



Florida Delta Colony of Sigma Alpha Epsilon
At the University of South Florida

Bylaws

2018

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MISSION STATEMENT
OF THE
SIGMA ALPHA EPSILON FRATERNITY

The mission of Sigma Alpha Epsilon is advancing the highest standards of friendship, scholarship and service for our Members throughout life.

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.

Preamble

These Chapter Collegiate bylaws (“**Bylaws**”) of the Florida Delta Colony (“**Florida Delta**” or “**Chapter**”) of the Sigma Alpha Epsilon Fraternity at the Tampa Campus at University of South Florida (“**USF**”) shall:

1. be considered subordinate to the most recent version of The Fraternity Laws of Sigma Alpha Epsilon, and
2. be considered supplemented by the most recent version of the USF Center for Leadership and Civic Engagement Student Handbook.

All initiates or affiliates (“**Members**”) of the Florida Delta Colony attending USF shall be under the jurisdiction of these Bylaws and be governed by these Bylaws. Unless modified, once the Colony becomes a Chapter, these Bylaw shall remain in full force and effect.

Article I. Membership

Section I. Standing

1. Member in Good Standing: In order to be a Member in good standing of Florida Delta, each Member shall:
 - a. Be current with his financial account with Florida Delta and the national office.
 - i. The Member shall be current on any payment plan approved by the Eminent Treasurer.
 - ii. A Member shall be current on all dues and financial obligations owed by each payment deadline as set forth by the Eminent Treasurer each semester.
 - iii. If a payment deadline is not met for any reason, the Member is automatically suspended indefinitely until his account becomes current.
 - iv. There shall be no carrying over overdue Member dues from one semester to the next for any reason.
 - v. Once a semester starts, if the Member was active at the beginning of the semester but for any reason becomes inactive during the same semester, he still is obligated to pay the Chapter any fees, dues or insurance the Chapter paid to the national office or the Province on behalf of the Member for that semester.
 - b. Be enrolled as a full-time student at USF for the current semester.
 - i. To be considered a full-time student, the Member must be currently enrolled as a degree seeking student at USF and maintain an enrollment of at least 12 credit hours for the current semester or be determined to be a full-time student by USF. This means a Member shall have at least 12 credit hours following the drop/add deadline for each semester.
 - ii. If at any time during the current semester, a Member falls below the full-time level of 12 credit hours he shall be automatically suspended for the remainder of the semester.
 - iii. Regardless of the reason, if a Member falls below the full-time level of 12 credit hours and is automatically suspended, he nonetheless shall be obligated to pay the full dues owed for that semester before he can return to active Membership.

- c. Be current in scholarship. The Member shall maintain the minimum USF GPA as required by the USF IFC Bylaws, which currently requires both a preceding USF semester GPA of 2.75 and a cumulative USF GPA of 2.75.
 - i. If a Member's cumulative USF GPA falls below the minimum 2.75 requirement, he is automatically suspended indefinitely until his cumulative USF GPA meets or exceeds the current USF IFC standard.
 - ii. If a Member's preceding USF semester GPA falls below the minimum 2.75 requirement, he is automatically suspended indefinitely until his preceding semester GPA meets or exceeds the current USF IFC standard.
 - iii. It is the stated goal of the Chapter that all Members USF semester GPA and their cumulative USF GPA exceed 3.0 at all times.
 - d. Be involved on campus. The Member shall be a Member of at least one additional USF campus or community organization.
 - e. Be service oriented. The Member must complete a minimum of twenty (20) service hours per academic year.
 - f. Be current with the True Gentleman Experience. The Member shall meet and have completed both the national and local Fraternity educational requirements for his year in school as defined by the most recent version of the national True Gentleman Experience.
 - g. The Member shall attend at least 85% of Chapter meetings each year
 - h. The Member shall attend at least 75% of Chapter Ritual Events (initiations, graduation ceremonies, and installation of officers)
 - i. The Member shall not be under suspension either by the local or national Fraternity or by USF.
 - j. Pay any fine assessed by the Judicial Committee following the conclusion of all appeals.
2. Suspended Member. A Member who is not in good standing for any reason is a suspended Member and shall not:
- a. vote on any question before the Chapter,
 - b. run for any office
 - c. hold any office,
 - d. attend any Chapter sponsored event,
 - e. attend any Chapter meeting, or
 - f. wear any Sigma Alpha Epsilon identification (badge, letters, etc.) while on the USF campus.
3. Return to Good Standing. A Member who is not in good standing, upon satisfying each Membership requirement set forth above, shall:
- a. promptly notify and demonstrate to the satisfaction of the Eminent Archon that all Membership requirements are current and satisfied. When this occurs:
 - i. the Eminent Archon shall immediately confirm the Member's application for active status.
 - ii. immediately upon this determination by the Eminent Archon, the Member shall be returned to active status.
 - b. if the Member's only deficiency was of a financial nature, the Eminent Treasurer may return the Member to active status once he confirms the financial deficiency has been fully satisfied.

