAWS OF THE SIGMA ALPHA EPSILON FRATERNITY

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Revised in accordance with the action of the 155th Anniversary  
Fraternity Convention of 2011 in Memphis, Tennessee.

## 2009–2011 COMMITTEE ON FRATERNITY LAWS

### Chairman

John F. Asmar (West Florida '90)

### Voting Members

Clark J. Brown (Arkansas-Fayetteville '08)

Steven W. Churchill (Iowa State '85)

Gregory D. Brandt (Drake '84)

G. Robert Hamrdla (Stanford '60)

John N. Lauer (Maryland-College Park '63)

Spencer C. Pittman (Oklahoma '10)

### Ex-officio Members without Vote

Frank C. Ginocchio (Northwestern '66)

Steven K. Priepke (Miami [Florida] '03)

## ORGANIZATION OF THE LAWS

Organized by title and then section as follows:

### Title (x).

- I.
  - A.
    1.
      - a.
        - (1)

EVANSTON, ILLINOIS

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# THE FRATERNITY LAWS

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We, the members of Sigma Alpha Epsilon Fraternity, in order to form a firmer brotherhood; promote the intellectual, moral, and spiritual welfare of our members; and raise the educational standards of our Chapters, do ordain and adopt through our Fraternity Convention the following Fraternity Laws:

## **TITLE I. Definition and Organization of Sigma Alpha Epsilon.**

- 1. Name.** This association shall be known as Sigma Alpha Epsilon Fraternity (“Fraternity”).
- 2. Creed.** The creed of the Fraternity shall be “The True Gentleman.”

*The True Gentleman is the man whose conduct proceeds from good will and an acute sense of propriety, and whose self-control is equal to all emergencies; who does not make the poor man conscious of his poverty, the obscure man of his obscurity, or any man of his inferiority or deformity; who is himself humbled if necessity compels him to humble another; who does not flatter wealth, cringe before power, or boast of his own possessions or achievements; who speaks with frankness but always with sincerity and sympathy; whose deed follows his word; who thinks of the rights and feelings of others, rather than his own; and who appears well in any company, a man with whom honor is sacred and virtue safe.*

- John Walter Wayland

- 3. Colors.** The colors of the Fraternity are royal purple and old gold.
- 4. Flower.** The flower of the Fraternity is the violet.
- 5. Eligibility for Membership.** Except as otherwise provided in these Fraternity Laws, to be eligible for membership in Sigma Alpha Epsilon Fraternity a candidate must be a male student 1) of a collegiate institution which is the domicile of an active Chapter or 2) of a consortium of such institutions approved by the Supreme Council, of sound moral character, of creditable intellectual attainments, and socially acceptable throughout the Fraternity, except that no person who is or has been a member of another national or international college social fraternity is eligible except as specified in **Section 47D8**.

- 6. Governing Bodies.** The government of the Fraternity is vested in the following bodies, ranked in the order named:
- A. Fraternity Convention
  - B. Supreme Council
  - C. Province Conventions
  - D. Chapters Collegiate
  - E. Alumni Associations.
- 7. Other Groups.** These other groups of members of the Fraternity are also recognized:
- A. The Board of Trustees of Sigma Alpha Epsilon Foundation
  - B. The Board of Directors of SAE Financial and Housing Corporation
  - C. The House Corporation or other entity holding title to a Chapter house
  - D. The Chapter Alumnus
  - E. The Chapter Quiescent
  - F. The Chapter Eternal.
- 8. Groups Prohibited.** Chapter auxiliary collegiate women's groups, commonly referred to as Little Sisters, are prohibited by the Fraternity.

## **TITLE II. Fraternity Convention.**

### **9. Authority.**

**A. Power.** The supreme power of Sigma Alpha Epsilon Fraternity, Sigma Alpha Epsilon Foundation, and SAE Financial and Housing Corporation is vested in the Fraternity Convention ("Convention"). Any dispute arising between two or more SAE Groups that cannot be resolved by their respective boards shall be resolved by a vote of the Convention. Disputes arising between two or more SAE Groups that are time-sensitive and cannot reasonably be tabled until the next Convention shall be decided by a vote held between Conventions, as provided in **Section 12E** of these Laws.

**B. Rules of Order.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Fraternity in all cases to which they are applicable and in which they are not inconsistent with these Fraternity Laws and any special rules of order the Fraternity may adopt.

- 10. Suspension of the Laws.** Any provision of the Fraternity Laws may be suspended during the Fraternity Convention by unanimous consent of the Fraternity Convention.

**11. Membership.** The Convention shall consist of:

- A. Past Eminent Supreme Archons who have served for at least twenty-three (23) months
- B. The Honorary Eminent Supreme Archon
- C. Members of the Supreme Council
- D. The Eminent Supreme Recorder
- E. One member of the Board of Directors of SAE Financial and Housing Corporation
- F. One member of the Board of Trustees of Sigma Alpha Epsilon Foundation
- G. The Province Archon from each Province or, in the absence of such Province Archon, the Province Deputy Archon, or another Province officer designated by the Province Archon (one per Province)
- H. One delegate from each Chapter Collegiate, in accordance with **Section 55A**
- I. One delegate from each Alumni Association in accordance with **Section 60H**.

**12. Sessions and Voting.**

- A. Regular Session.** The Convention shall meet biennially at such time and place as are selected by the Supreme Council. The Supreme Council shall appoint such *ad hoc* committees as it deems necessary to conduct the business of the Convention.
- B. Special Sessions.** Special sessions may be called by the Eminent Supreme Archon with the advice and consent of the Supreme Council. No other business than that specified in the call shall be transacted at such session.
- C. Quorum.** One fourth (1/4) of the persons entitled to seats in the Convention, as set forth in **Section 11**, shall constitute a quorum, provided that delegates are present from at least one fourth (1/4) of the Chapters Collegiate in good standing.
- D. Voting at Convention.** Each member of the Convention is entitled to a vote only if he is 1) a member in good standing of a Chapter Collegiate or of the Chapter Alumnus and 2) in attendance at the session when a vote is taken. No proxies are allowed.
- E. Voting Between Conventions.** The Eminent Supreme Archon, with the advice and consent of the Supreme Council, may submit to a direct vote of the Fraternity such measures as may benefit from resolution before the next Convention. Such direct vote shall be submitted by an e-mail/internet ballot to each individual and group entitled to representation in a Fraternity Convention at the latest address of record at the Fraternity Service Center. If any group or individual fails to vote within twenty-one (21) days after the date the vote is solicited, an affir-

mative vote will be implied, and the ballot shall make clear this stipulation.

**F. Floor Privilege.** No member of the Fraternity, other than those specified in **Section 11** and the General Counsel of the Fraternity, shall be entitled to the floor of the Convention except by a three-fourths (3/4) vote of the Convention.

**G. Undergraduate majority at Fraternity Conventions.** In the event that less than a majority of delegates eligible to vote at a Fraternity Convention are from the Chapters Collegiate, then one registered alternate delegate from every eligible Chapter Collegiate shall also be entitled to a vote at that Convention.

**H. Single Vote.** No individual shall have more than one vote on any matter before the Convention or in any vote between Conventions.

### **13. Finances.**

**A. Convention Expenses, Reimbursement to Delegates.** An amount per mile set by the Supreme Council shall be reserved from the Operating Fund revenues and set aside for the succeeding Fraternity Convention. Each member of the Convention except any delegate from an Alumni Association shall receive a mileage allowance. The reimbursement shall be equal to the product of the mileage rate established by the Supreme Council and the closest highway mileage given by a current and reputable authoritative source selected by the Supreme Council.

**B. Convention Expenses, Report and Refund.** A full account by a certified public accountant of all the receipts and expenditures of each Fraternity Convention shall be made to the Supreme Council within six (6) months after adjournment. Whenever such report shall show that the expenses of a Fraternity Convention were less than the total amount paid in by delegates and visitors as Convention fees plus single tickets to Convention affairs, the total surplus shall be remitted to Sigma Alpha Epsilon Foundation for the account of the Levere Memorial Temple Fund of which it shall become a permanent part. All required reports made by a certified public accountant shall be made a part of the Convention's proceedings and published accordingly. If this stipulation would cause a delay in the publication of the Convention's proceedings, then a supplementary report will be prepared at the earliest possible date.

**C. Disbursements.** Disbursements from the Treasury of the Fraternity shall be made by direction of the Fraternity Convention, the Supreme Council, or the Eminent Supreme Recorder, but appropriations made by the Fraternity Convention shall not be increased by other authority. Every order for the payment of money shall be signed and countersigned by such person or persons as the Supreme Council directs.

### TITLE III. Officers of Sigma Alpha Epsilon.

#### 14. The Fraternity's officers are:

- A. Honorary Eminent Supreme Archon
- B. Eminent Supreme Archon (who may also be referred to as "Fraternity President")
- C. Eminent Supreme Deputy Archon (who may also be referred to as "Fraternity Vice-President")
- D. Eminent Supreme Warden
- E. Eminent Supreme Herald
- F. Eminent Supreme Chronicler
- G. Eminent Supreme Recorder (who may also be referred to as "Fraternity Executive Director")
- H. Any other officers designated by the Supreme Council.

#### 15. Qualification. Only a member in good standing of a Chapter Collegiate or of the Chapter Alumnus is eligible to hold a Fraternity office.

#### 16. Election. Members of the Supreme Council (see **Section 20**), Board of Trustees of Sigma Alpha Epsilon Foundation (see **Section 37**), Board of Directors of SAE Financial and Housing Corporation (see **Section 29**), and the Honorary Eminent Supreme Archon shall be elected at each regular session of the Convention following the prescribed method of election in **Section 51F**. At the anniversary Conventions it is required, when a Supreme Council seat is being contested, that a formalized question-and-answer session be established and scheduled for registered delegates to ask questions pertinent to the Fraternity of each candidate.

#### 17. Term and Vacancies. Officers shall assume their duties immediately upon adjournment of the session at which they are elected or appointed and shall continue in office until their successors are duly elected or appointed. Vacancies occurring between sessions of the Convention shall be filled by the Supreme Council.

#### 18. Duties.

**A. Honorary Eminent Supreme Archon.** The Honorary Eminent Supreme Archon is the honorary head of the Fraternity and has no duties, except as may be designated by the Supreme Council. He shall be elected at each regular session of the Fraternity Convention upon nomination by the Past Eminent Supreme Archons.

**B. Eminent Supreme Archon.** The Eminent Supreme Archon is the president and chief executive officer of the Fraternity. He shall:

- 1. Preside over all sessions of the Fraternity Convention and all meet-

ings of the Supreme Council.

2. Appoint all committees with the advice and consent of the Supreme Council and in accordance with **Section 62**.
  3. Have custody of the bonds of the Trustees, officers, and employees of the Fraternity who are required to be bonded.
  4. Interpret, construe, and enforce the Fraternity Laws and the orders of the Fraternity Convention and of the Supreme Council, and for such purposes he may issue such orders as may be necessary.
  5. Whenever he deems it necessary, inspect and examine, or cause to be inspected and examined by one or more members or non-members of the Fraternity, all of the books, records, securities and investments of the funds of Sigma Alpha Epsilon Fraternity, SAE Financial and Housing Corporation, Sigma Alpha Epsilon Foundation, or any entity of the Fraternity.
  6. Whenever he or the Supreme Council may deem it in the best interests of the Fraternity, visit and inspect, or cause to be visited and inspected, any active Chapter Collegiate or Alumni Association of the Fraternity.
  7. Make appointments to fill vacancies at the Province level in accordance with **Section 42F**.
  8. Serve as an ex officio member himself or designate one member of the Supreme Council to serve as an ex officio member of the Board of Trustees of Sigma Alpha Epsilon Foundation and to serve as an ex officio member himself or designate one member of the Supreme Council to serve as an ex officio member of The Board of Directors of SAE Financial and Housing Corporation.
  9. Designate the four other members of the Supreme Council to serve as official liaison variously to each Province.
- C. Eminent Supreme Deputy Archon.** The Eminent Supreme Deputy Archon shall 1) assist the Eminent Supreme Archon and perform the duties of the latter in case of his absence or disability and 2) perform any other duties assigned to him by the Eminent Supreme Archon.
- D. Eminent Supreme Warden.** The Eminent Supreme Warden shall 1) act as the Eminent Supreme Archon in case of the absence or disability of the Eminent Supreme Archon and the Eminent Supreme Deputy Archon, 2) exercise particular supervision over the finances of the Fraternity, and 3) perform any other duties assigned to him by the Eminent Supreme Archon.
- E. Eminent Supreme Herald.** The Eminent Supreme Herald shall 1) act as the Eminent Supreme Archon in the case of absence or disability of the Eminent Supreme Archon, the Eminent Supreme Deputy Archon, and the Eminent Supreme Warden and 2) perform any other duties assigned to him by the Eminent Supreme Archon.
- F. Eminent Supreme Chronicler.** The Eminent Supreme Chronicler

shall 1) act as the Eminent Supreme Archon in case of the absence or disability of the Eminent Supreme Archon, the Eminent Supreme Deputy Archon, the Eminent Supreme Warden, and the Eminent Supreme Herald and 2) perform any other duties assigned to him by the Eminent Supreme Archon.

**G. Eminent Supreme Recorder.** The Eminent Supreme Recorder is the chief operating officer of the Fraternity and its operating units, is an ex-officio member of the Board of Directors of SAE Financial and Housing Corporation, and is an ex-officio member of the Board of Trustees of Sigma Alpha Epsilon Foundation. He shall be elected at each regular session of the Fraternity Convention upon nomination by the Supreme Council in the manner prescribed in **Section 51F** for the election of Fraternity officers; shall, under the direction of the Supreme Council, supervise the administration of the general business of the Fraternity; and shall be responsible for the proper performance of the following duties:

1. As Custodian of Records:

- a. Keep a record of the proceedings of the Fraternity Convention and of the Supreme Council.
- b. Conduct the official correspondence of the Fraternity.
- c. Enforce the Fraternity Laws and carry out the orders of the Fraternity Convention, the Supreme Council, and the Eminent Supreme Archon.
- d. Preserve the reports, records, correspondence, historical souvenirs and similar property of the Fraternity and provide suitable protection therefor against casualty, fire, and theft.
- e. Have custody of the seal of the Fraternity and of the Fraternity's deeds, leases, insurance policies, and other papers incident to the Fraternity's business, except the bonds of Directors, Trustees, officers, and employees required to be kept by the Eminent Supreme Archon.
- f. Prepare and provide for the use of the proper officers the necessary forms and blanks for reports required by the Fraternity Laws or other constituted authority.
- g. Process reports of expulsions and reinstatements.
- h. Prepare and distribute appropriate material for circulation among Chapter Advisors.

2. As Editorial Supervisor oversee the issuance of all the Fraternity's publications and appoint such editors, associate editors, and assistant editors as may be required.

3. As Financial Custodian:

- a. Prepare for the information of the Fraternity Convention:
  - (1) A budget setting forth the estimated receipts from all sources and the proposed expenses of the Fraternity and its operating

units for the next year.

- (2) A capital budget setting forth probable capital expenditures during the following year of a non-routine basis over five thousand dollars (\$5,000).
  - b. Submit annually, for the information and approval of the Supreme Council, a budget of the probable income and expenditures for the following fiscal year.
  - c. Submit for the approval of the Supreme Council each proposed purchase in excess of five thousand dollars (\$5,000), unless already previously approved by the constituted authority.
  - d. Audit the accounts and counter-sign the checks of those employees authorized to draw checks.
  - e. Oversee all cash and investment accounts and provide a statement of cash flow annually.
  - f. Financial Reporting to the Realm.
    - (1) To communicate the financial condition of SAE to all members, the Eminent Supreme Recorder shall publish at least quarterly, on a secure website, a report of the financial operations and condition of each unit of the Fraternity (SAE Financial and Housing Corporation, Sigma Alpha Epsilon Fraternity, and Sigma Alpha Epsilon Foundation).
    - (2) The financial reports shall include data for the current fiscal year and at least four previous fiscal years. At a minimum, data in the reports shall include: performance to operating budgets; investment performance; loan performance; fundraising results; capital expenditures; financial status of the Fraternity's Self-Insured Retention (SIR) Account, including current balance and summary of activity during the fiscal year; and billings and receivables of pledge, initiation, insurance, and other fees. The intent is that these financial reports will be the same as those used by the Eminent Supreme Recorder, the Board of Trustees of Sigma Alpha Epsilon Foundation, the Board of Directors of SAE Financial and Housing Corporation, and the Supreme Council to manage the financial affairs of Sigma Alpha Epsilon.
4. As General Administrator:
- a. Serve as Chief Operating Officer for Sigma Alpha Epsilon Fraternity, Sigma Alpha Epsilon Foundation and SAE Financial and Housing Corporation.
  - b. Have charge of the Fraternity's Service Center, employ and terminate the necessary personnel and determine their salaries, and purchase the necessary equipment for operation of the Office.
  - c. Visit and inspect all Chapters Collegiate at least once every academic year or cause such visit and inspection to be made by his

- designee.
- d. Promote the building, maintenance, and safety of chapter houses for Chapters Collegiate through cooperation with local Chapter-Collegiate house projects, house corporations, and Trustees in accordance with plans and methods approved by the Fraternity Convention.
  - e. Promote the extension and development of alumni associations to the end of perpetuating alumni interest in the affairs of the Fraternity.
  - f. Have authority to name one or more authorized vendors and to make contracts with such vendors establishing specifications and licensing the manufacture and sale of badges, jewelry, and other articles bearing the crest, coat of arms, or letters of the Fraternity, and providing for the payment of such royalties as may be considered proper.
  - g. Perform all functions incidental to the several duties herein enumerated.
  - h. Promulgate policies and regulations for the administration of the Fraternity Service Center and of the several duties enumerated herein.
5. Any of the foregoing duties may be delegated by the Eminent Supreme Recorder to other employees or members of the Fraternity, except the duty to audit the accounts and countersign the checks of those employees authorized to draw checks.
  6. The Eminent Supreme Recorder shall have the authority to use the title Executive Director whenever he deems it advisable.
  7. Salary. The Eminent Supreme Recorder shall receive compensation for his services as determined by the Supreme Council.

#### **H. Reports, Audits, and Bonds.**

- 1. Reports.** Each Fraternity officer having individual duties assigned to him shall submit to the Fraternity Convention a full report of the work of his office.
- 2. Audits.** The accounts of Sigma Alpha Epsilon Fraternity, SAE Financial and Housing Corporation, Sigma Alpha Epsilon Foundation, and any other entities associated with Sigma Alpha Epsilon shall be audited at least annually by a certified public accountant who shall make his report to the Eminent Supreme Recorder, who in turn shall make available such reports to the Board of each entity, the Fraternity Convention, and all members of the Fraternity.
- 3. Bonds.** Each officer and employee of the Fraternity charged with the collection or custody of any monies or funds belonging to the Fraternity shall give a surety company bond for the faithful performance of the duties of his office. Bonds shall be in such amounts as may be directed by the Fraternity Convention or the Supreme

Council, shall be approved by the Eminent Supreme Archon, and the premiums therefor paid from the Treasury of the Fraternity.

- 19. General Counsel.** A member in good standing of the Fraternity who is an attorney-at-law shall be elected by the Supreme Council to act as the Fraternity's legal advisor. He shall serve at the pleasure of the Supreme Council and shall be paid such fees as the Supreme Council may consider proper.

#### **TITLE IV. Supreme Council.**

- 20. Membership.** The Supreme Council shall consist of the following Fraternity Officers:

- A. Eminent Supreme Archon
- B. Eminent Supreme Deputy Archon
- C. Eminent Supreme Warden
- D. Eminent Supreme Herald
- E. Eminent Supreme Chronicler.

- 21. Duties.** The Supreme Council shall:

- A. Represent the Fraternity Convention in the interval between sessions.
- B. Adopt annual operating plans and budgets for the operation of Sigma Alpha Epsilon Fraternity.
- C. Evaluate annually the Eminent Supreme Recorder of the Fraternity.
- D. Approve appointment of other officers and advise on the appointment of employees of the Fraternity as recommended by the Eminent Supreme Recorder.
- E. Fill all vacancies in Fraternity Offices occurring in the interval between Fraternity Conventions. Vacancies at the Province level shall be filled as provided in **Section 42F**.
- F. Promulgate the policies upon which the affairs of the Fraternity shall be conducted from the Fraternity Service Center under the direction of the Eminent Supreme Recorder and for that purpose meet upon the call of the Eminent Supreme Archon at least three times in the interval between sessions of the Fraternity Convention. The Supreme Council may also conduct its interim business by telephone or other reasonable means between meetings.
- G. Meet with the Council of Province Archons as provided in **Section 44E**.

- 22. Conveyances.** The Supreme Council, as Directors of Sigma Alpha Epsilon Fraternity, a corporation organized under the laws of Illinois, may be and hereby is empowered to authorize any two officers of Sigma Alpha Epsilon Fraternity to execute and deliver for and on its behalf any and all

deeds, conveyances, or other instruments.

**23. Removal from Office.** The Supreme Council may by a majority vote remove from office any Fraternity, Province, Chapter Collegiate or alumni association officer or the Eminent Supreme Recorder for neglect of duty or other offense against the laws, dignity, or interest of the Fraternity. Due notice of such intended action shall be given to the officer, member, or employee concerned and to all members of the Supreme Council.

**24. Compensation and Expenses.** The members of the Supreme Council shall serve without compensation, but shall be reimbursed for all expenses necessarily incurred in the performance of their duties on the presentation of an itemized account approved by the Eminent Supreme Recorder or the Eminent Supreme Warden.

#### **TITLE V. Sigma Alpha Epsilon Financial and Housing Corporation (formerly SAE Housing, Inc., then SAE Services, Inc.).**

**25. Nature and Purpose.** SAE Financial and Housing Corporation (formerly SAE Housing, Inc., then SAE Services, Inc.) is established to provide services and build assets for Sigma Alpha Epsilon with a focus on chapter housing. SAE Financial and Housing Corporation is not part of Sigma Alpha Epsilon Fraternity, Inc. It is a separate corporation with a separate board of directors.

**26. Board of Directors: Membership and Qualification.** There shall be a Board of Directors of SAE Financial and Housing Corporation hereafter in **Title V** sometimes referred to as “the Board,” composed of five at-large members in good standing of the Chapter Alumnus, none of whom shall be a member of the Board of Trustees or the Advisory Council of Sigma Alpha Epsilon Foundation. In addition the Eminent Supreme Archon or his designee from the Supreme Council and the Eminent Supreme Recorder shall be ex-officio, voting members of the Board. All members shall be covered by a blanket fidelity bond to be obtained by and at the expense of Sigma Alpha Epsilon in an amount determined by the Fraternity Convention or the Supreme Council.

**27. Meetings.** Meetings of the Board may be called at any time, on not less than two days’ notice, by the President or by the Secretary/Treasurer or by any two members. The Board shall hold no less than two meetings each fiscal year. Four members shall be necessary to constitute a quorum, and the affirmative vote of the same number shall be required for any action by the Board.

- 28. Compensation and Expenses.** Members of the Board shall serve without compensation, but shall be paid or reimbursed from the treasury of SAE Financial and Housing Corporation for all expenses necessarily incurred in the performance of their duties.
- 29. Election and Term of Office.** At each Fraternity Convention members of the Board shall be elected, in the manner prescribed in **Section 51F** for the election of chapter officers, for a term of four (4) years. The five (5) at-large Board positions shall be staggered so that two (2) of the five (5) at-large positions shall be filled at one Biennial Convention and the other three (3) Board positions at the next Biennial Convention. The Eminent Supreme Recorder shall denominate each Board position by number or other identifying convention, and each Board member position shall be elected separately at the applicable Fraternity Convention. A member of the Board may be elected for no more than two consecutive four-year terms. A vacancy occurring between sessions of the Fraternity Convention shall be filled by appointment by the Board of Directors of SAE Financial and Housing Corporation. A person so appointed to fill a vacancy shall serve until the next Fraternity Convention, and such Convention shall elect a member for the remainder of the term. Members of the Board shall assume their duties immediately after election and shall continue in office until their successors duly qualify.
- 30. Officers.** At their first meeting after each Fraternity Convention election, the members of the Board shall elect, from their at-large membership, a President, a Vice-President, a Treasurer, and a Secretary, and shall appoint such other officers or employees as the Board shall deem necessary for its proper functioning.
- 31. Duties of Officers.** The President shall preside at all meetings of the Board. The Vice-President shall perform the duties of the President during the latter's absence or disability. The Treasurer shall oversee the finances of SAE Financial and Housing Corporation. The Secretary shall keep minutes of meetings and keep the books, records, and other papers of the Board. Other duties of Officers may be designated by the Board as deemed appropriate. All of the books, records, and other papers of the Board shall at all times be open to inspection by any member of the Supreme Council.
- 32. Duties and Powers of the Board.** The Board of Directors of SAE Financial and Housing Corporation shall be required and authorized to:
- A. Receive, hold, invest, and reinvest the assets of SAE Financial and Housing Corporation.
  - B. Develop and implement strategies, methods, and programs for

- increasing revenue for Sigma Alpha Epsilon. These revenues may be allocated to programs for and funding of chapter housing, Fraternity operations, and other purposes determined by the Board.
- C. Prepare, after each regular or special meeting, a report to the Supreme Council showing the assets and liabilities of SAE Financial and Housing Corporation together with a summary of its transactions for the period covered by the report and a statement of any other facts that the Board may wish to include in such a report. A similar report shall be prepared for each Fraternity Convention and submitted to the Eminent Supreme Archon at least two weeks before the Convention.
  - D. Establish and update an investment policy governing the nature, size, term, cost, limitations, and diversity of investments outlined in Section 33. Changes to the investment policy shall be approved by the Board and ratified by a majority vote of the Supreme Council. Changes to the investment policy shall be deemed ratified if the Supreme Council does not approve or disapprove said changes and notify the President of the Board of its action within thirty (30) days of notification of the changes. Notification to the Supreme Council shall occur:
    - 1. Upon receipt of written notice of and rationale for the changes in the investment policy by the Eminent Supreme Recorder, or
    - 2. At the Board's meeting at which changes to the policy are approved if the Supreme Council Representative or the Eminent Supreme Recorder is in attendance at said Board meeting.
  - E. Settle and compromise any claim arising out of any investment held by it.
  - F. Institute legal proceedings, by means of foreclosure or otherwise, as may be deemed necessary to enforce the provisions of any mortgage or deed of trust upon chapter house or improved real property held by it; and at any sale of such real property in connection with the foreclosure of any such mortgage or deed of trust, or upon the settlement or compromise of any claim arising out of such investment, to acquire title to such real property by purchase or otherwise, and to hold, lease, rent, repair, maintain, operate and manage it in all respects as may be deemed by the Board for the best interest of any such investment.
  - G. Guarantee loans made by third parties to corporations affiliated with Chapters Collegiate.

**33. Investments.** Subject to the limitations outlined in the investment policy established by the Board and ratified by the Supreme Council per **Section 32D**, the Board may invest any funds administered by it in:

- A. Loans to corporations affiliated with Chapters Collegiate which may sometimes be referred to as "Chapter Loans" of the following categories:
  - 1. First or second mortgages upon chapter houses.
  - 2. Unsecured loans when appropriately guaranteed.

- 3. Loans secured by marketable securities or other assets.
- B. Loans to the Fraternity, which may sometimes be referred to as “Fraternity Loans.”
- C. Marketable securities.
- D. Investments as directed by a two-thirds (2/3) vote of the Fraternity Convention.

34. (Repealed by 147th Anniversary Convention in 2003)

#### **TITLE VI. Sigma Alpha Epsilon Foundation.**

**35. Nature and Purposes.** There has been organized, by the authority of Sigma Alpha Epsilon Fraternity, Sigma Alpha Epsilon Foundation, a not-for-profit corporation incorporated under the laws of the State of Illinois. Sigma Alpha Epsilon Foundation is not part of Sigma Alpha Epsilon Fraternity, Inc. It is a separate and independent corporation organized for the following purposes:

- A. To develop in our members the skills which will facilitate their making deep and meaningful friendships throughout their lives.
- B. To help our members better understand and experience the objectives set forth in the “True Gentleman.”
- C. To foster personal development of our members including leadership, scholarship, citizenship, social and moral responsibility.
- D. To develop in our members a sense of duty for individual and group involvement in social interactions, service and community outreach.
- E. To provide our members with guidance, support and standards based upon the ideals embodied in our Ritual.
- F. To develop, maintain, and enforce standards and expectations for the conduct of our members within and outside of the Fraternity.
- G. To provide our members with life-long fraternal experiences that are productive, rewarding and enjoyable.
- H. To erect and maintain a memorial building to be known as the “Levere Memorial Temple” in honor and memory of William C. Levere and of other members of Sigma Alpha Epsilon Fraternity who have served in defense of their country.
- I. To maintain therein a memorial chapel, library, reading rooms, museum, and art gallery, which shall be open and free to the public for research and study.
- J. To preserve documents, archives, war records, relics, pictures, works of art, and related objects for the encouragement of patriotic and historical research, particularly as to the history of education and educational institutions, together with such other facilities as may be necessary or proper to the maintenance of such a memorial.
- K. To cherish, maintain, and extend the institutions of freedom of the

- United States of America and Canada, to foster true patriotism and love of country in the youth of those nations, and to promote celebrations on patriotic anniversaries.
- L. To establish and grant scholarships and loan funds to worthy and needy students in various universities, colleges, and institutions of learning and to build, equip, and maintain libraries and reading rooms in the various Chapters Collegiate of the Fraternity.
  - M. To provide financial support for Leadership Schools conducted by the Fraternity.
  - N. To engage in other charitable, scientific, literary, or educational activities.
  - O. To receive funds, donations, bequests, endowments, and gifts for the furtherance of the objects and purposes above set forth.

**36. Board of Trustees.**

- A. Membership and Qualification.** There shall be an eleven (11)-member Board of Trustees of Sigma Alpha Epsilon Foundation (“Board”) composed of nine (9) members in good standing of the Chapter Alumnus, none of whom shall be an Officer of the Supreme Council or a Director of SAE Financial and Housing Corporation, plus the Eminent Supreme Archon or his designee from the Supreme Council and the Eminent Supreme Recorder who shall both be ex-officio, voting members. All members shall be covered by a blanket fidelity bond to be obtained at the expense of the Foundation in an amount determined by the Fraternity Convention or the Board of Trustees.
- B. Honorary Trustees.** The Fraternity Convention and, in the interval between sessions of the Convention, the Board of Trustees, may elect Honorary Trustees of the Foundation to serve in such capacity for terms of up to four (4) years. An Honorary Trustee may be elected to any number of terms, but shall have no vote or duties, except as may be designated by the Board of Trustees. An Honorary Trustee may be removed from office for neglect of duty or other offense against the laws, dignity, or interests of the Foundation by the Fraternity Convention or by a majority vote of the Board of Trustees.
- C. Compensation and Expenses.** Trustees (both voting and Honorary) shall serve without compensation, but shall be reimbursed by the Foundation for all reasonable expenses incurred in the performance of their duties, subject to the approval of the Foundation President, Finance Committee, or full Board, as appropriate.

- 37. Election and Term of Office.** Trustees from the Chapter Alumnus shall be elected by the Fraternity Convention, in the manner prescribed in **Section 51F** for the election of chapter officers, from candidates nominated, each to serve for a term of four (4) years. Five (5) Trustees shall be elect-

ed at one Fraternity Convention and four (4) Trustees shall be elected at the next biennial Convention. A Trustee may be elected for no more than two (2) terms. A vacancy occurring between sessions of the Fraternity Convention shall be filled by appointment by the Board of Trustees, and the person so appointed shall serve until the next Fraternity Convention, at which time he shall be elected for the then unexpired part of the term. Members of the Board shall assume their duties immediately after election or appointment and shall continue in office until their successors duly qualify.

A Trustee may be removed from office for neglect of duty or other offense against the laws, dignity, or interests of the Foundation by the Fraternity Convention or by a majority vote of the Board of Trustees. This provision for removal does not apply to the two (2) ex-officio Trustees: the Eminent Supreme Archon, or his designee from the Supreme Council, and the Eminent Supreme Recorder, each of whom may be removed only by the Supreme Council.

**38. Permanent Trust Funds.** To assist in carrying out the purposes of the Foundation, the following trust funds shall be established: 1) The Levere Memorial Temple Fund, 2) The SAE Leadership Fund, 3) The Student Loan Fund, 4) The David A. LaVine Keeper of The Temple Fund, 5) The Operating Fund, and 6) such special trust funds, if any, as shall be tendered to the Foundation and accepted by the Trustees thereof. The Trustees of the Foundation shall be the Trustees of all of said trust funds.

**A. The Levere Memorial Temple Fund.**

- 1. Source.** The Levere Memorial Temple Fund shall be derived from gifts designated for that fund.
- 2. Object.** The object of the Levere Memorial Temple Fund shall be to provide for the upkeep, embellishment, and improvement of the Levere Memorial Temple.
- 3. Investments.** The Trustees shall hold, manage, lease, care for, and protect said trust estate and collect the income therefrom, all in accordance with their best judgment and discretion. Title to all property acquired by the Trustees by purchase or otherwise shall be taken in the name of the Foundation. The Trustees may continue to hold any or all property or securities received by them from any donor, although not of a type or quality nor constituting a diversification considered proper for trust investments. The Trustees may invest such part of the trust fund as may be converted into cash in bonds, stocks, real estate mortgages, real estate, or improvements thereon, or in any other income-producing property or securities, real or personal, said Trustees to have as wide a latitude in making investments as if they individually were the absolute owners

thereof, and not to be restricted to investments for Trustees as fixed by the statutes or law of Illinois or any other jurisdiction.

- 4. Conveyances.** The Trustees shall have full power to sell and convey any and all of said trust property and any reinvestments thereof for such prices and upon such terms as they shall see fit, and no purchaser or other person dealing with the Trustees shall be obliged to see to the application of the purchase money or be charged with any duty to inquire into the powers of the Trustees or the honesty or propriety of their action.
  - 5. Reorganizations.** The Trustees may 1) exchange any property in the trust estate for other property; 2) deposit any securities held by them with or under the direction of any committee formed to protect said securities; 3) consent to and carry out any reorganization, consolidation, or merger approved by them or by such committee; 4) pay any expenses or assessments in connection with such deposit; or 5) exercise conversion and subscription rights and hold any property received pursuant to any such exchange, deposit, conversion, or subscription as assets of the trust estate.
  - 6. Real Estate.** In the event the Trustees shall acquire title to real estate, by foreclosure or otherwise, they may hold, lease, rent, repair, maintain, operate, and manage the same in all respects as they may deem for the best interest of the Trust estate. Any leases they make may commence at the time of making the same or on a future day and may be for such period of time as the Trustees think best, not exceeding nine hundred and ninety-nine (999) years.
  - 7. Allocation of Income.** The Trustees shall have the power to determine how all receipts and disbursements shall be credited, charged, or apportioned between income and principal, and the decision of the Trustees shall be final.
  - 8. Expenses and Compensation.** The Trustees shall be reimbursed out of the Trust estate for all reasonable expenses incurred in its management and protection, including the fees of any investment counsel whom the Trustees may deem it advisable to employ, but no Trustee shall receive any compensation for his services as such.
  - 9. Amendment.** The provisions of this Trust and the powers and duties of the Trustees thereunder may be altered or amended only by the Fraternity Convention, pursuant to these Fraternity Laws, but no amendment shall be made except to promote the objects of the Trust.
  - 10. Interpretation.** Any questions arising under this Trust shall be determined in accordance with the laws of the State of Illinois.
- B. SAE Leadership Fund.**
- 1. Source.** There has been established a fund known as the SAE Leadership Fund, consisting of such sums as may be given or appropri-

ated to it.