Section II. Rights, Privileges and Obligations of Membership

1. Rights
 - a. To be treated equally with all Members, and with dignity, and to be called a Member
 - b. To be held to the same standards and expectations as all Members
 - c. To be given due process for all alleged infractions
 - d. To be instructed properly and understand the concepts and teaching of the Ritual of Sigma Alpha Epsilon
2. Privileges
 - a. Participation in Chapter social and brotherhood events, including intramural sports
 - b. Participation in Chapter community-service events
 - c. Lifelong Membership
 - d. Wearing Sigma Alpha Epsilon identification (badge, letters, etc.)
 - e. Engaging with the Sigma Alpha Epsilon network
 - f. Participation in Chapter meetings
 - g. Voting on all issues at Chapter meetings
 - h. Participation on Chapter committees
3. Obligations
 - a. Follow and obey all Florida state laws.
 - b. Follow and obey the USF Student Code of Conduct.
 - c. Follow and obey the USF Alcohol Policy
 - d. Follow and obey The Fraternity Laws of Sigma Alpha Epsilon Fraternity (National laws),
 - e. Sign and execute any Scope of Association agreement as required by the national fraternity and the Chapter, and
 - f. These Bylaws.

Section III. Recruitment

1. Recruitment shall take place in accordance with the rules and regulations established by the IFC USF Bylaws and rules.
2. The Recruitment Committee shall be responsible for the selection and bidding of potential new Members (see below).

Section IV. Bid-to-Initiate Process

1. Upon bid acceptance, the following shall be completed within 96 hours:
 - a. The Eminent Archon shall report newly-joined Members using the Chapter Management Tools at www.sae.net.
 - b. The candidates for Membership shall log onto www.sae.net, claim their account and sign the Scope of Association Agreement.
 - c. The candidates for Membership shall complete the Carson Starkey Member Certification Program at www.sae.net.
 - d. Conduct a Member Orientation Meeting in accordance with the True Gentleman Experience Program guidelines.
 - e. The Membership fee shall be collected by the Chapter from each candidate for Membership.

- f. Candidates for Membership shall be initiated using the Initiation Ceremony found in the Ritual of Sigma Alpha Epsilon.
 - g. The Eminent Archon shall report the initiation using the Chapter Management Tools at www.sae.net.
 - h. No other ceremonies or Chapter activities shall take place during this 96-hour period.
2. A candidate may drop from Membership during the 96-hour time period following the close of the university's official bid period, prior to his initiation, without penalty or cost to the candidate.
 3. The Chapter Collegiate may, during the 96-hour time frame following the close of the university's official bid period, and prior to initiation, rescind the offer of Membership (bid) by a vote of one fifth (1/5) of the Members who are active and in good standing.
 4. Membership fees collected by the Eminent Treasurer shall be paid to the Fraternity Service Center within ten (10) days of reporting the initiation.

Article II. Organization

Section I. Meetings

1. Regular meetings shall include a meeting held one fixed night every week of the academic school year unless otherwise notified by the Eminent Archon.
2. Chapter meetings require mandatory attendance unless otherwise stipulated by the Eminent Archon prior to the meeting. An excuse may be obtained by notifying the Eminent Archon or Eminent Recorder no later than 24 hours prior to the meeting.
3. At any regular meeting of the Chapter a majority of Members in good standing shall constitute a quorum. At any special meeting, two-thirds of the Members in good standing shall constitute a quorum. Quorum shall be determined at the beginning of each meeting. The Eminent Recorder shall calculate the number of Members in good standing before each meeting to determine if quorum exists.
4. Every active Member of a Chapter in good standing has the right to vote upon any question lawfully presented before such Chapter for consideration only if physically present at such meetings of the Chapter. No vote by proxy shall be allowed.
5. Debate on any new issue which requires the vote of the active Chapter shall be handled in the following manner:
 - a. Discussion of any new issue brought before the Chapter at any meeting requiring a vote shall be brought during new business. If the request for a vote on this issue is brought by a Member and is "seconded" by another Member, a majority vote of the Chapter is necessary to officially "call the question," i.e. put the issue up for a Chapter wide vote.
 - b. If, once the "question has been called," the Eminent Archon shall determine if the question requires further deliberation by the Executive Council before a full Chapter vote takes place. If so, the issue shall be tabled for one week and the question must be placed on the agenda for the Executive Council to discuss during the week.
 - c. At the next regular Chapter meeting after the issue was proposed, during old business:

- i. The proposed issue shall be brought back up for a Chapter wide vote only after the Chapter is provided with the report from the Executive Council, and
 - ii. a discussion of the issue by the Chapter which shall be limited to 15 minutes of total discussion, limited to three (3) minutes per speaking Member, and
 - iii. there shall then be a vote on the issue by the Chapter unless the issue is withdrawn by the original Member who proposed the issue.
- 6. Meeting format.
 - a. For all meetings where quorum is present, the format of the meeting shall be:
 - i. Opening ritual
 - ii. Prayer by Eminent Chaplain
 - iii. Reports of Elected Officers
 - iv. Reports of Appointed Officers (where appropriate)
 - v. New business
 - vi. Old business
 - vii. Comments for the good of the Order
 - viii. Closing Ritual
- 7. Special Rule of Order. When the guidelines outlined in these bylaws do not adequately provide sufficient standards of procedure, the rules contained in the current edition of **Robert's Rules of Order** shall be used in a manner to which they are applicable and in which they are not inconsistent with these bylaws and any other special rules of order that may be adopted. The Deputy Eminent Archon shall ensure that the use of **Robert's Rules of Order** shall not be used as a meant to frustrate a legitimate vote on any issue by the Chapter.

Section II. Elected Officers and Appointed Chairmen

- 1. Method and Time of Election:
 - a. Except in case of a unanimous consent, election of officers shall be by a show of hands or ballot and a majority of all votes cast shall be necessary for a choice. If there is no election on the first two (2) ballots, for each subsequent ballot, the candidate with the lowest votes shall be dropped.
 - b. Elections shall be held either:
 - i. at the last regular Chapter meeting of each semester, or
 - ii. the second to the last regular Chapter meeting of each semester.
 - c. Two (2) weeks before the elections the Eminent Recorder shall announce in the regular Chapter meeting that all prospective nominees shall come forward to indicate their interest for an office.
 - d. These nominations shall be made known to Chapter one (1) week prior to the election, at which time the list of nominees shall be read to the assembled Chapter and nominations shall be opened to accept any new nominees.
 - e. Nominations which are seconded from the floor shall be accepted at the time of the election as well as the night of the disclosure of nominations.
 - f. Nominations for each office shall remain open only to be closed immediately before each office is about to be voted upon.
 - g. All offices shall be voted upon individually and in sequential order as shown

- below. No “slate voting” shall be permitted, i.e. meaning the voting in at one time of a predetermined proposed group of Members for all open offices.
- h. Once voting for an individual office is closed, the candidates shall leave the room and there shall be a maximum of three (3) speakers for each candidate, limited to three (3) minutes per speaker.
 - i. Once all speakers have spoken, a vote shall be taken by a showing of hand or ballot. If there is no clear majority, the lowest vote getting candidate shall be removed from consideration and he shall be brought back into the room to vote. No further speaking for a candidate shall occur. Rather the voting process shall continue until there is a candidate who obtains a majority of the vote.
 - j. Whether by a showing of hands or by ballot, the vote shall remain confidential.
2. One year elected offices. The following elected offices shall have one-year terms and shall be elected at the end of Spring semester:
 - a. Eminent Archon
 - i. A Member shall not be eligible to run for the office of Eminent Archon unless the Member has been previously elected by the Chapter to any elected office and has successfully served his term.
 - b. Eminent Treasurer
 3. One semester elected offices. The following elected offices shall have a one semester term and shall be elected at the end of the Spring and Fall semesters:
 - a. Eminent Deputy Archon
 - b. Eminent Recorder
 - c. The Membership Educator
 - d. The Chapter Recruitment Chairman
 - e. The Chapter Health and Safety Officer.
 - f. Eminent Warden
 4. Voting order. Offices shall be voted upon by the Chapter in the following order at the end of the relevant semester:
 - a. Eminent Archon (Spring only)
 - b. Eminent Deputy Archon (Fall and Spring)
 - c. Eminent Treasurer (Spring only)
 - d. Eminent Recorder (Fall and Spring)
 - e. The Membership Educator (Fall and Spring)
 - f. The Chapter Recruitment Chairman (Fall and Spring)
 - g. The Chapter Health and Safety Officer (Fall and Spring)
 - h. Eminent Warden (Fall and Spring)
 5. Appointed Officers. The following appointed offices and chairmen shall have one semester terms and shall be appointed by the Eminent Deputy Archon following a 1-week application process. Following the election at the end of the Spring and Fall semesters, the Eminent Deputy Archon will present his appointed candidates to the Executive Council for approval, discussion and final decision:
 - a. Brotherhood Chairman
 - b. Social Chairman
 - c. The Chapter Scholarship Chairman