**2. The purposes of the SAE Leadership Fund are as follows:**

- a. To conduct a summer-intern program for college-age students, including the making of grants to students for travel, housing, salaries, and other expenses incurred by students selected by the Trustees of the Foundation in connection with special summer educational experiences.
- b. To conduct a community-service program involving primarily the provision of community services by members of the Fraternity.
- c. To institute programs and seminars and disseminate materials useful in the prevention of alcohol and other chemical abuse.
- d. To provide financial support for the Leadership Schools conducted by the Fraternity.
- e. Otherwise to 1) engage in, assist, and contribute to the support of exclusively charitable, educational, or scientific activities and projects; 2) contribute to the support of and create and maintain exclusively charitable, educational, or scientific activities and projects; and 3) contribute to the support of and create and maintain exclusively charitable, educational, or scientific institutions, organizations, and funds, with special emphasis on such charitable, educational, or scientific activities and organizations as have as one of their objectives the aiding and assisting of the youth of the United States of America and Canada.

**3. Administration.** The SAE Leadership Fund shall be administered by the Trustees of the Foundation in the same manner and with the same powers as hereinabove provided with respect to The Levere Memorial Temple Fund.

**C. Student Loan Fund.**

- 1. Source.** There shall be a fund of the Foundation, known as the Student Loan Fund, to consist of all sums given to or appropriated for such fund.
- 2. Purpose.** The purpose of this fund shall be to assist deserving students by loans, such loans to be made as herein provided, and the fund shall be administered by the Trustees of the Foundation.
- 3. Regulations.** The following regulations shall be faithfully observed by the Trustees of the Foundation with respect to the Student Loan Fund:
  - a. The fund shall be the property of the Foundation and shall be preserved as a trust fund and be loaned only to deserving students, shall be used for no other purpose, and may be combined with other student-loan funds.
  - b. The fund is to bear interest at a rate to be determined by the Trustees of the Foundation.

- c. All collections of principal and interest are to be made to the Foundation or the designated representative, and all such collections are to be returned to and made a part of the fund and used only as provided in **Section 38C3a** above.
- d. Any portion of the Fund from time to time not loaned to students shall be invested in securities or other property.
- e. No loan shall be made to any Trustee of the Foundation or to any person related within three (3) degrees of consanguinity to a Trustee, nor shall any money be loaned to or invested in any corporation or business in which a Trustee is interested.
- f. Any loan or investment of this fund may be disapproved by the Fraternity Convention, and in such cases the Trustees shall make such disposition of said loan or investment as shall be in accordance with the action of the Fraternity Convention.

**D. The David A. LaVine Keeper of The Temple Fund.**

- 1. Source.** There has been established a Fund known now and forever as the David A. LaVine Keeper of The Temple Fund, consisting initially of a gift from the Estate of David A. LaVine, Minnesota Alpha '49, together with such other sums as may be given or appropriated to The Fund.
- 2. Purposes.** The generated income from The Fund shall be used solely to 1) provide a permanently restricted Endowment to operate, preserve, and protect The Levere Memorial Temple and 2) endow forever The Levere Memorial Temple.

**E. Operating Fund.** There shall be an Operating Fund consisting of all gifts to the Foundation which are not designated for the benefit of one of the other funds of the Foundation. The Trustees, however, may appropriate a portion or portions of such fund for one of the other funds of the Foundation. The purpose of the Operating Fund shall be to assist in the attainment of any of the purposes of the Foundation set forth in its charter. The Operating Fund shall be administered by the Trustees in the same manner and with the same powers as hereinabove provided with respect to the Levere Memorial Temple Fund.

**F. Special Trust Funds.** Special trust funds shall be administered, both as to investment of principal and disposition of principal and income, in accordance with the stipulations of the donor expressed at the time of the gift, provided said stipulations shall be in accordance with the purposes of the Foundation as expressed in its charter. If the donor shall fail to stipulate at the time of the gift the manner in which any Special Trust Fund shall be administered, any such Special Trust Fund shall be administered by the Trustees in the same manner and with the same powers as hereinabove provided with respect to the Levere Memorial Temple Fund.

**39. Advisory Council.** The Board of Trustees of Sigma Alpha Epsilon Foundation may select an advisory council, selected by reason of said council's members' experience and knowledge with respect to the investment of trust funds.

**TITLE VII. Province, Province Convention, Province Council,  
and the Council of Province Archons.**

**40. Province.** There shall be geographical districts, known as Provinces, embracing such territory and chapters as the Fraternity Convention determines.

**41. Province Convention.** The government of each Province is vested in a Province Convention.

**A. Membership.** A Province Convention shall consist of:

1. Past Province Archons of each respective Province who reside in the Province and who have served for a full term of office, or who, having been elected to fill a vacancy, have served to the end of the term.
2. Province officers.
3. Eminent Archons, or in their absence Eminent Deputy Archons, of each Chapter Collegiate in the Province.
4. Two (2) delegates from each Chapter Collegiate in the Province in accordance with **Section 55B**.
5. One (1) delegate from each Alumni Association in the Province in accordance with **Section 60H**.
6. Any present member of the Supreme Council residing in the Province and any Past Eminent Supreme Archon and Past Eminent Supreme Recorder residing therein.
7. The Chapter Advisor from each Chapter Collegiate in the Province, provided he is a member in good standing of the Fraternity.

**B. Sessions.** The Province Convention shall meet biennially in the calendar years alternating with those of the Fraternity Convention.

**C. Quorum.** Delegates from at least one half (1/2) the Chapters Collegiate in the Province constitute a quorum. In determining whether a quorum is present, delegates from chapters who are not allowed to vote pursuant to **Section 55D** are to be counted.

**D. Voting at Convention.** Each member of the Convention is entitled to a vote only if he is 1) a member in good standing of a Chapter Collegiate or of the Chapter Alumnus and 2) in attendance at the session when a vote is taken. No proxies are allowed.

**E. Floor Privilege.** Any member of the Fraternity in good standing in his Chapter Collegiate or in the Chapter Alumnus shall be entitled to the floor of the Province Convention.

- F. Direct Vote.** Questions arising between sessions of the Province Convention may be submitted by the Province Archon to a direct vote of the Province. If any group or individual fails to vote by any means within twenty-one (21) days after the date the vote is solicited, an affirmative vote will be implied, and the ballot shall make clear this stipulation.
- G. Void Proceedings.** If a Province Convention allows the delegates of any chapter or alumni association delinquent in monies or reports as elsewhere provided to vote on any matter, all actions of such Province Convention, including the election of officers, are void, and the Eminent Supreme Archon shall issue an order to that effect.
- H. Dues.** A Province Convention may provide for such dues and assessments as it deems proper. The Province Convention may make provision to pay the expenses of Province officers.
- I. By-Laws.** A Province Convention may adopt, amend, or repeal By-Laws for the government of the Province, not inconsistent with the laws, By-Laws, or lawful orders of the Fraternity Convention or Supreme Council.
- 42. Province Council.** The officers of the Province shall constitute the Province Council.
- A. Officers.** The Officers of a Province shall be:
1. Province Archon
  2. One or more Province Deputy Archons (as the Province Convention determines)
  3. Province Recorder
  4. Province Treasurer (the offices of Recorder and Treasurer may be combined)
  5. One or more Province Alumni Secretaries
  6. Other Province officers if deemed necessary.
- B. Qualifications.** Only a member in good standing of a Chapter Collegiate located in the particular Province, or of the Chapter Alumnus and residing in the Province, or an alumnus of a Chapter in the Province who resides outside the Province but within a reasonable commuting distance of its border and whose election shall be approved by the Supreme Council, is eligible to hold an office in the Province.
- C. Election.** Officers shall be elected at each Province Convention in the manner prescribed in **Section 51F** for the election of chapter officers.
- D. Term.** Officers shall assume their duties immediately after the adjournment of the session at which they are elected and shall continue in office until their successors qualify.
- E. Moving from Province.** Except as allowed in **Section 42B**, if a Province officer moves from the Province his office shall be declared vacant by the Eminent Supreme Archon.

**F. Vacancies.** Vacancies occurring between sessions of the Province Convention shall be filled by the Province Council or, if action to fill a vacancy has not been taken by the Province Council within sixty (60) days after notification of the existence of such vacancy by the Eminent Supreme Recorder, by the Eminent Supreme Archon with the advice and consent of the Eminent Archons of the Chapters Collegiate in the Province.

**G. Declaring An Office Vacant.** Any Province office may be declared vacant by a vote of either two-thirds (2/3) of the Chapters Collegiate within the Province or by two-thirds (2/3) of the members of the Province Council holding office at the time the vote is taken. Notice of the intended action must be given to the officer concerned and to all members of the Province Council and to all Chapters Collegiate within the Province at least one week before the vote.

#### **43. Duties of Province Officers.**

**A. Province Archon.** The Province Archon shall:

1. Preside at sessions of the Province Convention and meetings of the Province Council.
2. Publish and enforce orders from the Eminent Supreme Archon and the Supreme Council and issue such orders as his office may require.
3. Visit each Chapter Collegiate and Alumni Association in his Province at least once each year during his term of office. He shall also visit any chapter or Chapters Collegiate in his Province at the direction of the Eminent Supreme Archon or the Supreme Council. In either case he may delegate the visit to a representative. He shall submit to the Eminent Supreme Archon a full report of such visitation. Upon submission of an itemized statement of his necessary expenses to the Province Treasurer, his expenses for all such visits shall be paid from the Province's funds.
4. At the call of the Eminent Supreme Archon, meet with the Supreme Council in accordance with **Section 44E**.
5. Each newly elected or appointed Province Archon will submit a report to the Eminent Supreme Recorder within one (1) month of his election or appointment in a format prescribed by the Eminent Supreme Recorder. This report will specify the current officers of the Province.
6. Advise and assist the Chapters Collegiate within the Province in all matters pertaining to housing. He shall communicate with each House Corporation within the Province at least once a year for purposes of inspection. He shall submit a report covering housing conditions within the Province at each Province Convention.
7. Ensure that each Chapter in the Province has at least one effective

Chapter Advisor. In those cases where an advisor is ineffective or does not exist, the Province Archon shall assist the Chapter in the identification of a new and capable advisor.

8. Promote and maintain proper use of all Ritual of the Fraternity within the Province. He shall periodically report to the Supreme Council on the status of the Ritual at the Chapters Collegiate and Alumni Associations under his jurisdiction.
9. Conduct an annual gathering for the Province to teach and promote leadership training. In Province-Convention years, that leadership training may be done in conjunction with the Province Convention.
10. Provide a written communication of pertinent events and news at least twice a year to the Chapters Collegiate, Chapter Advisors, House Corporations and Alumni Associations in the Province, and the Eminent Supreme Recorder.
11. Submit a report on the state of his Province, covering the period between Fraternity Conventions, to the Eminent Supreme Recorder in a format prescribed by the Eminent Supreme Recorder in order to be credentialed and eligible to vote at the Fraternity Convention held immediately following the period covered in the report. The Eminent Supreme Recorder will post all such reports from Province Archons on the appropriate members-only web site so that any lessons learned can be shared.

**B. Province Deputy Archon.** The Province Deputy Archon shall assist the Province Archon and perform the duties of the latter in case of his absence or disability.

**C. Province Recorder.** The Province Recorder shall:

1. Keep a record of the proceedings of the Province Convention and Province Council meetings and distribute a summary of such proceedings to the Province Council, the Chapters Collegiate, Chapter Advisors, House Corporations and Alumni Associations in the Province, and the Eminent Supreme Recorder.
2. Keep files of all orders, reports, and correspondence.
3. Issue orders under the direction of the Province Archon.
4. Keep such other records and perform such other duties in connection with his office as the Province Archon may require.

**D. Province Treasurer.** The Province Treasurer shall handle the funds of the Province and make the necessary disbursements. He shall give corporate security bond of not less than one thousand dollars (\$1,000) for the faithful performance of his duties for which the Province shall pay the premium, said bond to be handled through the Fraternity Service Center. He shall render a semi-annual report as of June 30 and December 31 of each year to the Supreme Council on a form prescribed by the Supreme Council, said report to be forwarded to the Eminent Supreme Recorder within ten (10) days of the close of each

period.

**E. Province Alumni Secretary.** The Province Alumni Secretary shall assist and foster the growth of the Alumni Associations in the Province and shall endeavor to form new associations at such points where there are sufficient alumni to warrant a stable organization. He shall use his best efforts to interest the alumni in the activities of the Fraternity and shall endeavor to visit the alumni organizations in the Province once each year. The Province Alumni Secretary shall assist each Chapter Collegiate within the Province in establishing an ongoing alumni program. He shall help chapters with all phases of alumni work.

**44. Council of Province Archons.**

**A. Membership.** The Council of Province Archons shall consist of every Province Archon or his designee and act in an advisory capacity to the Supreme Council.

**B. Officers.** The officers of the Council of Province Archons shall be:

1. The Chairman of the Council of Province Archons
2. The Deputy Chairman of the Council of Province Archons
3. The Secretary of the Council of Province Archons.

**C. Election of Officers.** The Chairman, Deputy Chairman, and Secretary of the Council of Province Archons shall serve two (2) years and be elected at the meeting of the Council of Province Archons during the biennial Fraternity Convention.

**D. Duties of Officers.**

**1. Chairman of the Council of Province Archons**

- a. Preside at all meetings of the Council of Province Archons
- b. Publish and enforce orders from the Eminent Supreme Archon and the Supreme Council and issue such orders as his office may require.

**2. Deputy Chairman of the Council of Province Archons**

- a. Preside at all meetings of the Council of Province Archons as the Chairman in the absence of the Chairman.
- b. Assume the Chairman's role in the case of resignation or other reasons that may occur for the elected Chairman to vacate his seat (not being re-elected as Province Archon, for example).

**3. Secretary of the Council of Province Archons**

- a. Keep a record of the proceedings of the Council of Province Archon meetings and distribute a summary of such proceedings to the Province Archons and the Eminent Supreme Recorder.
- b. Mail a welcome packet to all newly elected Province Archons to include the following:
  - (1) Most recent issue of *The Record*, *The Phi Alpha*, the Fraternity Laws, The Ritual, and the duties of the Province Archon.

- (2) Fraternity business cards printed with the newly elected Province Archon's contact information.

**E. Vacancies.**

**1. Vacancy of Chairman or Deputy Chairman of the Council of Province Archons.** If a vacancy should occur in the position of Chairman of the Council of Province Archons between Fraternity Conventions, the Deputy Chairman of the Council of Province Archons shall assume the role as Chairman. If for some reason the Deputy Chairman cannot accept the responsibility, the Eminent Supreme Archon shall appoint an interim Chairman and an interim Deputy Chairman until the next meeting of the Council of Province Archons, where an election can be held to fill the open position(s).

**2. Vacancy of the Secretary of the Council of Province Archons.** If a vacancy should occur in the position of Secretary of the Council of Province Archons, the Chairman of the Council of Province Archons shall appoint a replacement until the next meeting of the Council of Province Archons, where an election can be held to fill the open position.

**F. Meetings.** The Supreme Council shall invite the Council of Province Archons to a regular meeting of the Supreme Council held during each calendar year. In the years in which a Fraternity Convention is held, the Council of Province Archons shall be invited to a meeting with the Supreme Council at the Convention's site immediately preceding the Fraternity Convention. In off-Convention years, the Council of Province Archons will meet with the Supreme Council at a time and place agreed upon by the Council's Chairman and the Supreme Council. Special meetings of the Council may be called by the Eminent Supreme Archon, or, with the approval of the Eminent Supreme Archon, by the Chairman of the Council of Province Archons, or at the request of a majority of the Province Archons. Archons' traveling expenses shall be paid by the Fraternity on the submission of expense accounts and after approval of same by the Eminent Supreme Recorder. In the absence of a Province Archon, a Deputy Archon or other officer of that Province may be asked to attend with the same privilege as to traveling expenses.

**TITLE VIII. Chapter Collegiate.**

**45. Relation of Chapter to Fraternity.** The Fraternity may grant a charter to any group of males at any college or university under the procedures established in these Fraternity Laws, the Fraternity retaining all powers with respect to such charter delegated to the Fraternity under the Fraternity Laws. Such a group, in order to accept a charter as a Chapter Collegiate, shall agree to comply with the duties and responsibilities

incumbent upon Chapters Collegiate as provided in the Fraternity Laws, including the payment of initiation and pledge fees and annual dues, the submission of reports, and permitting inspection. In other respects, the Chapter Collegiate shall be virtually independent of the Fraternity. Each Chapter Collegiate shall make its own arrangements as to Chapter-Collegiate house or other living quarters; fix its own dues, assessments, and charges; elect its own officers; and have complete control of its own activities. **No Chapter Collegiate or Chapter Collegiate house corporation or trust shall have any authority to act for or bind the Fraternity.** The Fraternity is an Illinois not-for-profit corporation. None of the Chapters Collegiate or Chapter-Collegiate House Corporations is a subsidiary of the Fraternity. The Fraternity is separate and distinct from each Chapter Collegiate. Each Chapter Collegiate has its own By-Laws and, if incorporated, its own Articles of Incorporation. The Fraternity shall provide advice and counsel to the Chapters Collegiate. The Fraternity has no power to control the activities or operations of any Chapter Collegiate, Chapter-Collegiate house corporation, or Chapter-Collegiate trust.

**46. Charter.** No Chapter Collegiate shall be organized or reorganized except by virtue of a charter granted by the Fraternity Convention or (if approved by a majority vote of the Supreme Council) by e-mail/internet ballot to each individual and group entitled to membership in the Fraternity Convention as provided in **Section 11**. A Chapter Collegiate disbanded may be reorganized under its original name and must adhere to all procedures outlined in **Section 46**.

**A. Extension Advisory Committee.**

- 1. Committee Organization.** There shall be an Extension Advisory Committee consisting of not less than three (3) nor more than seven (7) members (one of whom shall serve as chairman) in addition to one member of the Supreme Council and the Eminent Supreme Recorder or his designee who shall serve as recording secretary of the committee. The Eminent Supreme Archon shall appoint the committee within 60 days after his election, to serve until the next succeeding Fraternity Convention.
- 2. Duties.** The Extension Advisory Committee shall cause the development, amendment, and implementation of a plan for deliberate and orderly growth of the Fraternity through the addition of new or revitalization of previously chartered Chapters Collegiate. The plan shall include the establishment of a list of institutions at which Chapters Collegiate would be deemed desirable and valuable for the Fraternity. Input to the plan shall be sought from throughout the Fraternity, including Province officers, alumni associations, and other suitable persons. The plan shall be distributed to the Supreme Council and the Province Archons annually. A four-fifths (4/5) vote

of the Supreme Council approving the plan shall authorize the committee to pursue extension plans at all institutions included in the plan's list of desirable institutions.

- 3. Duties of the Recording Secretary.** The recording secretary shall perform such duties as may be directed by the committee. The recording secretary shall have primary responsibility for devising and implementing the Fraternity's efforts to establish Chapters Collegiate outlined in this section.

#### **B. Procedure for Granting Charter.**

- 1. Colonization.** Colonization at an institution shall mean the formation of a group for eventual chartering or recognition of a previously organized local group that desires to receive a charter. Such colonization at an institution shall be authorized whenever the Extension Advisory Committee deems extension to be propitious and upon accomplishment of the following steps:
  - a. Establishment of a schedule for colonization specifying criteria and standards deemed appropriate for the institution which must be met before a petition for charter may be received by the Supreme Council, it being understood that the establishment of a colony represents a mutual responsibility on the part of the institution, the Province, the Fraternity, the alumni, and the colony's members to insure the success of the extension effort, but does not represent a guarantee, expressed or implied, that a charter will be granted.
  - b. The Supreme Council's approval, upon reviewing the recommendations of the Fraternity Service Center and Province Archon.
  - c. A chapter that has lost its charter for whatever reason will be referred to as a Phoenix Chapter rather than colony when the time is appropriate to re-establish the chapter at that domicile.
- 2. Colony Membership.** Membership in a colony shall consist of the Colony's pledges and the Colony's actives. The Colony's actives shall have the status of pledges to the Fraternity and shall be required to pay the Fraternity pledge fee as required in **Section 48B** and any Province fee required. In addition, the Colony's actives shall be subject to the annual dues prescribed in **Section 48C**. The official colony pledge badge and colony active badge shall be of the form and design as described in the Colony Ritual.
- 3. Special Non-Student Initiation into a Colony of Sigma Alpha Epsilon.** A colony may, by a three-fourths (3/4) vote of the colony concerned, supported by a letter of endorsement from the Province Archon and written approval by the Supreme Council, initiate a non-student as a member of said colony if such person is otherwise eligible for membership under **Section 5**. The colony non-student shall not be subject to the Fraternity Pledge fee as required in **Sec-**

**tion 48.** A colony non-student initiate will be considered an alumnus of the colony and will be eligible for initiation into Sigma Alpha Epsilon when a charter is granted to the colony, being subject to the initiation fee at the time of chartering of the colony.

- 4. Petition for Charter.** Whenever a colony determines, in consultation with the Province Archon and the Eminent Supreme Recorder, that it has met all conditions of the extension schedule, it may submit a petition for charter. Such petition shall be signed by at least twenty (20) persons eligible for membership in the Fraternity under **Section 5**, filed with the Eminent Supreme Recorder, and accompanied by a charter fee of three thousand dollars (\$3,000), but if no charter is granted the fee shall be returned.
- 5. Investigation.** Before a petition may be submitted for a vote of the Fraternity Convention or an e-mail/internet ballot, a team appointed by the Eminent Supreme Archon shall investigate the colony. Such team shall consist of a member of a Chapter Collegiate in good standing and two (2) members of the Chapter Alumnus in good standing, none of whom shall have been previously directly associated with the colony. The entire team shall evaluate the colony's progress, and at least one member of the team shall visit the colony for such purpose. A report and recommendation shall be submitted to the Eminent Supreme Archon who shall direct circulation of the report to each individual and group entitled to representation at the Fraternity Convention as provided in **Section 11**.
- 6. Granting of Charter.** On receipt of a petition and the report of the investigation team, the Supreme Council shall submit them to the next Fraternity Convention meeting not less than six (6) months thereafter or may by a majority vote of the Supreme Council submit them to a direct vote by e-mail/internet ballot to each individual and group entitled to membership in the Fraternity Convention as provided in **Section 11**. If the petition is submitted to the Fraternity Convention and as many as two-thirds (2/3) of the accredited delegates present and voting vote in favor of granting the charter, or if the petition is submitted to a direct vote of the Fraternity and is approved by as many as two-thirds (2/3) of the individuals and groups entitled to vote thereon within twenty-one (21) days after the date of e-mailing of the ballots from the Fraternity Service Center, then the Supreme Council shall be authorized to sign and issue a charter and to install the group to which it is issued as a Chapter Collegiate of Sigma Alpha Epsilon. If any group or individual fails to vote within twenty-one (21) days after the date the vote is solicited, an affirmative vote will be implied, and the ballot shall make clear this stipulation.
- 7. Colony Membership Eligible for Initiation.** No later than the day

of installation of the colony, the officers of the colony shall verify with the Eminent Supreme Recorder a complete roll call of the colony's membership, both undergraduates and alumni, whether or not all of them are being presently initiated into the Fraternity.

**8. Equipment Furnished on Granting Charter.** If a charter is granted the following items shall be furnished to the chartered group without further payment than the charter fee:

- a. An Altar Cloth containing a large embroidered Coat-of-Arms.
- b. Eight (8) officer robes and mantles (Eminent Archon, Past Eminent Archon, Eminent Preceptor, Eminent Recorder, Eminent Chronicler, Eminent Chaplain, Eminent Herald, and Eminent Warden).
- c. Two (2) black hooded member robes containing the Greek letters Phi Alpha.
- d. Three (3) illuminating wooden boxes for displaying the Coat-of-Arms, the Badge, and the Inescutcheon.
- e. A statue of Minerva with removable spear.
- f. A Lamp of Wisdom.
- g. A round brass anointing vessel engraved with the chapter's name.
- h. A wooden gavel with engraved band containing the chapter's name and date of chartering or re-chartering, accompanied by a wooden sounding block.
- i. A purple plumed feather pen and stand or holder.
- j. A purple velvet badge cushion with gold trim.
- k. Two (2) large 24-inch brass candle holders for the altar with large white candles.
- l. Six (6) table candlesticks with purple tapered candles.
- m. Eight (8) copies of the most current edition of the book, *Ritual of the Sigma Alpha Epsilon Fraternity*.
- n. A Mystic Scroll personalized with the chapter's name.
- o. A suitably embossed Charter.

**9. Signing Charter.** Every charter shall be signed by all members of the Supreme Council. If a Chapter Collegiate is reorganized under its original name, the old charter, if it exists, shall be returned to the Chapter Collegiate.

### **C. Discipline of Chapter and Termination of Charter.**

**1. Surrender and Forfeiture.** A Chapter Collegiate may voluntarily surrender its charter unless five (5) or more members in good standing, including alumni, demand its continuance. No such action shall be taken unless a proposal of the contemplated surrender has been made at a regular meeting at least four (4) weeks prior thereto and due notice given to all active members of the Chapter and the Fraternity Service Center. If a Chapter Collegiate fails for one (1) year to send its reports and dues or otherwise flagrantly

violates the Fraternity Laws or brings odium on the good name of the Fraternity, or interferes with the proper functioning of the letter and spirit of the Fraternity Laws, its charter may be suspended by action of four fifths (4/5) of the Supreme Council, pending final action of the next Fraternity Convention as to forfeiture of charter.

- 2. Commission of Alumni.** The Supreme Council shall have the power for due cause by a four-fifths (4/5) vote to place full authority of a charter in the hands of a Commission of Alumni, and thereupon such Commission shall govern the Chapter Collegiate without a suspension of the charter until the due cause shall have been remedied. Upon such transfer of the authority of a charter, all current undergraduate members shall be considered suspended members until further notification by a Fraternity officer or a member of the Commission.
- 3. Alumni Board.** A Chapter Collegiate, by a vote of two-thirds (2/3) of the members in good standing, present and voting, with the consent of the Supreme Council, shall have the power to place joint authority of the charter in the hands of an alumni board and the members of the Chapter Collegiate. Such Board, in conjunction with the members of the Chapter Collegiate, shall govern the Chapter Collegiate without a suspension of the charter until the cause for creation of the Board shall have been remedied. The alumni Board shall be dissolved upon recommendation of the Board and Chapter with the approval of the Province Archon. During Alumni Board status, all decisions of the Chapter Collegiate must be approved by the Alumni Board, and all decisions of the Alumni Board must be approved by the Chapter Collegiate. The sharing of the authority of the charter shall not affect the current status of any undergraduate member.
- 4. Probation.** Any Chapter Collegiate which is determined to be deficient in the minimum standards of the Fraternity, or which is placed on probation for low academic standards or any other reasons by the institution where it is domiciled, may be placed on probation by the Supreme Council or the Province Council under whose jurisdiction the chapter falls. If probation is imposed by the Province Council, the chapter may appeal to the Supreme Council within thirty (30) days from the time the chapter receives written notice of the imposition of probation, who may overturn the Province's decision by a four-fifths (4/5) vote.
- 5. Chapter Membership Review.** The Supreme Council may authorize a membership review of any chapter on probation or under the authority of a commission of alumni, such review to be conducted by a group of alumni appointed by the Supreme Council. When such a membership review occurs, any member may be summarily

suspended, placed on probation, fined, reprimanded, or any combination thereof. If a member so requests in writing within thirty (30) days after notice of suspension, probation, fine, or reprimand, he shall be entitled to a review of such penalty within twenty (20) days of receipt by such group of alumni of such request. The member shall be entitled to present evidence to such group of alumni in support of his request either in person or by any member in good standing or both.

- 6. Suspension by Supreme Council.** A charter may for due cause be suspended by the Eminent Supreme Archon, with the consent of the Supreme Council by a four-fifths (4/5) vote, provided the Chapter Collegiate had been notified in writing of the charges and given a reasonable opportunity to respond. In such case, a full report shall be made to the next Fraternity Convention for its approval or disapproval, and meanwhile the charter shall remain suspended. Upon suspension of the charter, all current undergraduate members shall be considered suspended members until their graduation from the institution at which the Chapter Collegiate is domiciled. Upon graduation, said suspended members will become members of the Chapter Alumnus and will therefore be entitled to all rights and privileges of membership.
- 7. Suspension or Revocation by Fraternity Convention.** A charter may for due cause be suspended or revoked by the Fraternity Convention by a two-thirds (2/3) vote of the members present, provided the Chapter Collegiate had been notified in writing of the charges and given a reasonable opportunity to respond.
- 8. Revocation Caused by Election of Ineligible Person.** Upon complaint filed in writing at the Fraternity Service Center by a member or constituent body of the Fraternity that an active Chapter Collegiate has elected a person ineligible for membership by reason of violation of any one of the conditions appearing in **Section 5** or **Section 47D7-8**, the Supreme Council shall immediately investigate the complaint. If the accusation is true and just, the Chapter committing such violation shall be disbanded and its Charter revoked.
- 9. Surrender of Equipment on Termination of Charter.** Upon the surrender, forfeiture, suspension, or revocation of a charter, the property of the Chapter Collegiate, including the Fraternity paraphernalia, Rituals, books of record, etc., shall be surrendered to the Eminent Supreme Recorder and kept by him subject to the orders of the Supreme Council.

#### **47. Membership.**

- A. Pledges.** Election of pledges shall be the sole prerogative of the individual Chapters Collegiate, provided no Chapter Collegiate's require-

ments for election shall fall below a positive vote by one half plus one of the initiated members of the Chapter who are eligible to vote. Each pledge so elected shall participate in the Formal Pledge Ceremony as prescribed in the Ritual at the earliest possible date.

### **B. Education of Pledges.**

**1. Length.** Pledges shall, prior to their initiation, complete a course of education prescribed by the Chapter Collegiate, the duration of which shall be at least four (4) weeks but not more than twelve (12) weeks, or, when required by the institution where a Chapter Collegiate is domiciled, such other duration as may be approved by the Supreme Council. No non-academic activities may take place during a period beginning seven (7) days before the first day of scheduled final examinations and ending the day after the last scheduled final examination during any term.

**2. Curriculum.** The preferred course of pledge education shall be a program approved by the Supreme Council. The pledge-education program shall be in writing, distributed to all initiated members and pledges of the Chapter Collegiate, and properly implemented during the course of education. The program shall adhere to the Fraternity's Policy Statements on pledge education and hazing; specifically, hazing is prohibited and shall be dealt with severely as a serious offense under **Section 74** in **Title XIV**, Discipline of Members. Once a pledge has satisfactorily completed pledge education and has fulfilled all institutional requirements of his college or university including academic requirements detailed in **Section 47D1b** of the Fraternity Laws, he is entitled to prompt initiation.

### **C. Rescinding Pledgeship.**

1. If, after the election of any prospective pledge, objection is made to his election by a vote of one quarter (1/4) of the entire initiated membership in good standing of the Chapter Collegiate (whether or not present), his election shall be rescinded.

2. If a pledge does not satisfactorily complete the Chapter Collegiate's prescribed course of pledge education or does not fulfill institutional requirements of his college or university including academic requirements detailed in **Section 47D1b** of the Fraternity Laws by the conclusion of the normal period of pledge education, his election may be continued for one additional academic term (one semester or two quarters depending on the institution) by a one-third (1/3) vote of the entire initiated Chapter Collegiate (whether or not present) in good standing. If, at the end of the additional academic term (one semester or two quarters), he has not fulfilled the requirements, he shall no longer be considered a pledge of the Chapter Collegiate, and no vote to rescind shall be required.

## **D. Initiation.**

### **1. Requirements for Initiation.**

- a. No pledge shall be initiated until he has satisfactorily completed the required pledge education of his Chapter Collegiate and has met all requirements of his college or university for initiation.
- b. No pledge shall be initiated until he has attained at least a cumulative grade-point average of 2.3 or its equivalent on a grading system under which 2.0 represents a C grade unless the pledge is a first-term freshman or transfer student in which case he may be initiated upon successful completion of requirements for initiation during the same term he pledged. The grade-point requirement set forth herein may be waived by the Chapter Advisor or Province Archon for a pledge with a documented learning disability.
- c. The requirement of paragraph b of this subsection shall be superseded by any university regulations or Chapter-Collegiate by-laws specifying a higher grade-point requirement.

**2. Financial Requirements.** No pledge shall be initiated until the Fraternity Initiation Fee of two hundred and twenty-five dollars (\$225.00) required by **Section 48A**; the Fraternity Pledge Fee of eighty-five dollars (\$85.00) required by **Section 48B**; any payment to the Province required by the Province By-Laws; any sums he may owe to the Chapter Collegiate covering board, room, dues, or other charges; and any sums he may owe to the House Corporation have been paid.

**3. Communication with Another Chapter.** No Chapter Collegiate shall pledge or initiate any person who has been a student at the domicile of another Chapter Collegiate without first communicating with said Chapter Collegiate as to the person's previous standing.

**4. Time of Initiation.** Every pledge who has met all qualifications, unless his election shall have been rescinded as provided in **Section 47C**, shall be initiated by the Chapter Collegiate by which he was elected, or by its authority, at such time as the Chapter Collegiate may designate.

**5. Pre-initiation Activities.** Any pre-initiation activities in which pledges are required to engage before formal initiation shall be entirely consistent with the purpose and ideals of the Fraternity as expressed in the Ritual and the Preamble to the Fraternity Laws and in keeping with the provisions set forth in **Section 47D5c** below. Specifically, the following provisions shall be strictly observed:

- a. **Time Limitation.** All pre-initiation activities and informal initiatory work not included in the Ritual of the Fraternity shall be concluded at least eighteen hours (18) before the prescribed ritu-

alistic work is begun.

- b. Place.** All pre-initiation activities shall be conducted in the regular quarters of the Chapter Collegiate or in temporary quarters approved by the Chapter Collegiate and if necessary the college or university officer in charge of fraternities.
- c. Program Content.** The emphasis of all programs shall be on the development of spirit and understanding of the dignity and worth of each and every individual. The purposes and objectives of all programs shall be discussed with all participants in advance. Because they are inconsistent with the Ritual and the objectives of the Fraternity, the following practices specifically and all other similar activities are prohibited at all times in all Chapters Collegiate: paddling in any form, physical exercises or calisthenics, deprivation of normal sleep and rest, any form of corporal or mental punishment, "mind games," the placing of anyone in actual or simulated peril or jeopardy of health, undignified methods and stunts, wearing humiliating or uncomfortable attire, dangerous or illegal activities, either private or public quests, treasure hunts and road trips, personal servitude, and any ordeal that is in poor taste or in any respect indecent or shocking to the moral or religious scruples or sensibilities of a reasonable person. Participation in or endorsement of such activities is a ground for expulsion or revocation of a charter or both.

## **6. Formal Initiation.**

- a. Place.** All initiation ceremonies shall be conducted in the regular quarters of the Chapter Collegiate or in temporary quarters approved by the Chapter Collegiate and the college or university officer in charge of fraternities.
- b. Secrecy.** All initiation ceremonies shall be secret.
- c. Nature.** Every possible provision shall be made to assure dignity and serious demeanor in the formal initiation ceremony.

**7. Special Non-student Initiation.** A Chapter Collegiate may, by a three-fourths (3/4) vote of the chapter concerned, supported by a letter of endorsement from the Province Archon and written approval by the Supreme Council, initiate a non-student as a member of said Chapter Collegiate if such person is otherwise eligible for membership under **Section 5**. The initiate shall be subject to the initiation fee stipulated in **Section 48** of the Fraternity Laws or such lesser fees and charges as otherwise determined by the Supreme Council.

**8. Special Initiation.** Notwithstanding **Section 5**, a Chapter Collegiate may, by a three-quarters (3/4) vote of its members in good standing, confirmed in writing, accompanied by written recom-

mendations from the Province Archon and the Eminent Supreme Recorder, and upon a unanimous vote of the Supreme Council, initiate a person who has been a member of another college social fraternity, provided that he meets the following minimum standards:

- a. He may not be an undergraduate.
- b. He must have rendered significant service to Sigma Alpha Epsilon Fraternity over a substantial period of time.
- c. He cannot have attempted to become a member or pledge of Sigma Alpha Epsilon Fraternity in any manner other than the manner prescribed in the Fraternity Laws.
- d. He must have, in writing, resigned his membership in the other college social fraternity, and that resignation must be confirmed in writing by the office of said fraternity. If such other fraternity refuses or fails to confirm the resignation, the Supreme Council shall have the power to waive the requirement that the other fraternity confirm the resignation.
- e. He must not ever have been expelled from the college social fraternity of which he was a member, and that fact must be confirmed in writing.
- f. The initiate shall be subject to the initiation fee stipulated in **Section 48** or such lesser fees and charges as otherwise determined by the Supreme Council.
- g. The Supreme Council shall have the right to add any other requirements, rules, or restrictions as deemed necessary in each individual situation.