- d. The Chapter Alumni Chairman
 - e. IFC Representative
 - f. Intramural Chairman
 - g. Eminent Chaplain
 - h. Eminent Herold
 - i. Philanthropy and Service Chairman
 - j. Social Media Chairman
 - k. T-Shirt and Wearable Graphics Chairman
6. It shall be the stated goal for all appointed officers that great thought and deliberation be given by the Eminent Deputy Archon and the Executive Council to enable all future leaders of the Chapter the opportunity to demonstrate their leadership potential through their impartial appointment to these offices.
 7. The incoming and outgoing Eminent Archons shall host an officer transition. Officers and chairmen shall be prepared to fully assume offices at the first meeting of the beginning of their terms. Any officers and chairmen who are voted into office shall assume their positions immediately at the end of the meeting unless an officer transition event is scheduled to occur within 7 days of the election.
 8. The Chapter may, by a two-thirds (2/3) vote at any regular Chapter meeting, without delay or any tabling of the issue, declare during new business any office vacant when the interests of the Chapter demand it.

Section III. Duties of Elected Officers

The duties of all Officers and Chairman are set forth in the Fraternity Laws of the Sigma Alpha Epsilon Fraternity. These national duties are supplemented, where applicable, by the following duties.

1. Eminent Archon
 - a. He shall serve as a member and preside over the Executive Council.
 - b. He shall preside at all meetings of the Chapter.
 - c. He shall enforce a strict observance of laws, bylaws, and national laws.
 - d. He shall be knowledgeable and shall maintain copies of the current USF IFC bylaws and the current USF Student Organization Handbook as distributed by the USF Center for Leadership and Civic Engagement.
 - e. He shall assume the responsibility to act in the Chapter's behalf in dealings with USF and other Greek letter organizations on campus.
 - f. He shall complete the yearly Eminent Archon report due in May each year.
 - g. He shall be responsible for overseeing the Eminent Treasurer.
 - h. He shall attend all Interfraternity Council meetings.
 - i. He shall complete and submit the "Student Organization President's Registration" form to the Center for Leadership and Civic Engagement (MSC 3302). The form is available and may be submitted online at www.usf.edu/BullSync.
2. Eminent Deputy Archon
 - a. He shall serve as member of the Executive Council.
 - b. He shall perform the duties of the Eminent Archon in the absence of that officer.
 - c. He shall prosecute Members accused of misconduct under the guidelines and

procedures set forth in the most current version of the Fraternity Laws of the Sigma Alpha Epsilon Fraternity and have charge of trials and appeals, unless, for good cause, he is disqualified or unwilling to act in his capacity. In this case, the Chapter shall appoint another Member of the Chapter to undertake these duties.

- d. He shall be the Chapter Parliamentarian. He shall be well acquainted with the parliamentary procedure and all local, national and USF bylaws governing this Chapter.
- e. He shall be knowledgeable and shall maintain copies of the current USF IFC bylaws and the current USF Student Organization Handbook as distributed by the USF Center from Leadership and Civic Engagement.
- f. He shall make sure the Chapter bylaws are up to date and in complete agreement with Fraternity Laws of the Sigma Alpha Epsilon Fraternity.
- g. He shall act as a liaison between active Chapter and the Eminent Archon.
- h. He shall have the power to appoint committee chairmen subject to the approval of the Executive Council. He shall be a standing Member of all committees and shall preside over the Judicial Committee.
- i. He shall oversee and lead the year-end Membership Review in accordance to the True Gentleman Experience.
- j. He shall attend Interfraternity Council meetings when the Interfraternity Council Representative or Eminent Archon is unable to do so.