**9. Initiation of Alumni of Local Societies.** Alumni of a local society to the members of which a charter has been granted may, if otherwise eligible under **Section 5**, be initiated into the Fraternity at the time and place of the installation of the newly established chapter; provided, however, that persons so to be initiated, who reside at places other than the location of the Chapter Collegiate, may be initiated at such time and place as the Supreme Council, at the request of the newly established chapter, may designate. All persons so initiated shall be enrolled as members of the Chapter Collegiate created from such local society. The initiate shall be subject to all fees and charges stipulated in **Section 48** of the Fraternity Laws or such lesser fees and charges as otherwise determined by the Supreme Council.

**E. Affiliation at Another Institution.**

**1. Eligibility.** Every member of a Chapter Collegiate who leaves the institution at which he was initiated and enters another institution at which there is a chapter of Sigma Alpha Epsilon shall automatically become an active member of such chapter, subject to its by-laws, and shall be admitted to all the privileges of active mem-

bership by such chapter, provided he has a transfer card from the chapter with which he was last connected, as provided in **Section 47E3** below. Any member not in good standing by reason of financial or other delinquency and consequently not entitled to a transfer card, who shall enter another institution at which there is a chapter of Sigma Alpha Epsilon, shall not be entitled to the privileges of active membership, but shall nevertheless be subject to the jurisdiction of the Chapter Collegiate located in the institution to which he has transferred.

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

**3. Transfer Cards.**

**a. Active Chapters:** Every member in good standing at the time of leaving the domicile of his Chapter Collegiate is entitled, on request, to a transfer card signed by the Eminent Archon and the Eminent Treasurer.

**b. Disbanded Chapters:** Every member of a disbanded Chapter Collegiate who was in good standing at the time of its dissolution is entitled, on request, to a transfer card. This card shall be signed by the Eminent Supreme Recorder.

**48. Fees, Dues and Fines.**

**A. Initiation Fee.** Every candidate is subject to a Fraternity initiation fee effective July 1, 2007, of two hundred and twenty-five dollars (\$225.00) made payable to Sigma Alpha Epsilon Fraternity, to be collected and submitted by the Chapter Collegiate no later than ten (10) days after initiation of said candidates.

**B. Pledge Fee.** Every Chapter Collegiate is subject to a Fraternity pledge fee effective July 1, 2007, of eighty-five dollars (\$85.00) for each person elected, made payable to Sigma Alpha Epsilon Fraternity, within ten (10) days after the election. Every colony is also subject to a Fraternity pledge fee of eighty-five dollars (\$85.00) for each colony pledge, made payable to Sigma Alpha Epsilon Fraternity, upon colonization or within ten (10) days after any person subsequently becomes a colony pledge.

**C. Annual Fraternity Dues.** Every Chapter Collegiate is subject to annual Fraternity dues effective July 1, 2007, of one-hundred and five dollars (\$105.00) for each active member, made payable to Sigma Alpha Epsilon Fraternity on the first day of February for every active member

in the Chapter Collegiate as reported in the latest Active Membership Roster (formerly Form C) due in the Fraternity Service Center the previous November 15.

- D. Annual Fraternity Dues for Colonies.** Every colony is subject to annual Fraternity dues as provided in **Section 48C**. "Each active member" includes both colony actives (who have the status of pledges to the Fraternity) and any initiated members of the Fraternity who have transferred to and are affiliating with the Colony.
- E. Province Dues.** Every Chapter Collegiate is subject to Province dues in accordance with the by-laws of the Province in which it is located.
- F. Chapter Dues.** Every member of a Chapter Collegiate is subject to local dues in accordance with the By-Laws of the Chapter.
- G. Delinquency.** Every Chapter Collegiate delinquent for one month or more with respect to any sum due the Fraternity shall be fined one-and-one-half percent (1.5%) of the amount due, a minimum amount of twenty-five dollars (\$25.00) for each month of such delinquency. The Fraternity Service Center shall notify a delinquent Chapter Collegiate upon any monthly assessment of a fine. Chapters and colonies are responsible for the monies owed to the Fraternity Service Center, and uncured delinquencies shall be cause for action pursuant to **Sections 46B** and **72C2**.

#### **49. Chapter Meetings.**

- A. Regular.** Regular meetings of each Chapter Collegiate shall be held weekly during the academic year.
- B. Special.** Special meetings may be called at any time by the Eminent Archon and shall be called by him on the written request of five (5) or more members in good standing. In either case, due notice shall be given to all members.
- C. Quorum.** At any regular meeting of a Chapter Collegiate a majority of the initiated members in good standing shall constitute a quorum; at any special meeting, two-thirds (2/3) of the initiated members in good standing shall constitute a quorum.
- D. Vote.** Every active member of a Chapter Collegiate in good standing has the right to vote upon any question lawfully coming before such Chapter Collegiate for consideration if present in person at such meeting of the Chapter Collegiate. No vote by proxy shall be allowed.

- 50. Chapter Ritual.** Each Chapter Collegiate shall follow the prescribed course of performance for all Ritual ceremonies to include use of the Opening and Closing Ceremonies for all Chapter-Collegiate meetings, the Formal Pledging Ceremony for all pledges at the earliest possible date, the Ceremony for Installation of Officers, the Initiation Ceremony

immediately upon completion of the pledge-education program, and the Graduation Ceremony.

**51. Chapter Officers.**

**A. Required officers of the Chapter Collegiate are:**

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

**B. Other Officers.** A Chapter Collegiate may elect such other officers as may be required for the proper administration of the Chapter Collegiate.

**C. Trustees or House Corporation.** For the purpose of acquiring and holding title to or for the lease of real property, acquiring or erecting a chapter house, and conducting all such transactions as may be necessary for the proper maintenance, administration, or disposition thereof, a Chapter Collegiate may either 1) elect a Board of Trustees consisting of not more than five (5) Trustees, in addition to whom the Eminent Archon and the Eminent Treasurer shall act as ex-officio members, or 2) organize a corporation to be known as a house corporation in accordance with the laws of the state where such chapter is located.

**1. Chapter House Forever to Benefit Chapter.** A chapter house, other real property interest or any portion thereof (a "Chapter House") held by a Board of Trustees, a House Corporation or any other entity holding title to such property for the primary benefit of a Chapter Collegiate (collectively, a "House Corporation"), including any assets derived directly or indirectly from the sale, exchange or casualty of such Chapter House, shall forever be held in trust for the primary benefit of said Chapter Collegiate, subject to the terms of subsection 2 below. Any House Corporation that has accepted consideration from a Chapter Collegiate or its members in exchange for their occupancy of a Chapter House or that has accepted a donation from a member of the Chapter Alumnus for the betterment of the Chapter House shall be subject to the terms of this **Section 51C**.

Furthermore, any member of a Chapter Collegiate or the Chapter Alumnus who serves in any capacity on a House Corporation shall be compelled to adhere to the terms of this **Section 51C** and, upon request, shall provide the Eminent Supreme Recorder with reasonable evidence that the applicable organizational documents of the House Corporation comply with these Fraternity Laws, as the same may be amended from time to time. This **Section 51C** shall be subordinate to any mortgage loan.

- 2. Conveyances Prohibited.** Except for a Permitted Transfer described below, each House Corporation shall be prohibited from making a Chapter House Conveyance and any attempt to make an unauthorized Chapter House Conveyance shall be null and void and shall be deemed an unauthorized and unlawful act of the House Corporation. All House Corporations shall notify the Eminent Supreme Recorder at least ninety (90) days prior to marketing for sale a Chapter House, prior to transferring ownership of a Chapter House by any manner to a third party, including by threatened foreclosure sale or a taking by eminent domain, or prior to leasing a Chapter House to a third party for a term, including all options to extend, of greater than five years (collectively, a “Chapter House Conveyance”). Upon such notice, the Eminent Supreme Recorder shall consult with the Board of Directors of SAE Financial and Housing Corporation on the proposed Chapter House Conveyance, and SAE Financial and Housing Corporation shall timely advise the House Corporation in good faith as to viable alternatives to the proposed Chapter House Conveyance so as to maintain the Chapter House for the future use and benefit of the affiliated Chapter Collegiate, whether or not said Chapter Collegiate is then active and in good standing with the Fraternity. A “Permitted Conveyance” shall mean one of the following:
  - a. A Chapter House Conveyance made to a newly comprised House Corporation as part of a corporate reorganization of the original House Corporation;
  - b. A Chapter House Conveyance made pursuant to a binding asset maintenance agreement by and between the House Corporation and SAE Financial and Housing Corporation that provides for all assets derived from the Chapter House Conveyance, including net sale proceeds and all other forms of personal and real property, to be held in trust by the House Corporation for the future acquisition and/or construction of a Chapter House for the affiliated Chapter Collegiate, whether or not said Chapter Collegiate is then in good standing with the Fraternity; provided, however, said agreement shall specify that the assets so being held by the House Corporation (i) shall be transferred to Sigma Alpha Foun-

dation to provide scholarships to the members of the affected Chapter Collegiate if, at any time and in the reasonable opinion of SAE Financial and Housing Corporation, it is not likely that the Chapter House can be timely replaced (for example only, the host university mandates on campus fraternity housing), and (ii) shall be transferred to SAE Financial and Housing Corporation if, within two years of the date of the asset maintenance agreement (as such time period may be extended for any period of suspension of the Chapter Collegiate), the House Corporation fails to acquire or commence construction on a replacement Chapter House. SAE Financial and Housing Corporation is expressly authorized to prepare and prescribe a form asset maintenance agreement that incorporates the above and other reasonable terms which, upon acceptance of the Supreme Council, shall be deemed reasonable and binding upon all affected House Corporations that may choose to enter into said asset maintenance agreement;

- c. A gift donation of the Chapter House to SAE Financial and Housing Corporation, which accepts the same subject only to the then existing encumbrances on the Chapter House, including but not limited to any existing mortgage loan, whether or not in default and subject to a pending foreclosure action, and any pending taking by power of eminent domain;
- d. A Chapter House Conveyance made within one hundred and eighty (180) days after SAE Financial and Housing Corporation refuses in writing (or within sixty (60) days of a written offer being so made and not accepted) to accept the Chapter House by gift donation as described in subsection c above; and
- e. Any other Chapter House Conveyance made with the advance written consent of the Eminent Supreme Recorder, which consent shall be provided pursuant to a duly adopted resolution of SAE Financial and Housing Corporation.

**D. Qualifications.** Every initiated member in good standing of a Chapter Collegiate as described in **Section 64A**, including alumni in good standing of that particular Chapter Collegiate, is eligible to hold any office in the Chapter Collegiate provided that no alumnus shall hold office unless there be no member in attendance as a student at the domicile of the Chapter Collegiate available for such office.

**E. Term of Office.** The election of officers in each Chapter Collegiate shall be held at a time it determines provided that the terms of office do not exceed one (1) year. The term of the Eminent Treasurer shall be one (1) year. However, the length of the term may be shortened by the Supreme Council upon recommendation of the Province Archon. Officers shall assume their duties at the next regular meeting following

their election or whenever practical for the chapter and shall continue in office until their successors qualify.

**F. Method of Election.** Except in case of unanimous consent, election of officers shall be by ballot, and a majority of all votes cast shall be necessary for a choice. If there is no election on the first ballot, for each subsequent ballot the name of the candidate receiving the lowest number of votes shall be dropped.

**G. Bonds and Insurance.** The Fraternity Service Center shall arrange for coverage and the Chapter Collegiate shall pay the premiums for:

**1. Bonds.** The Eminent Treasurer and any other officer or member entrusted with the handling of Chapter-Collegiate funds shall be under corporate security bond of not less than ten thousand dollars (\$10,000).

**2. Liability Insurance.** Each Chapter Collegiate shall maintain comprehensive liability insurance with coverage of not less than five hundred thousand dollars (\$500,000).

**3. Property Insurance.** Each Chapter Collegiate shall maintain adequate comprehensive property and casualty insurance. The Supreme Council may grant an exception for any Chapter Collegiate for which particular circumstances mandate such an exception.

4. Should the Fraternity be unable to secure the requisite coverage within budgetary guidelines, the Supreme Council is authorized to negotiate the best available coverage.

**5. No Sigma Alpha Epsilon entity, governing body or other group of the Fraternity will defend or indemnify any college or university host institution against the institution's own negligence or misconduct.**

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

**52. Duties of Chapter Officers.** Every officer shall perform the duties required of him by the Ritual, those hereinafter set forth, and such others as his office may require or as may be imposed on him by lawful authority. Duties of the Chapter Recruitment Chairman shall be determined and specified by the Eminent Supreme Recorder.

**A. Eminent Archon.** The Eminent Archon shall:

1. Preside at meetings of the Chapter Collegiate.

2. Appoint officers and committees not otherwise provided.

3. Approve orders drawn on the Eminent Treasurer by the Eminent

- Recorder for appropriations made by the Chapter Collegiate.
4. Sign transfer cards and the credentials of delegates to the Fraternity and Province Conventions and countersign reports.
  5. Enforce a strict observance of laws, by-laws and lawful orders.
  6. Keep an order book containing the orders and circulars issued by the Supreme Council or any member thereof.
  7. Prevent conduct at an initiation tending to degrade or cheapen the Fraternity or the Ritual.
  8. Promote and maintain proper use of the Ritual of the Fraternity and keep Ritual elements securely guarded.
  9. Request strangers visiting the Chapter house purporting to be Sigma Alpha Epsilon alumni to show their membership cards.
  10. Prepare and submit an annual report on the state of the chapter, for public record, to the Eminent Supreme Recorder and Province Archon by May 15.
  11. See to the prompt submission of all required chapter reports.
  12. Provide the Election Report (formerly Form D) specified by the Fraternity Service Center within ten days of officer elections. The Fraternity Service Center should retain a hard copy of any information submitted electronically.
  13. Provide the Active Membership Roster (formerly Form C) specified by the Fraternity Service Center semi-annually, each February 15 and November 15.

**B. Eminent Deputy Archon.** The Eminent Deputy Archon shall:

1. Perform the duties of the Eminent Archon in the absence of that officer.
2. Prosecute members accused under **Title XIV** and have charge of trials and appeals, unless for any cause he is disqualified or unable or unwilling to act in the capacity of prosecutor, in which case the Eminent Archon of the Chapter shall appoint another member of the Chapter Collegiate or alumnus of the Chapter Collegiate to undertake these duties.
3. Promote and coordinate the alumni program of the Chapter.
4. Perform such duties as may be designated by the Eminent Archon or other lawful authority.

**C. Eminent Recorder.** The Eminent Recorder shall:

1. Keep the following records:
  - a. Minutes of the meetings of the Chapter Collegiate.
  - b. A true and correct copy of the Fraternity Laws, Province Laws and Chapter By-Laws.
  - c. A Book of Expulsions containing the names of all persons expelled or suspended from the Chapter Collegiate, the date of the trial, a copy of the charges, the names of all participating officers, the vote, subsequent action if any, and all other perti-

nent information. Each entry in the Book of Expulsions is to be signed in full and dated by the Eminent Archon and the Eminent Recorder of the Chapter Collegiate at the time the entry is made.

2. Attest the actions of the Chapter Collegiate.
3. Prepare, sign, and forward to the Eminent Supreme Recorder or to the Province Archon, as the case may be, the credentials of delegates to the Fraternity and Province Conventions.
4. Notify members of special meetings of the Chapter.
5. Prosecute the Eminent Deputy Archon if that officer is accused under **Title XIV**.
6. Draw orders for the approval of the Eminent Archon and payment by the Eminent Treasurer.

**D. Eminent Correspondent.** The Eminent Correspondent shall:

1. Conduct the correspondence of the Chapter.
2. Prepare and forward Chapter news for *The Record*.
3. Give notice of expulsions and reinstatements by the Chapter Collegiate as required in **Section 77B**.

**E. Eminent Treasurer.** The Eminent Treasurer shall:

1. Collect moneys due the Chapter Collegiate, giving a receipt therefor.
2. Hold the funds, securities, vouchers and account books of the Chapter Collegiate.
3. Keep such records and books as required by generally accepted accounting principles or utilize the facilities of professional or institutional accountants, or both. He shall render a monthly financial report to the Chapter Collegiate or see that reports prepared by others are submitted to the Chapter Collegiate.
4. Remit to the proper authorities all sums lawfully assessed against the Chapter Collegiate, fill all orders drawn by the Eminent Recorder and approved by the Eminent Archon, and make other necessary disbursements for the Chapter Collegiate.
5. Deliver to his successor or anyone designated by the Chapter Collegiate all, or any part as directed, of the funds, securities, vouchers and account books of the Chapter Collegiate.
6. Furnish bond as required in **Section 51G1**.
7. Attest transfer cards.
8. Prepare and forward to the Fraternity Service Center by the thirtieth (30th) day of the month following the end of each fiscal year of the Chapter Collegiate an annual financial statement. This date may be modified by the Eminent Supreme Recorder upon request of the Chapter Collegiate and the recommendation of the Province Archon.
9. Prepare and forward to the Eminent Supreme Recorder the following:
  - a. Pledge Roster (formerly Form P) for each man newly pledged,

accompanied by payment of the required pledge fee, within ten (10) days after election, with copies to the Province Archon, the Province Treasurer, the Chapter Advisor, and the President of the House Corporation.

- b. Initiation Report (formerly Form A), giving biographical data for each member initiated or affiliated, accompanied by payment of the required initiation fee, completed prior to the initiation and within ten days after the initiation or affiliation of such member.
10. Prepare, or have prepared, a budget of the Chapter's estimated income and expenditures for the year's operations and submit it to the Chapter Collegiate before October 15 of that year.

**F. Eminent Chronicler.** The Eminent Chronicler shall:

1. Keep a history of the Chapter Collegiate.
2. Keep a Fraternity scrapbook of the Chapter Collegiate.
3. Keep all archives and personal or historical data pertaining to his individual chapter, its alumni and institution, including campus news and events, scientific, literary, social or athletic occurrences of interest to Sigma Alpha Epsilon or to the general college and educational world.
4. Submit Chapter-Collegiate and members' news and photographs for the Chapter Collegiate's scrapbook that is maintained in the Fraternity Service Center.

**G. Chapter Risk Manager.** The Chapter Risk Manager shall:

1. Be responsible for the planning of Chapter-Collegiate events with a view toward reducing risk of loss and enhancement of safety.
2. Seek the advice of the Fraternity Service Center to assess loss exposure with respect to the facilities in which the Chapter Collegiate is housed and on all matters concerning risk management for the Chapter Collegiate.
3. Generally study and advise the Chapter Collegiate on ways to reduce the risk of injury or loss of life from any cause.

**H. Chapter Pledge Educator.** The Chapter Pledge Educator shall:

1. Be responsible for the facilitation and presentation of pertinent materials to the initiated undergraduate brothers of his Chapter.
2. Seek the advice of the Fraternity Service Center for ideas and programs for presentation to the Chapter or individual members.
3. Be responsible for proper and complete conduct of pledge education as outlined in **Sections 47B** and **47D5**.
4. Perform such other duties as may be designated by the Eminent Archon or other lawful authority.

**I. Chapter Scholarship Chairman.** The Chapter Scholarship Chairman shall:

1. Be responsible for monitoring the academic status of each initiated member and each pledge in his Chapter insofar as he is able.

2. Present periodic assessment of the Chapter's academic and scholastic state to the Chapter and the Province Archon.
3. Familiarize pledges during the course of their educational program in the Chapter with resources available to them to improve their academic performance.
4. Advise the Eminent Archon whenever an initiated member or pledge fails to meet academic requirements for initiation or continued membership.

**J. Trustees and House Corporations.** The Trustees or House Corporation shall be responsible for providing to the Eminent Supreme Recorder each year a written statement from a licensed inspector proclaiming the chapter house, hall, and facilities safe for habitation or regular use.

**1. Trustees.** The Trustees shall:

- a. Hold and administer such property as may be placed under their control.
- b. Furnish, if required by the Chapter Collegiate, bonds for the faithful performance of their duties, the premiums therefor to be paid by the Chapter Collegiate. All leases and conveyances of land or buildings shall be in the name of the Trustees and their successors. No change shall be made by the Trustees in any investment of the Chapter-Collegiate funds or in the title of the Chapter-Collegiate property without the written approval of all the Trustees.

**2. House Corporations.**

- a. House Corporations organized as provided in **Section 51C** shall have not less than five (5) Directors who shall elect officers from their own membership including a president, a vice-president, a secretary, and a treasurer, except that the offices of secretary and treasurer may be combined if desirable.
- b. Each such House Corporation shall make an annual report as of October 30 of each year to the Supreme Council on a form prescribed by the Supreme Council, with the advice of the Fraternity Service Center, such report to be forwarded to the Eminent Supreme Recorder not later than November 30 of each year. Copies of such report shall be furnished to the Chapter Collegiate and the Fraternity Service Center.
- c. Each Treasurer of a House Corporation shall be under corporate security bond of not less than ten thousand dollars (\$10,000) and maintain 1) comprehensive liability insurance of not less than five hundred thousand dollars (\$500,000) and 2) separate and additional umbrella liability coverage of not less than ten million dollars (\$10,000,000), for both of which the Chapter shall pay the premiums. Said bonds and insurances are to be

handled through the Fraternity Service Center as required for Eminent Treasurers under **Section 51G**.

53. (Repealed by 153rd Anniversary Convention in 2009)

**54. Examination and Inspection.**

**A. Examination on the Ritual.** Officers of each Chapter Collegiate are subject at any time to an examination on the Ritual by any member of the Supreme Council, the Province Archon, or any member of the Fraternity designated by the Supreme Council.

**B. Inspection of Chapters Collegiate.** An inspection of each Chapter Collegiate and colony shall be made by the Eminent Supreme Recorder or a member of the Supreme Council or by some member in good standing of the Fraternity approved by the Supreme Council at least once every academic year. Inspection shall include the records, books, papers, accounts and other documents of the Chapter Collegiate; scholarship and general standing of the chapter on the campus; sanitary conditions; fire escapes and insurance risks of the Chapter House or premises occupied by the Chapter Collegiate; and the condition and use of the Ritual and associated paraphernalia.

**55. Delegates.**

**A. Representation at Fraternity Conventions.**

**1. Delegate.** At a regular meeting not less than thirty (30) days preceding a Fraternity Convention, each Chapter Collegiate shall elect one (1) delegate and one alternate delegate to the Convention.

**2. Penalty for Non-Representation.** Any Chapter Collegiate not represented at a Fraternity Convention by a regularly elected delegate shall pay a fine of one thousand dollars (\$1,000) to be automatically imposed thirty (30) days after the close of the Convention with payment due ninety (90) days thereafter. If it wishes to appeal, the Chapter Collegiate shall submit to the Eminent Supreme Recorder a written appeal before payment is due. Upon receipt of an appeal, the Eminent Supreme Recorder shall cancel that Chapter's fine. Ninety (90) days following the close of the Convention, he shall review all such appeals and recommend respective approval or denial to the Supreme Council. The Supreme Council shall vote on his recommendations at its next regularly scheduled meeting. If a chapter's appeal is denied, the Eminent Supreme Recorder shall reimpose the fine for payment due sixty (60) days after the Supreme Council's vote. Each fine paid, along with the paying Chapter's current Fraternity Convention mileage allowance, shall be placed in the mileage fund for the following Fraternity Convention.

**B. Representation at Province Conventions.** At a regular meeting

not less than fifteen (15) days preceding a Province Convention, each Chapter Collegiate shall elect two (2) delegates and two (2) alternates to the Convention. In addition to the two (2) delegates the Eminent Archon, or in his absence the Eminent Deputy Archon, is entitled to a seat in the Convention.

**C. Credentials.** A delegate shall be furnished with credentials signed by the Eminent Archon and the Eminent Recorder, a copy of which shall be forwarded to the Eminent Supreme Recorder or to the Province Archon, as the case may be, not later than fifteen (15) days prior to the Convention. However, the Eminent Supreme Recorder, Province Archon, or the Committee on Credentials may accept credentials not mailed by the date required, upon good cause shown.

**D. No Delegates from Delinquent Chapters.** No Chapter Collegiate delinquent with respect to any sums or reports (Initiation Report, Eminent Archon's Annual Report, Active Membership Roster, Election Report, and Pledge Roster, formerly Forms A, B, C, D, and P), either to the Province or to the Fraternity Service Center, is entitled, during such delinquency, to representation in the Fraternity or Province Convention. A delinquent chapter with delegates in attendance at a Fraternity Convention shall, however, be entitled to receive its designated mileage allowance.

**E. Eligibility.** Any member in good standing of a Chapter Collegiate, including alumni in good standing of that particular Chapter Collegiate, may represent the Chapter Collegiate in the Fraternity or Province Convention; provided that 1) no alumnus shall represent the Chapter Collegiate unless there be no member in attendance as a student at the domicile of the Chapter Collegiate available as such representative and 2) should such an alumnus be the delegate, then he shall not be entitled to any mileage allowance.

**56. By-Laws.** Chapters Collegiate may adopt, amend or repeal such by-laws as they may deem necessary, with respect to, among other things, the following:

- A. Local dues and assessments
- B. Additional duties of officers and members
- C. Bonds of the Eminent Treasurer and of the Trustees
- D. Duties of the Trustees
- E. Quorum
- F. Inactive membership
- G. Use of the badges.

Such by-laws shall not be inconsistent with the laws, By-Laws, or lawful orders of any regularly constituted body of higher rank in the Fraternity and shall in no way be contrary to these Fraternity Laws. If upon due

notice a chapter persists in violating this provision of the Fraternity Laws, the Supreme Council shall suspend its charter.

**57. Chapter Advisor.** Each Chapter Collegiate shall have at least one Chapter Advisor, residing in or near the college community where the Chapter Collegiate is domiciled, who shall counsel the chapter in the administration of its affairs and who shall represent the Supreme Council and the Province Archon in perpetuating the Fraternity's standards, policies, and traditions. Such advisor need not be a member of Sigma Alpha Epsilon. He shall be elected annually by the Chapter Collegiate, with the approval of the Province Archon, late in the spring term, and his election shall be reported with the official reports of elections. He shall visit the Chapter Collegiate at least twice each month and shall report to the Eminent Supreme Recorder and the Province Archon any conditions that may need special attention.

If the Chapter Advisor's position is contested (an election between two or more Brothers for that position) and one of the Brothers running is the Province Archon, then that same Province Archon cannot sit in judgment as to the statement of "with the Approval of the Province Archon". Any doubt as to the capability of the elected Chapter Advisor must be forwarded on to the Supreme Council for a decision. The sitting Province Archon must recuse himself from making judgment on an opponent for the position that is being contested.

**58. Chapter Advisory Board.**

**A. Requirement.** If the Province Archon or Eminent Supreme Recorder determines, in consultation with the Chapter Collegiate and its Chapter Advisor, that a Chapter Collegiate would benefit from the institution of a chapter advisory board, either the Province Archon or Eminent Supreme Recorder may require the Chapter Collegiate to have a Chapter Advisory Board which shall advise and counsel the Chapter Collegiate in the administration of its affairs and represent the Supreme Council and the Province Archon in perpetuating the Fraternity's standards, policies, and traditions.

**B. Members.**

- 1. Ex Officio.** The Chapter Advisory Board shall include as ex-officio members the following:
  - a. The President of a chapter alumni association with respect to the Chapter Collegiate and the President of any Area Alumni Association located in the area of the college or university at which the Chapter Collegiate is situated.
  - b. Any faculty advisor(s) of the Chapter Collegiate on the staff of the college or university at which the Chapter Collegiate is situated,

who need not be a member of the Fraternity and who shall be selected by the Chapter Collegiate.

**2. Other.** The remaining members of the Chapter Advisory Board shall consist of such alumni members in good standing of the Fraternity as the Province Archon shall deem appropriate. Such members shall be appointed by the Province Archon, by the end of the institution's academic year or as soon thereafter as practical, after consultation with the alumni of the Chapter Collegiate or residing in the area where the Chapter Collegiate is located, to serve for the following two (2) academic years. The Province Archon may replace any such member who resigns or becomes inactive with another member who shall serve for the unexpired duration of the term of office of the member being replaced. Both ex-officio members and members appointed by the Province Archon shall serve until their respective successors are elected or appointed and shall have the right to vote upon any matter coming before the Chapter Advisory Board.

**C. Officers.** The Chapter Advisory Board shall elect a President.

**D. Meetings.** The Chapter Advisory Board shall meet monthly during the regular academic year of the respective college or university. Additional meetings may be called by the President or by any two members of the Board. Reports shall be submitted to the Province Archon and the Eminent Supreme Recorder when requested by either of them or as deemed appropriate by the Chapter Advisory Board. The Board may request assistance from the Province Archon or the Eminent Supreme Recorder with any problems it is unable to resolve.

### **TITLE IX. Alumni Organizations.**

**59. The Chapter Alumnus.** Every member of the Fraternity, whenever he shall cease to be an active member of the Chapter Collegiate by which he was initiated, shall automatically become a member of the Chapter Alumnus, unless he becomes actively affiliated with some other Chapter Collegiate. Membership in good standing in the Chapter Alumnus shall be derived from a gift of ten dollars (\$10.00) or more in a fiscal year to Sigma Alpha Epsilon Fraternity or Sigma Alpha Epsilon Foundation or from aggregate gifts totaling one hundred dollars (\$100.00). Contributions may be paid directly to the Eminent Supreme Recorder of the Fraternity, or, if the member is also a member of an alumni association, to the treasurer of such organization, who shall in turn forward the same to the Eminent Supreme Recorder. The Eminent Supreme Recorder shall transfer to Sigma Alpha Epsilon Foundation all contributions to which it shall be entitled.

**60. Alumni Associations.**

- A. Charters.** An alumni association may be organized only by virtue of a charter granted by the Supreme Council. Such an association may be either an area alumni association, of which members must be alumni who reside in the same city or locale, or a Chapter-Collegiate alumni association, of which members may or may not be alumni of the same Chapter Collegiate. Application for a charter shall be in writing, shall be signed 1) in the case of an area alumni association by at least ten (10) alumni members residing in the same city or locale or 2) in the case of a Chapter-Collegiate alumni association by ten (10) alumni of the same Chapter Collegiate, and shall be accompanied by an application fee of twenty-five dollars (\$25.00) and initial annual dues (for the current calendar year) of one-hundred dollars (\$100.00).
- B. Ninety-day Period.** No charter for an alumni association shall be granted within a period of ninety (90) days immediately preceding a Fraternity Convention.
- C. Name.** An alumni association shall be given an appropriate name by the Supreme Council.
- D. Objectives.** Alumni Associations shall:
1. Promote the mission, interest, and welfare of the Fraternity.
  2. Promote the interests and welfare of the individual Chapters Collegiate of the Fraternity by encouraging in them the maintenance of high standards.
  3. Accumulate funds to be known as Sigma Alpha Epsilon Scholarship Funds, the income from which shall be used to assist students of merit, either within or without the Fraternity, in obtaining a college education.
  4. Make contributions to the Fraternity or to Sigma Alpha Epsilon Foundation, including the right to become a Lifetime Member of either or both organizations.
- E. Incorporation.** Each Alumni Association upon acquiring real estate shall be incorporated under the laws of the state in which it is located and may adopt its own By-Laws and regulations not inconsistent with these Fraternity Laws.
- F. Annual Dues.** Each Alumni Association is subject to annual, calendar-year dues of one hundred dollars (\$100.00), payable to Sigma Alpha Epsilon Fraternity on or before January 15.
- G. Report on Activities.** Each Alumni Association shall, on April 1 of each year, render to the Eminent Supreme Recorder a report of its current officers and activities for the preceding year.
- H. Delegates to Conventions.**
1. Each Alumni Association having ten (10) or more members in good standing in the Chapter Alumnus is entitled to one (1) delegate to the Fraternity Convention and one (1) delegate to the Province Con-

vention. Further, no existing Alumni Association shall be eligible for representation at a Fraternity or Province Convention unless all its dues and reports are current since the last such Convention.

- 2. Eligibility.** No one but a member in good standing of an Alumni Association, either a Chapter or Area, shall represent that Association in a Fraternity or Province Convention, and every delegate from an Alumni Association, either Chapter or Area, must be an active member of the association, in good standing. A delegate for an Area Alumni Association must be domiciled in the locality in which the Area Alumni Association is located. If there is no Alumni Association, and the alumnus is an advisor for a chapter other than his own, he may represent that Chapter Association if he is selected by the process outlined in the Association's by-laws.

#### **61. Other Organizational Entities.**

- A. Chapter Quiescent.** Every living member of the Fraternity not an active member of a Chapter Collegiate or not in good standing in the Chapter Alumnus shall be designated as a member of the Chapter Quiescent.
- B. Chapter Eternal.** Every deceased member of the Fraternity shall be designated as a member of the Chapter Eternal.

### **TITLE X. Committees.**

#### **62. Rules Governing All Committees.**

- A. Organization.** The Fraternity may establish committees to advise the Fraternity Convention and the Supreme Council on the state of affairs in the Fraternity, to analyze problems in their respective areas and propose solutions, and to bring forward innovative ideas for improving the Fraternity.
- B. Appointment and Term of Service.** Each Committee and its Chairman shall be appointed by the Eminent Supreme Archon, with the advice and consent of the Supreme Council, and given a scope of work and a timetable for the completion of that work. All committees shall be disbanded at the conclusion of the first Fraternity Convention held after their establishment.
- C. General Responsibilities of Chairmen.** The Chairman of each Committee shall be responsible for convening its meetings, setting the agenda, conducting the meetings, and advising the Supreme Council. The Chairman shall also be responsible for submission of a full report on the Committee's work to the next Fraternity Convention following his appointment.
- D. Compensation and Expenses.** The members of committees shall serve without compensation, but their necessary expenses shall be

paid out of the general funds of the Fraternity, upon approval by the Supreme Council.

### TITLE XI. Publications.

**63. Publications.** The Fraternity's publications are as follows below. All necessary appropriations for the expense of its publications shall be from the general funds of the Fraternity, the Foundation, or SAE Financial and Housing Corporation.

**A. *The Record.*** *The Record* shall be the public journal of the Fraternity.

**1. Purpose.** *The Record* shall provide a vehicle for adequately reflecting the views and opinions of all segments of the Fraternity. It shall be published under such regulations as the Fraternity Convention prescribes.

**2. Subscribers.**

**a. Chapters Collegiate.** Each chapter and colony of the Fraternity shall receive a subscription to *The Record*.

**b. Collegiate Members.** Each member of the Fraternity shall receive a subscription to *The Record* sent to his address on file while an active member of a Chapter Collegiate.

**c. Alumni Members.** Any alumnus in good standing, as defined by **Section 59** of these Laws, shall receive a subscription to *The Record* at the discretion of the Supreme Council with preference given to those who make donations to Sigma Alpha Epsilon Foundation.

**d. Exchanges.** Any college or university or Greek-letter headquarters shall receive a subscription to *The Record* if the Fraternity receives that entity's magazine as an exchange.

**B. *Phi Alpha.*** *The Phi Alpha* shall be the private journal of the Fraternity and shall be published under such regulations as the Supreme Council prescribes.

**C. Alumni Directory.** The Alumni Directory of the Fraternity shall be published as the Fraternity Convention determines.

**D. Phoenix.** *The Phoenix* shall be the Fraternity's manual for pledges.

**E.** Such other publications as are determined by the Supreme Council.

### TITLE XII. Definitions and Interpretations.

**64. Status of Membership.**

**A. Good Standing.** A member is in good standing unless either 1) he is delinquent in accounts, or 2) he is delinquent in scholarship, or 3) he is under suspension, or 4) an accusation exists against him, or 5) he has not been graduated and is not currently enrolled in the institution where his chapter is domiciled. A member not in good standing shall

not vote on any question before the Chapter Collegiate, including proposal of members.