3. Eminent Treasurer

- a. He shall serve as member of the Executive Council.
- b. He shall collect moneys due the Chapter, giving his receipt therefore.
- c. He shall be responsible for meeting with the accountant of the Collegiate.
- d. He shall hold funds, securities, vouchers, and account books of the Chapter.
- e. He shall remit to the proper authorities all sums lawfully assessed against the Chapter and make other necessary disbursements for the Chapter.
- f. He shall deliver to his successor, or anyone designated by the Chapter to fill his position, all, or any part as directed, of the funds' securities, vouchers, and account books of the Chapter.
- g. He shall furnish bond as required in Section 92 of the National Laws.
- h. He shall attest transfer cards.
- i. He shall prepare and forward to the Fraternity Service Center and the Province Archon by the 20th of the following month the monthly report as required.
- j. He shall prepare, or have prepared, a budget of estimated Chapter income and expenditures for the year's operation and submit the same to the Fraternity Service Center before October 15 of that year.
- k. He shall be responsible for the collection of fines.
- l. He shall be responsible for helping the other officers set and follow their corresponding budgets.
- m. An initial budget must be set before the first regular meeting of each semester. The budget shall be revised upon the inclusion of new Members. Each budget must be preliminarily approved by the Eminent Archon and then submitted to the Executive Council for final approval.
- n. The budget and finances of the Chapter shall be open and available for review

by any interested Member in good standing.

4. Eminent Recorder
 - a. He shall serve as member of the Executive Council.
 - b. He shall serve as the Eminent Correspondent and Chronicler
 - c. He shall keep the following records:
 - i. Minutes of the meeting of Chapter Collegiate.
 - ii. A true and correct copy of the national laws, province laws, and Chapter laws.
 - iii. An officer list, a telephone list and a Chapter calendar.
 - iv. Attendance at all meetings of Chapter and Ritual Events
 - v. A detailed roster of all current Members.
 - d. He shall attest the action of the Chapter.
 - e. He shall notify Members of special meetings of the Chapter.
 - f. He shall be responsible for updating and maintaining the Chapter contact list.
 - g. He shall be responsible for typing and maintaining all minutes of each Chapter Meeting, each Executive Council Meeting, and each Judicial Committee meeting and distribute accordingly.
 - h. He shall be responsible for coordinating, preparing, and submitting the Chapter's award applications each semester where applicable.
 - i. He shall be responsible for the Chapter's Annual Re-Registration Process for Existing Student Organizations with the USF with the Center for Leadership and Civic Engagement by visiting the Center for Leadership and Civic Engagement website at www.usf.edu/BullSync or visiting the offices on the first or third floors of the Student Life Tower in the Marshall Student Center.
 - j. He shall be responsible for ensuring the accuracy of the Chapter's Membership each semester with:
 - i. The national office of Sigma Alpha Epsilon,
 - ii. USF Center for Leadership and Civic Engagement via www.usf.edu/Bullsync,
 - iii. USF IFC, and
 - iv. Any other appropriate organization.
5. Member Educator
 - a. He shall serve as member of the Executive Council.
 - b. Serve as the Chairman of the Committee on Member Education.
 - c. Select four Members of the Chapter to serve as Experience Chairmen:
 - i. Loyalty Chairman
 - ii. Friendship Chairman
 - iii. Honor Chairman
 - iv. Fraternity Chairman
 - d. Submit local modules for approval to the Chapter Advisor in order to create local programming or events unique to the Chapter and its positive traditions.
 - e. Update Members' transcripts on thetgi.sae.net as they complete their educational requirements.
 - f. Ensure that Members who have newly joined are completing their Baseline Experience.
 - g. He shall inform Members about Chapter-development activities, career fairs,

workshops, campus events, student organization applications etc.

- h. He shall schedule guest speakers on such issues as risk management, time management, study skills, leadership skills, diversity, sex education, recruitment, alcohol awareness, resume building, etiquette, and other relevant issues.
6. Recruitment Officer
 - a. He shall serve as member of the Executive Council.
 - b. He shall coordinate all recruitment activities in accordance with the rules and regulations established by the USF Interfraternity Council.
 - c. He shall appoint and head the Recruitment Committee and shall be fully responsible for the administration of all required Recruitment Committee tasks as more fully set forth below.
 7. Health & Safety Officer
 - a. He shall serve as member of the Executive Council.
 - b. He shall be responsible for seeing that all, state, Federal, National Laws, USF policies and USF Interfraternity Council guidelines are followed for every social function and for any function sponsored by the Chapter.
 - c. He shall be responsible for risk reduction of the Chapter.
 - d. He may schedule guest speakers and/or presentations on such issues as risk management, leadership, diversity, sex education, alcohol awareness, sexual assault prevention, nutrition, etc. in coordination with the Member Educator.
 8. Eminent Warden
 - a. He shall serve as member of the Executive Council.
 - b. He shall assist the Chapter in keeping good order and promoting the health and safety of the Chapter.
 - c. He shall maintain, clean, inventory and preserve all Chapter property, including all composites, books, documents, photographs, etc.