- B. Definition of Account.** An active member's account includes all sums charged against him on the Chapter's books, whether for fees, dues, taxes, assessments, fines, room rent, board, or any other proper cause exclusive of subscriptions to a house building fund. These latter shall not become due and payable until the member has left college or graduated, unless a special arrangement has been concluded between the active member and the chapter regarding such house building funds.
- C. Delinquency in Accounts.** A member is delinquent in accounts if either 1) at any time during the academic year he is over thirty (30) days delinquent in monies owed to the Chapter Collegiate, without a written payment plan; or 2) on leaving the Chapter, either at the end of or during the academic year, or on applying for a transfer card, he owes any sum at all.
- D. Delinquency in Scholarship.** A member is delinquent in scholarship if either:
1. He has been placed upon academic probation by the academic authorities of any institution, or
  2. He ranks below the minimum grade standing for the previous term as required by the By-Laws of the Chapter, or
  3. He is not maintaining a cumulative grade-point average of at least 2.3 where the institution is on a grading system under which 2.0 represents a C grade, or, where the institution utilizes a different or no grading system, a cumulative grade-point average, class standing, or other evaluation which the Supreme Council determines to be reasonably equivalent thereto. A member with a documented learning disability may be required by the Supreme Council to meet a more appropriate standard in subject areas specifically affected by his disability.
- E. Active Membership.** Every member shall remain an active member of the Chapter Collegiate by which he was initiated as long as he is an undergraduate student at the domicile of such chapter, unless permitted to become inactive as hereafter provided.
- F. Inactive Membership.** An inactive member is one who, at his own request and upon good cause shown, while he is still a student, has been permitted by the Chapter, by a three-fourths (3/4) vote of approval and written approval by the Province Archon, to assume the status of inactivity; but such a member cannot become inactive until he has paid in full dues and obligations due his Chapter, the Province, and the Fraternity Service Center or Fraternity. Inactivity cannot take place unless the applicant for inactive membership has been a member of the Chapter Collegiate for at least two (2) years. No petition for inactivity shall be considered until the Chapter Collegiate's Emi-

ment Archon and the Province Archon shall have established that the Chapter Collegiate has made every attempt to work out an acceptable financial and activity-participation basis that will allow the member to remain active. Every initiated member and each active Chapter Collegiate shares in the obligation to develop programs so that every initiated member will find it educationally advantageous to remain active throughout his undergraduate study.

**G. Resignation of Membership.** A two-year member of the Chapter Quiescent may resign his membership in Sigma Alpha Epsilon by declaring in writing his intent and specific rationale to the Eminent Supreme Recorder and accompanying said declaration with his initiated member's badge, certificate of membership, and membership card. Before any resignation may be acted upon, financial obligations to any and all Fraternity units must be met as evidenced by written statements from the Eminent Archon of the member's active chapter and the associated Province Archon. Upon a two-thirds (2/3) vote of approval of the Supreme Council, the Eminent Supreme Recorder shall at once notify the Eminent Archon of the Chapter Collegiate in which the alumnus was an initiate, the associated Province Archon, and the Archon of the Province in which the resigned member presently resides. The Eminent Recorder of the Chapter shall forthwith enter in the Initiation Report Book (formerly Form A Book) and the "Book of Expulsions" of the Chapter all resignations reported. The resigned member shall lose all connection with the Fraternity, including the rights and privileges of membership, but shall not be released from the pledge of secrecy given at the time of his initiation. He shall also forfeit the right to receive *The Record*.

**H. Reinstatement of Resigned Member.** Any resigned member may by petitioning the Supreme Council and receiving a two-thirds (2/3) affirmative vote gain reinstatement of membership. Before any such petition may be acted upon by the Supreme Council, financial obligations to any and all Fraternity units must be met as evidenced by written statements from the Eminent Archon of the member's active chapter and the associated Province Archon. Upon reinstatement, the Eminent Supreme Recorder shall make appropriate notification to the reinstated member's active chapter, the associated Province Archon, and the Archon of the Province of his present residence with a request that reversing entries be made in the appropriate records.

**65. Official Action — Voting.** Whenever official action by any regularly constituted body of the Fraternity is required, such action may, unless a different amount or standard is otherwise required by these Fraternity Laws or other lawful authority, be taken by a majority vote at any meeting

of such body at which a quorum of members in good standing is present. Only active members who are present and in good standing shall be counted in determining the voting strength of a Chapter Collegiate, and in proceedings taken under **Title XIV** the accused shall have no vote, nor shall he be counted as a member of the Chapter Collegiate.

### **TITLE XIII. General Rules.**

#### **66. Insignia of Membership.**

##### **A. Membership Badge.**

1. A membership badge shall be loaned by the Fraternity to each initiate and, upon the payment of such sum as may be fixed by the Supreme Council, to any member in good standing. In either case, the membership badge shall remain the property of the Fraternity and shall be worn only by members in good standing. For due cause communicated in writing to a member, the membership badge may be recalled by the Fraternity.
2. The use of the membership badge or its design upon any article of jewelry is forbidden, except by authorization of the Supreme Council.

**B. Certificate of Membership.** A certificate of membership shall be forwarded to the Chapter Collegiate by the Eminent Supreme Recorder for each initiate upon receipt of his initiation record and the required fee from the Eminent Treasurer. For due cause, communicated in writing to a member, the certificate of membership may be recalled by the Fraternity.

**C. Membership Card.** Each newly initiated member eligible to receive a Certificate of Membership will also receive a wallet-sized membership card identifying him as an initiated member of Sigma Alpha Epsilon.

##### **D. Pledge Badge and *Phoenix*.**

1. The official pledge badge shall be of the form and design described in the Ritual. Only initiated members shall be permitted to wear or display the coat of arms of the Fraternity.
2. Each pledge, upon payment of the pledge fee, will be given a Fraternity manual, *The Phoenix*. If a pledge withdraws his intention to affiliate, the manual shall be recalled by the chapter.

**E. Trademark Protection.** The design or representation of the badge, coat-of-arms, Greek letters and names or other trademarks of Sigma Alpha Epsilon Fraternity shall be owned by Sigma Alpha Epsilon Fraternity.

**67. Official Jeweler(s).** When the Fraternity has entered into contract with an official jeweler(s), it shall be unlawful for any member of the Fraternity to display or offer for sale in any Sigma Alpha Epsilon Chapter Colle-

giate house or elsewhere any badges, jewelry or other articles, bearing the crest, coat of arms or letters of the Fraternity, except as the representative of the official jeweler(s) with whom such contracts have been made.

**68. Founders' Day.** The ninth of March shall be known as Founders' Day, and that day, or another day which is more suitable and practical, shall be observed in commemoration of the first meeting of the Fraternity on March 9, 1856.

**69. Shrines.** There shall be, as is deemed necessary to perpetuate the traditions, history, and memorials of Sigma Alpha Epsilon Fraternity, certain sites, buildings, graves, or other items, which shall be known as shrines and sites. The Supreme Council shall, with approval of the Fraternity Convention, be authorized to select and designate such shrines and sites.

**70. Secrecy.** The Ritual and unwritten forms of the Fraternity (such as the name, motto and grip or their translation, which shall in no case be put in writing but be transmitted by word of mouth only, and then under proper safeguard as to secrecy), the names of members voting against candidates for membership, and the reasons therefor shall be secret.

**71. Compliance with External Authority.**

**A. Alcohol and Controlled Substances.** The possession, sale, use, and consumption of alcoholic beverages or controlled substances during an official Fraternity function or Chapter-Collegiate event or at any function sponsored or endorsed by the Fraternity or any Chapter Collegiate must be in compliance with any and all applicable laws, rules, and regulations of a state, county, municipality, and college or university.

**B. Behavioral Offense.** Whenever any Chapter Collegiate shall be charged by academic authorities with an offense against institutional rules on matters of behavior, the Supreme Council shall be empowered to take such action as it deems necessary to reconstruct the attitude and practices of the Chapter Collegiate to conform with the standards of the Fraternity and the institution, including the right to suspend the Chapter's powers of initiation and voting in Province and Fraternity Conventions pending a full report and review of the case by the Eminent Supreme Recorder and the Supreme Council.

**C. Sexually Abusive Behavior.** The Fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This behavior includes any actions that are demeaning to women including, but not limited to, date rape, gang rape, and verbal harassment.

**D. Limitations on External Authorities.** With respect to decisions to colonize, charter, suspend or revoke a charter of a Chapter Collegiate,

it is the express policy of the Fraternity that all such decisions shall be made by the Supreme Council or the Fraternity Convention or both, entirely independent of and not in reliance upon similar decisions, policies and regulations of the host college, university or other similarly situated external authorities.

## **72. Financial Obligations.**

**A. Financial Policy.** It is the policy of the Fraternity that a prompt and faithful observance and enforcement of financial obligation is a test of a member's right to retain his membership and of a Chapter Collegiate's right to retain its charter.

### **B. Financial Delinquency.**

**1. Notification and Response.** If at any time during the academic year a member becomes delinquent in accounts, he shall be immediately notified thereof in writing by the Eminent Treasurer. Within fourteen (14) days from the date of such notice he shall either 1) pay the whole account, exclusive of charges entered subsequent to such date, or 2) submit to the chapter a written statement setting forth the reasons for nonpayment. No such statement shall be valid as an excuse, however, unless it is accepted by a two-thirds (2/3) vote of the members in good standing present at any meeting. The acceptance of an excuse shall not return the delinquent brother to good standing unless the account is paid in full.

**2. Preferral of Charges.** If the delinquent member fails within fourteen (14) days of notification to pay the whole account, exclusive of charges entered subsequent to such date, or to submit to the chapter a written statement setting forth the reasons for nonpayment, charges shall be preferred against him under the provisions of **Title XIV.**

### **C. Maximum Indebtedness.**

1. Any member of a Chapter Collegiate who, at any time during the academic year, is over thirty (30) days delinquent in moneys owed to the Chapter Collegiate, without a written payment plan, shall lose his good standing as a member.

2. Any Chapter Collegiate which permits a total indebtedness exceeding an average of fifty dollars (\$50) per active member, where such indebtedness is outstanding for more than three (3) months, shall be put on probation, and its delegate to a Fraternity or Province Convention shall have no vote until such indebtedness has been reduced below this maximum.

## **73. Fraternity Laws and Ritual.**

**A. Amendment or Repeal.** The Fraternity Laws and Ritual may be amended or repealed by the Fraternity Convention by a two-thirds

(2/3) vote of the members present who are entitled to vote pursuant to **Section 11**. Notice setting forth the proposed amendment or repeal shall be submitted to the Eminent Supreme Recorder by December 15 immediately preceding the Fraternity Convention at which such amendment or repeal is to be considered and shall be printed in the issue of *The Phi Alpha* preceding the Convention. Only members in good standing of Sigma Alpha Epsilon Fraternity may submit Fraternity Law amendments or repeals. Any fraternity law amendment or repeal submitted in accordance with these laws that is not brought before the National Convention before the close of the last business session will be automatically resubmitted for the next National Convention. These resubmissions must be voted upon before any new submissions can be voted upon.

- B. All Proposals in Writing.** No motion to amend the Fraternity Laws shall be entertained by the presiding officer at a Fraternity Convention unless the entire proposal is in writing. This requirement shall also apply to motions to amend a previous motion to amend, to motions to amend reports, to substitutions for reports, and to all motions that would change the language of the Fraternity Laws.
- C. Committee on Fraternity Laws.** Within sixty (60) days after each Fraternity Convention, the ESA with the advice and consent of the Supreme Council shall appoint a Committee on Fraternity Laws, which shall serve until the next succeeding Fraternity Convention. The Fraternity Laws committee shall be made up of one chairman, one SAE Foundation Trustee, one SAE Financial and Housing Corporation Director, one Province Archon, one alumni association member, one Supreme Council member and one undergraduate. It shall be the duty of this Committee to embody in the Fraternity Laws all amendments adopted at the Convention preceding its appointment and to consider and report to the next succeeding Fraternity Convention all amendments proposed in the interim between Conventions with its recommendations thereon.
- D. Codification.** The Supreme Council may authorize the renumbering of articles and sections wherever necessary and the elimination or modification of language that is unnecessary, ambiguous, or that has been superseded in effect by the amendments adopted by the Convention. The revised Fraternity Laws shall be published and distributed on the SAE website and in hard copy as a supplement to the Fraternity Laws or in a new edition of the Fraternity Laws.
- E. Committee on the Ritual.** Within sixty (60) days after each Fraternity Convention, the ESA with the advice and consent of the Supreme Council shall appoint a Committee on the Ritual consisting of an indeterminate number of persons, including a Chairman, deemed necessary to promote the consistent and proper use of every aspect of the

Ritual at all appropriate times and to act to perpetuate the history and traditions of the Ritual. Members of the Committee shall be encouraged to be present at appropriate ceremonial occasions and to assist in the direction of Ritual ceremonies at such occasions.

**F. Designated Fraternity Accounts.** The Fraternity shall be obligated to maintain the following three (3) specially designated monetary accounts, each segregated from the other and the general operating funds of the Fraternity and each maintained in separate bank or investment accounts: 1) Fraternity Reserve Account; 2) Self-Insured Retention Account; and 3) Phoenix Account. Each of the above described accounts shall be funded, managed and maintained in accordance with the following terms and conditions:

**1. Fraternity Reserve Account (FRA).** Each fiscal year the Fraternity shall budget and make regular monetary contributions to the FRA so that by the end of each fiscal year it will be targeted to equal forty percent (40%) of the Fraternity's prior three-year audited annual average total operating expenses reduced by the Fraternity's risk-management-program expenses and by the net administrative fees the Fraternity received from Sigma Alpha Epsilon Foundation and SAE Financial and Housing, Inc. However, if this variable target amount cannot be achieved, the Fraternity shall nonetheless maintain the FRA balance at no less than an absolute minimum of \$1,000,000, except for the purposes set forth below. The FRA funds, including earned investment income, shall be used by the Fraternity for only two purposes: 1) half for short-term cash-flow deficits derived from the normal course of business of the Fraternity pursuant to the duly adopted fiscal-year budget (for example, to pay for expenses incurred prior to the regular collection of membership fees and dues) and 2) half for other budget deficits caused by an emergency. For the purposes of this paragraph, an "emergency" shall be defined as a sudden and unexpected occurrence that the Supreme Council could not reasonably have anticipated in the normal course of business. FRA funds may be allocated and applied to cover such short-term cash-flow deficits only upon a duly adopted resolution of the Supreme Council, recorded in the official minutes of the Fraternity, certifying that the FRA funds so expended reasonably can be repaid from the future collection of Fraternity members' dues and fees collected within the same fiscal year. FRA funds may be allocated and applied to cover other budget deficits caused by an emergency only upon a resolution duly adopted by 4/5 (four fifths) of the Supreme Council, recorded in the official minutes of the Fraternity, clearly describing the nature of the emergency and providing a reasonable estimate of time to repay the FRA funds so expended. Except as stated above, FRA funds may not be used for

any other purpose whatsoever.

- 2. Self-Insured Retention Account (SIR).** Each fiscal year the Fraternity shall budget and make regular monetary contributions to the SIR so that by the end of each fiscal year, it will be targeted to equal the sum of the Fraternity's annual aggregate stop loss (deductible) for its liability insurance for the just ended fiscal year plus the annual aggregate stop loss for each of the prior four (4) fiscal years. The Fraternity shall continue to fund the SIR each fiscal year to account for reasonable anticipated cash distributions to be made in the same year based upon the historical performance of the SIR account. SIR funds, including earned investment income, shall be used by the Fraternity only for industry-recognized, self-insured general liability losses and for deductible payments made pursuant to the Fraternity's general liability insurance policies. SIR funds may be allocated and applied to cover the expenses described above only upon a duly adopted resolution of the Supreme Council, recorded in the official minutes of the Fraternity, certifying in reasonable detail the purposes for which the SIR funds have been distributed. Notwithstanding the terms set forth above, the SIR account balance temporarily may fall below the prescribed minimum funding levels in any given fiscal year due to extraordinary self-insured losses; provided, however, as soon as reasonably possible, the Fraternity shall be obligated to make regular contributions to the SIR so as to restore an absolute minimum balance of no less than \$1,000,000. Except as stated above, SIR funds may not be used for any other purpose whatsoever.
- 3. Phoenix Account.** The Fraternity shall transfer to the Phoenix Account all net cash proceeds (including, for example, the original corpus and all earned investment income) which were donated to the Fraternity and earmarked by the donors for various educational purposes. Phoenix Account monies shall be used by the Fraternity only for the purposes designated by the donors or, if no such designation had been made, for charitable, scientific, literary or educational activities as designated from time to time by the Supreme Council. Except as stated above, Phoenix Account monies may not be used for any other purpose whatsoever.
- 4. Investment of Designated Fraternity Accounts.** The Fraternity shall manage all cash proceeds of the Fraternity Reserve Account only in interest-bearing bank accounts and in conservative liquid investments, including, for example, short-term money market funds or short-term U.S. treasuries; provided, however, a portion of the funds in the FRA may be maintained in non-interest bearing bank accounts as reasonably necessary to pay anticipated expenditures during the course of each fiscal year. In addition to the

aforementioned investments, the cash proceeds of the Self-Insured Retention Account and the Phoenix Account also may be invested in low-cost passive index mutual funds traded in the public securities markets with the investment objective of growing the original corpus at the rate of inflation and as reasonably prudent to generate income for the purposes of the Self-Insured Retention Account and the Phoenix Account.

#### **TITLE XIV. Discipline of Members.**

**74. Offenses.** Offenses cognizable by the Fraternity are 1) commission of a flagrant offense against the laws of the land or a college or university; 2) violation of the laws, by-laws and lawful orders of any regularly constituted body of the Fraternity, including these Fraternity Laws; 3) violation of the oath taken at the time of initiation; 4) conduct prejudicial to good order and discipline, or unbecoming a gentleman; 5) delinquency in accounts; and 6) delinquency in scholarship.