Section IV. Duties of Appointed Chairmen

1. Brotherhood Chairman
 - a. He shall plan and coordinate brotherhood, goal and review retreats and brotherhood-building activities.
 - b. He shall maintain an awareness of the motivational and emotional well-being of the Chapter Members as individuals and as a whole.
 - c. He shall be responsible for organizing at least one non-alcoholic brotherhood event per semester. However, it is preferred that two brotherhood events occur each semester:
 - i. The first being shortly after the initiation of any new members at the beginning of each semester, and
 - ii. The second occurring following the conclusion of the member education experience.
 - iii. Attendance at both events shall be mandatory.
2. Social Chairman
 - a. He shall be responsible for completing all Interfraternity Council, Chapter and licensing forms pertaining to social events.
 - b. He shall be responsible for submitting a social calendar by the second week of

- the semester. It is preferred that three social events are planned with three separate USF sororities each semester.
- c. He shall be responsible for the planning and execution of all social events during his term.
 - d. He shall be responsible for adhering to the policies set forth by State, Federal, local, USF and national guidelines and rules for all organized socials.
 - e. At no time may any Chapter funds be utilized for the purchase of alcohol at any social function.
 - f. There shall be no open parties.
3. Scholarship Chairman
- a. He shall promote excellence in academics.
 - b. He shall be responsible for updating the scholarship plaques.
 - c. He shall be responsible for formulating, if necessary, a tutorial program or a list of Members who are willing to tutor Members.
 - d. He shall keep records of all Members' cumulative grade point average, current semesters' credit hours, and shall present a list to the Eminent Archon of Members whose grades do not meet the scholarship requirements for good standing.
 - e. He shall be a Member on the Judicial Committee.
 - f. He shall serve as the liaison between active Chapter and the current faculty advisor.
 - g. He shall implement and uphold a scholarship plan for the Members of the active Chapter.
4. Alumni Chairman
- a. He shall be responsible for overseeing all alumni functions and making sure they run accordingly.
 - b. He shall distribute a newsletter to alumni, advisors and undergraduates at least once per semester.
 - c. He shall confer with the Membership Educator to organize the mentoring program.
 - d. Work with the Member Educator in developing a comprehensive educational plan for the Chapter that includes positive alumni education.
 - e. Submit local module proposals to the Member Educator so that he may submit them to the Chapter Advisor for approval.
5. Interfraternity Council Representative
- a. He shall attend all Interfraternity Council meetings and take minutes at these meetings.
 - b. He shall type and deliver these minutes to the Eminent Recorder for inclusion in the Chapter minutes.
 - c. He shall represent the fraternity on campus and at Greek functions.
6. Intramural Chairman
- a. He shall plan the athletic events of the Chapter in coordination with the university.
 - b. He shall keep the Chapter well-informed as to scores, times, and standings pertaining to intramural events.
 - c. He shall appoint one (1) captain per team to make necessary team decisions.

- d. He may appoint one (1) assistant if desired.
 - e. He shall be responsible for any Chapter-owned sports equipment and will be expected to ensure the items are preserved as long as possible.
7. Eminent Chaplain
- a. He shall be in charge of prayers for all appropriate occasions.
8. Eminent Herald
- a. He shall promote the proper use of the Ritual and make sure all ritual equipment is accounted for and ready for immediate use.
 - b. He shall be in charge of all Ritual occurring within the Chapter.
9. Philanthropy and Service Chairman
- a. He is responsible for planning and running philanthropy each semester.
 - b. He shall provide the fraternity with ample opportunities to obtain their required service hours per year.
 - c. He shall track and record all hours of community service and money raised for each individual and the Chapter.
 - d. He shall inform the Chapter of all other Greek's events
 - e. He shall coordinate and promote community service projects on both Chapter and individual levels.
10. Social Media Chairman
- a. Shall be in charge of maintaining, updating and managing the website or appointing an individual for the task.
 - b. Shall be responsible for maintaining all social media outlets utilized by the Chapter.
 - c. Shall monitor all social media outlets utilized by the Chapter to ensure no messages or images are disseminated which would damage the reputation of the Chapter on the USF campus or the community.
 - d. He shall request approval from the Executive board before posting on social media
 - e. He shall notify the Chapter of any notable item(s) he may find on social media
 - f. He shall be in charge of maintaining the digital brand of the Chapter so that all social media is in harmony in promoting the Chapter.
 - g. He shall be responsible for promoting the Chapter via all electronic media available through www.usf.edu/BullSync.
11. T-Shirt and Wearables Graphics Chairman
- a. Shall be in charge of maintaining, creating, updating, managing and obtaining Sigma Alpha Epsilon branded hats, t-shirts and other wearables for purchase by Members.
 - b. Shall work with the Recruitment Chairman to create for campus advertising boards and rush t-shirts Sigma Alpha Epsilon rush paraphernalia.
 - c. To the extent a Member does not have a current version of the rush shirt being used by the Chapter for recruitment, the Chapter, with the approval of the Executive Council, shall provide each Member in good standing with a rush shirt.
 - d. Unless determined by the Executive Council, all t-shirts and wearables shall not be supplied by the Chapter to its Members as part of a Member's dues. Instead all t-shirts and wearables shall be paid for by the individual Member