#### **75. Jurisdiction.**

**A. Original Jurisdiction.** Every member of the Fraternity is under the original jurisdiction of the Chapter Collegiate of which he is, or was last, a member (except as provided for unaffiliated transfers in **Section 47E1**) and of the Supreme Council. Charges may be filed against such member either with his Chapter Collegiate or with the Supreme Council, and he shall be tried by the body before which the charges are filed, subject, however, to certain exceptions hereinafter set out under "change of venue."

**B. Change of Venue.** The Supreme Council may order that a member against whom an accusation has been issued shall be tried by the Supreme Council, by a specified chapter other than the accused member's Collegiate Chapter, or by a Special Commission duly appointed and authorized by the Eminent Supreme Archon or by the Supreme Council to take the testimony and report its findings to the Supreme Council, the Supreme Council having the power of review and passing of sentence. A change of venue shall be granted if 1) the convenience of all parties will be better served or 2) it is shown to the satisfaction of the Supreme Council that an impartial trial will not or cannot be conducted by the accused's Chapter Collegiate.

#### **76. Charges and Trial.**

**A. Preferment of Charges.** Any member, whether an active or alumnus, or any regular constituted body of the Fraternity, having reasonable cause to believe that an offense cognizable under **Section 74** has been committed by a member, may prefer charges against him. Such charges shall be in writing, signed by the complainant, specify the alleged

offense, and be submitted by the complainant either to the Chapter Collegiate of the accused or directly to the Supreme Council.

**B. Preliminary Investigation.** The Chapter or the Supreme Council, as the case may be, shall make a preliminary investigation of the charges submitted and, if the charges appear to be well founded, shall issue a formal accusation.

**C. Accusation.** The accusation shall be in writing and shall be issued in the name of Sigma Alpha Epsilon Fraternity by the Chapter Collegiate, the Supreme Council, or the Chairman of the Commission appointed under **Section 76F3** on behalf of the Supreme Council, as the case may be. It shall specify the alleged offense, state the essential facts constituting the same, and be in the following form:

Sigma Alpha Epsilon Fraternity

vs.

(Name of the accused)

(place)

(date)

The (Name of Chapter) (or the Supreme Council) accuses (name of the accused) of the offense of (specify the alleged offense under **Section 74**) committed as follows:

(Here set forth the facts.)

(Signed) \_\_\_\_\_

Eminent Deputy Archon

(or Eminent Supreme Recorder).

The Supreme Council, issuing an accusation in the case of an active member, shall transmit a copy of such accusation, together with a copy of the record of the case, to the Chapter Collegiate of the accused as well as to the accused himself, and if a change of venue is ordered under **Section 75B** a copy of the accusation and record of the case shall be transmitted to the Chapter or to the Special Commission specified in such order.

**D. Summons.** Upon issuing an accusation or upon receiving one issued by the Supreme Council or the Chairman of the Special Commission, a Chapter Collegiate shall serve it upon the accused together with a written summons to appear for trial at a specified time and place.

**E. Service of Accusation and Summons.** The accusation and summons may be served personally upon the accused or may be sent by mail in a registered or certified letter addressed to him at his last known residence or place of business. Proof of such mailing is sufficient proof of service. Such service must be made by either such method at least

twenty (20) days prior to the date specified in the summons for trial or, if the accused is a member of a chapter collegiate and he was served personally, such service must be made at least ten (10) days prior to the date specified in the summons for trial.

**F. Trial.**

- 1. Trial by Chapter Collegiate.** The trial by a Chapter Collegiate shall be conducted at the specified time and place and shall be deemed a special meeting, thus requiring two-thirds (2/3) of the members in good standing of the Chapter Collegiate to be present to constitute a quorum. The Eminent Archon shall preside as judge and the Eminent Deputy Archon shall conduct the prosecution, or in the case of his inability for any reason so to act the Eminent Archon shall appoint a substitute to conduct the prosecution. The accusation shall be read and the accused required to answer. A plea of guilty, either orally at the trial or in writing otherwise, is conclusive. A plea of not guilty requires the Eminent Deputy Archon to establish the Chapter's case. Then the accused shall be given a full opportunity to be heard. The Eminent Deputy Archon may, at the discretion of the presiding judge, and the accused may of right, either in person or by attorney who, however, must be a member in good standing of the Fraternity, address the Chapter Collegiate on the issues raised in the trial. Thereafter the Chapter Collegiate shall determine the guilt or innocence of the accused. A majority vote of the members present and in good standing, provided there is a quorum present, is required to find the accused guilty. A separate vote is required to impose any penalty as prescribed in **Section 77**.
- 2. Trial by Supreme Council.** The trial by the Supreme Council or the hearing by Special Commission shall be conducted at a specified time and place. The Eminent Supreme Archon or any other member of the Supreme Council designated by the Eminent Supreme Archon shall act as presiding judge at the trial, and in case a Special Commission is appointed for the hearing the chairman of the Commission shall preside. The presiding officer shall appoint a clerk and a prosecutor. The accused shall have the privilege of counsel who, however, must be a member in good standing of the Fraternity.
- 3. Trial by Commission.** In certain cases the Supreme Council or the Eminent Supreme Archon may appoint a Special Commission, which may consist of one member or no more than five members who are members in good standing of the Fraternity, to conduct the hearing and have the evidence submitted to it and report the evidence with its findings and its opinion to the Supreme Council. Upon the receipt of the same the Supreme Council shall act with the same force and effect as if it had conducted the trial. In all cases where the Supreme Council or the Eminent Supreme Archon

appoints a Special Commission, the Chairman of the Commission shall have the right to call upon other members in good standing of the Fraternity to sit as associate commissioners to hear evidence, but in no case shall there be more than five (5) such commissioners.

**4. Trial by Province Council.** If, within thirty (30) days after written notification to a chapter by the Province Archon, House Corporation President, Alumni Association President, or Chapter Advisory Board of conduct of a member or members which constitutes a violation under **Section 74** of the Fraternity Laws, the chapter fails to eliminate any such offense, the Province Archon, House Corporation President, Alumni Association President, or Chapter Advisory Board may prefer charges against the offending member or members to the Province Council, which shall then conduct a trial pursuant to the procedures set forth in **Section 76** of the Fraternity Laws.

**G. Failure to Appear for Trial.** If, after being duly summoned, the accused fails to appear for trial, he shall not thereby be deemed guilty of the offense charged, but the trial body may either postpone the trial or proceed therewith notwithstanding his absence. In the latter case, the presiding judge shall direct that a plea of not guilty be entered and shall appoint one (1) member to represent the accused, which appointee shall have the same rights as the accused would have had under **Section 76F1**. In all cases where the accused could not be found or where a registered letter has been returned, the trial shall proceed against the accused within four weeks but without prejudice to appeal or motion for new trial. In all cases the accused, whether absent or present, shall have the privilege of being represented by counsel, as provided under **Section 76F2**.

**H. Postponement.** Upon due cause shown, a Chapter Collegiate or Special Commission may postpone a trial to such time as it sees fit.

## **77. Penalties.**

**A.** If the accused pleads guilty or is found guilty, the Chapter Collegiate or the Supreme Council shall immediately impose on him one or more of the following penalties: 1) expulsion, 2) suspension, 3) fine, and 4) reprimand. A two-thirds (2/3) vote of the members of the trial tribunal present and in good standing at a lawful special meeting is necessary to impose a penalty of suspension or expulsion. A majority vote of the members of the trial tribunal present and in good standing is necessary to impose a fine or reprimand. During the pendency of an appeal, the member shall be temporarily suspended from the rights, privileges, and immunities of the Fraternity.

**B. Expulsion:** An expelled member shall lose all connection with the Fraternity and all the rights and privileges of membership, but shall not be released from the pledge of secrecy given at the time of his ini-

tiation. A member expelled by a Chapter Collegiate shall surrender the badge, certificate of membership, and membership card previously issued to him to the Eminent Archon of said chapter who shall forward them to the Eminent Supreme Recorder. A member expelled by the Supreme Council or the Fraternity Convention shall forward the badge, certificate of membership, and membership card to the Eminent Supreme Recorder when notified of his expulsion or deliver them to such person as may be designated by the Eminent Supreme Recorder to receive them on his behalf. He shall forfeit his right to receive *The Record*. Should he claim any connection with the Fraternity or ask any hospitality from any Chapter Collegiate or member, he should be treated as any other impostor. When a member has been expelled by a Chapter Collegiate, the Eminent Correspondent shall at once notify the members of the Supreme Council, the Province officers and Chapters Collegiate in the Province where located, and any other interested parties. The notice shall state the member's full name, date, penalty, and reason for such expulsion; and a copy of the accusation, together with a summary of the proceedings, shall be filed with the Eminent Supreme Recorder. Reinstatements shall be reported in a similar manner by the proper officer of the body taking action. The Eminent Recorder of each Chapter Collegiate shall forthwith enter in the Book of Expulsions of his Chapter Collegiate all expulsions reported and shall also make a record of any reinstatements.

**C. Suspension:** A suspended member shall temporarily lose all rights and privileges of membership. If a member of a Chapter Collegiate, he shall surrender the badge loaned to him at the time of initiation to the Eminent Archon who shall hold it during the period of suspension. If an alumnus, he shall forward the badge to the Eminent Supreme Recorder or deliver it to such person as may be designated by the Eminent Supreme Recorder to receive it on his behalf. In either case, he shall not display the certificate of membership during the period of suspension. He shall not be permitted to 1) attend any chapter or alumni meeting or social affair given under the auspices of the Fraternity or 2) enter any chapter house for any purpose. Suspension imposed by a Chapter Collegiate shall lapse when the suspended member ceases to be a student at the domicile of the Chapter Collegiate by which he was suspended. In such a case, the chapter must either return the badge to the suspended member and restore him to good standing or institute expulsion proceedings against him. If an undergraduate member is suspended by a Special Commission he will not be automatically reinstated upon graduation. In order for his suspension to be lifted, the individual must petition the Supreme Council for reinstatement.

**D. Reinstatement.**

1. From Expulsion. Any member who has been expelled may be reinstated by 1) a two-thirds (2/3) vote of the then current Chapter Collegiate which imposed such penalty, 2) a four-fifths (4/5) vote of the then current Supreme Council which imposed such penalty, or 3) the Fraternity Convention. No reinstatement, however, unless by action of the Fraternity Convention, shall be effective until approved by the Supreme Council by a four-fifths (4/5) vote.
2. **From Suspension.** Any member who has been suspended may be reinstated by 1) a two-thirds (2/3) vote of the then current Chapter Collegiate which imposed such penalty, 2) a four-fifths (4/5) vote of the then current Supreme Council which imposed such penalty, or 3) the Fraternity Convention. No reinstatement, however, unless by action of the Fraternity Convention, shall be effective until notice of such action has been given as required in **Section 77B**. A suspended member may petition the Chapter Collegiate for reinstatement at any time, but the motion must be made for him by a brother in good standing. A suspended person may be reinstated by a two-thirds (2/3) vote of the members in good standing present at the chapter meeting if a quorum is present.
3. **Reinitiation.** Any member reinstated to the Fraternity must as a requirement of such reinstatement participate in an Initiation Ceremony of the Chapter Collegiate under procedures recommended by the Committee on Ritual and adopted by the Supreme Council.

**78. Appeals.** In all cases where the accused is tried by a Chapter Collegiate, the chapter has power to pass sentence subject to appeal to the Supreme Council. An appeal from the decision of the Supreme Council may be taken to the Fraternity Convention. An order granting a change of venue is not subject to appeal.

- A. To the Supreme Council.** If a penalty is imposed under **Section 77** by a Chapter Collegiate, an appeal may be taken to the Supreme Council. The appellant, within one (1) month after conviction, shall give notice of such appeal to the trial chapter and to the Eminent Supreme Recorder and within two (2) months after conviction shall transmit to the Eminent Supreme Recorder a complete record of his defense and any newly discovered evidence relevant to the issue. A decision on such appeal shall be rendered by the Supreme Council with or without a hearing within six (6) months after the conviction.
- B. To the Fraternity Convention.** If the Supreme Council affirms the findings of the Chapter Collegiate and in all cases where the Supreme Council takes original jurisdiction, a final appeal may be taken from the findings of the Supreme Council to the Fraternity Convention. The appellant, within one (1) month after the affirmation, shall give notice of such appeal to the Eminent Supreme Recorder. The appeal shall

be heard at the next Fraternity Convention following such notice by a court composed of all the Province Archons present at the Convention, which shall, before the adjournment of the Convention, report its findings to the Convention for final action by the Convention. The Eminent Supreme Archon shall have the right to attend the hearing on appeal in the court of Province Archons or be represented by a member of the Fraternity in good standing, whether a member of the Supreme Council or not, but he shall have no vote in the court.

**C. Transmission of Record on Appeal.** If an appeal is duly taken, the Chapter Collegiate or Supreme Council from whose action the appeal is taken, shall, as soon as practicable after receiving notice of the appeal and before the appeal is to be heard, transmit to the appellate body a complete record of the case.

**D. Judgment on Appeal.** The judgment on appeal shall be to 1) affirm the conviction and the penalty, 2) affirm the conviction but reduce the penalty, or 3) reverse the conviction and acquit the appellant.

**E. Effect of Reversal.** A judgment to reverse the conviction and acquit the appellant restores the member to his original rights, but, if the penalty was expulsion or suspension, does not render him liable for any obligation which would have accrued during the period between his conviction and the reversal thereof, nor does it render the Chapter Collegiate liable to the Fraternity or to the Province for any obligation which would have accrued by reason of such membership during this period.

**F. Failure to Appear on Appeal.** If the appellant fails to appear, either in person or by attorney, at the hearing of his appeal, or if, in case he appeals to the Supreme Council, he fails to file the record of his defense with the Eminent Supreme Recorder as required, his appeal shall be dismissed, and no subsequent appeal shall be entertained.

**G. Rules Governing Appeals.** The Supreme Council and Fraternity Convention, respectively, may make rules governing the hearing of appeals before them.

**79. Void Initiation.** No Chapter Collegiate shall have the power or authority to initiate any person ineligible for membership under **Section 5** or **Section 47D7**, except as provided in **Section 47D8**, and the attempted initiation of any such person shall be void and of no effect and shall not constitute such person a member of Sigma Alpha Epsilon or entitle him to any of its rights and privileges. If any such ineligible person has been initiated, either the Chapter Collegiate initiating him or the Supreme Council shall, upon reasonably satisfactory proof of such ineligibility, declare the initiation void.

**80. Summary Actions.**

**A. Summary Expulsion.** No member of any student organization, the

program of which is primarily devoted to or includes the use of narcotics and marijuana, over-indulgence in the consumption of alcoholic beverages, participation in perversion or illicit sexual activities, the preparation or distribution of pornographic materials, or the clandestine control of student politics shall be eligible for membership in Sigma Alpha Epsilon Fraternity. Any member who violates this law shall be expelled from the Fraternity. All questions of violation of this section of the law shall be tried by the Supreme Council or Special Commission appointed by it or the Eminent Supreme Archon under Section 76F1-3.

**B. Summary Action by a Province Archon, Chapter Advisor, Chapter Advisory Board, or House Corporation.** Whenever a member commits an offense cognizable under **Section 74**, the Province Archon may summarily reprimand, place on probation, or suspend that member, or, with the consent of the Province Archon, either the Chapter Advisor or Chapter Advisory Board, or the House Corporation, may summarily reprimand, place on probation, or suspend that member. An appeal may be made in writing within thirty days to the Province Council. The decision of the Province Council may be appealed pursuant to **Section 78**.

**C. Summary Expulsion by the Supreme Council or Province Council.** Whenever a member or a chapter commits hazing as defined by the laws of the land, of the University or College, or of our Fraternity, the Province Council or the Supreme Council may take any combination of the following actions: summarily expel, suspend, fine or reprimand that member or remove that chapter's charter or place the chapter on a disciplinary status. An appeal of an action by the Supreme Council may be made in writing within thirty (30) days to the Eminent Supreme Recorder for review at the next Fraternity Convention, but until the appeal is acted upon at the Fraternity Convention, the Supreme Council's action remains in force. An appeal of an action by the Province Council may be made in writing to the Supreme Council within thirty (30) days of the expulsion.

**D. Cease and Desist Orders.** Whenever an accusation of violation of the laws of Sigma Alpha Epsilon exists against a Chapter Collegiate, the Chapter may be placed under a Cease and Desist Order. The order will remain in place until such time as an investigation of the accusation can be completed or the reason for the violation is remedied. The Cease and Desist order must be approved in writing by the Eminent Supreme Recorder or the Supreme Council to be instituted or removed. During the duration of the Cease and Desist order, the Chapter shall cease and desist all Chapter operations including but not limited to recruitment, pledge education, intramural sports, campus activities and social activities, or any activity that may be construed

as a Chapter event. During this time, the Chapter is permitted to have activities as approved by the Eminent Supreme Recorder or the Supreme Council.

**E. Violation of Oath.** Whenever a member, alumnus or undergraduate, of Sigma Alpha Epsilon Fraternity violates the oath taken at initiation by revealing any secrets of the Ritual or Fraternity, the Chapter, Province Council or Supreme Council may take any combination of the following actions: summarily expel, suspend, fine or reprimand that member. An appeal of an action by the Supreme Council may be made in writing within thirty (30) days to the Eminent Supreme Recorder for review at the next Fraternity Convention, but until the appeal is acted upon at the Fraternity Convention the Supreme Council's action remains in force. An appeal of an expulsion by the Province Council may be made in writing to the Supreme Council within thirty (30) days of the expulsion. An appeal of an expulsion by the Chapter may be made in writing to the Province Council within thirty (30) days of the expulsion.

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## THE TRUE GENTLEMAN

The True Gentleman is the man whose conduct proceeds from good will and an acute sense of propriety, and whose self-control is equal to all emergencies; who does not make the poor man conscious of his poverty, the obscure man of his obscurity, or any man of his inferiority or deformity; who is himself humbled if necessity compels him to humble another; who does not flatter wealth, cringe before power, or boast of his own possessions or achievements; who speaks with frankness but always with sincerity and sympathy; whose deed follows his word; who thinks of the rights and feelings of others rather than his own; and who appears well in any company, a man with whom honor is sacred and virtue safe.

- *John Walter Wayland*  
(*Virginia 1899*)

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