ordering the same.

- e. All t-shirts and wearables created by the graphics Chairman shall be submitted and approved by the Executive Council before they are available to Members for purchase.

Section V. Executive Council

1. Executive Council shall conduct the business of active Chapter in the absence of Chapter meetings, including occasions when a Chapter meeting cannot be scheduled prior to an event requiring a vote.
2. Executive Council shall be composed of all elected offices plus any committee chairman the Eminent Archon may designate so long as the number of Members on the Executive Council is an odd number so that there can be no tied votes.
 - a. Eminent Archon (Presiding Officer)
 - b. Eminent Deputy Archon
 - c. Eminent Treasurer
 - d. Eminent Recorder
 - e. Membership Educator
 - f. Recruitment Officer
 - g. Health & Safety Officer
 - h. Eminent Warden
3. Executive Council shall be the governing body of the fraternity during vacation periods. Executive Council shall rule by a majority vote, with minimum of two (2) major officers and the Eminent Archon present.

Article III. Finances

Section I. Billing, Collection

1. Billing shall be made at the beginning of each Spring and Fall semester.
2. Current dues are \$600 per semester for both Spring and Fall.
3. Initiation dues are not part of a Member's semester and are in addition to the Member's semester dues. Initiation dues and must be timely paid, when required, as designated by the Eminent Treasurer.
4. The Chapter budget shall be submitted by the Eminent Treasurer two (2) weeks prior to the semester's commencement and approved by the Executive Council before the 1st day of classes each semester.
5. Any Member who has any unpaid financial obligations to the Chapter from the prior semester shall be suspended and must pay all prior obligations to the Chapter before being considered for active Membership.
6. Any amendment to the Chapter semester dues must be passed by a two-thirds (2/3) vote of the Chapter.
7. Payment plans:
 - a. Any request for a payment plan shall be presented to the Eminent Treasurer in writing before the second regular Chapter meeting each semester.
 - b. If a Member is delinquent in his payment plan for over thirty (30) days he shall be considered a Member not in good standing.

Section II. Expenditure of Chapter Funds

1. An officer or Member shall not exceed the amount of their budget when spending Chapter funds.
2. Any officer or Member who, while spending Chapter funds, spends more than their budget allows or spends Chapter funds on unapproved items, unless such action is forgiven by both the Eminent Archon and Eminent Treasurer, shall:
 - a. be personally responsible for the repayment of the amount which exceeded his approved budget,
 - b. this debt shall be added to the Member's dues, and
 - c. this debt shall be paid by the Member before the end of the semester in which the debt accrued. If not, the Member will be automatically suspended.

Article IV. Committees

1. There shall be three (3) committees known as Judicial, Member Education and Recruitment.
 - a. The chairman of the committees are as follows:
 - i. Judicial – Eminent Deputy Archon
 - ii. Recruitment – Recruitment Officer
 - iii. Member Education – Member Educator
2. These committees are to meet at least once a month and the minutes shall be reported to active Chapter at the next meeting.

Section I. Judicial Committee

1. The Judicial Committee shall be in charge of all matters concerning the bylaws, their enforcement and interpretation, standards, disciplinary action, and any other matter that may properly come before the committee.
2. The committee shall be no more than ten (10) Members including the Scholarship Chairman appointed by the Committee Chair at the beginning of his term.
 - a. The Committee must be approved by the Executive Council.
 - b. Two-thirds (2/3) of the active Chapter in good standing may appoint or remove an individual Member to/from the committee at any Chapter meeting.
3. The Scholarship Chairman shall be an official Member of the Judicial Committee.
4. The Committee Chair shall appoint a Member of the approved Judicial Committee to take minutes during all Judicial Committee Hearings.
5. The Judicial Committee shall serve for one academic semester before being dissolved. Members of the Judicial Committee will be encouraged to serve for several consecutive periods, in order to ensure continued fairness of Judicial decisions.
6. It shall be the desire of the Committee Chair to have a representative from each class on the Judicial Committee. However, this is not required.
7. The power to issue charges against a Member for all offenses shall be vested in the Members of the Judicial Committee and any other officers designated to fine by the Executive Council. During the Judicial Committee meeting, any Judicial Committee Member who is a defendant in a case, or who is the prosecutor of a case, shall not be present during the deliberation or vote regarding that specific case.
8. The following procedures of adjudging offense shall be followed:

- a. A Member shall notify the Eminent Deputy Archon, in writing, that charges are to be preferred against a Member (“**Accusation**”).
 - b. Within 2 days of receiving the Accusation from a Member, the Eminent Deputy Archon shall:
 - i. Set a date, time and location for the Judicial Committee to hear the matter. The hearing must be set to occur on the seventh day after the Eminent Deputy Archon receiving the Accusation from a Member.
 - ii. Deliver, in writing, a “Statement of Accusation” to the accused:
 1. The Statement shall include the following: accuser’s signature, date, brief description of the offense, accused’s name, the date and place the case is to be tried before the Judicial Committee, and the signature of the Eminent Deputy Archon.
 2. The form shall then be immediately delivered in person to the accused who will express knowledge of the accusation and date of the trial, but not imply guilt. The signature of the accused shall not be necessary for the case to be heard by the Judicial Committee.
 3. A Member may not be tried for the same crime twice with the same facts, referred to as "double jeopardy." This includes, but is not limited to, being re-tried for the same crime after an acquittal and being punished multiple times for the same incident.
 4. Identify a member of the Judicial Committee to act as the prosecuting officer for the Accusation.
 - c. The Judicial Committee shall meet in closed session at the set date and time with only the prosecuting officer, the accused, and necessary witnesses present, with the Committee Chair presiding. In the case of a “not guilty” plea, the prosecuting officer shall explain and substantiate the charges, and then the accused may present his defense. With a guilty plea the accused will be allowed to present any information he feels should be considered by the Judicial Committee in their determining a penalty.
 - d. After presentation of sufficient defense, the Judicial Committee will meet in private session and render its decision; and if necessary, a prescribed penalty. The prosecuting officer and accused Member shall not be present at this time. The Committee Chair will not have a vote unless the Judicial Committee officers are equally divided on their decision.
9. The list of cases and decisions shall be subsequently reported at the next Chapter meeting.
 10. All cases brought before the Judicial Committee shall be heard and a decision rendered within a two (2) week period from the date of offense. Any cases not following the procedures stated above for adjudicating cases will be dropped.
 11. A case will be delayed because of absence of defendant for only one Judicial Committee meeting, after which time the Member will automatically be considered guilty and the penalty set.
 12. The outcome of the Judicial Committee shall be in writing and shall be provided to the accused, including any penalty assessed by the Judicial Committee.

13. At the time of decision of penalty, the Judicial Committee shall designate an officer of the Chapter to supervise the penalty and/or collect the fine. It shall be the duty of the officer to see the penalty is carried out, or to report his failure to the Executive Board.
14. All Judicial Committee decisions may be appealed in writing to the Executive Council within one week of the written penalty being assessed. If the Judicial Committee's penalty is not timely appealed to the Executive Council in writing, the penalty shall become immediately effective.
15. If a Judicial Committee decision is timely appealed to the Executive Council, the Executive Council may only consider the evidence provided to the Judicial Committee during its hearing. By a majority vote, the Executive Council will issue a written outcome either:
 - a. Affirming the Judicial Committee's penalty,
 - b. Reversing the Judicial Committee's penalty, or
 - c. Imposing a lesser penalty than was issued by the Judicial Committee. The Executive Committee shall not impose a penalty greater than the penalty issued by the Judicial Committee.
16. If the Executive Council affirms the penalty of the Judicial Committee or issues a reduced penalty, a Member wishing to appeal the Executive Council's decision must then follow the process set forth in The Fraternity Laws. If a Member chooses not to appeal the decision of the Executive Council, the penalty shall become immediately effective.
17. The Judicial Committee Chair and the Eminent Recorder will maintain a complete record of all cases, decisions, and penalties for reference in dealing equitably with future cases.

Section II. Recruitment Committee

1. The committee shall be no more than one-fourth (1/4) of active Chapter, appointed by the Recruitment Chairman at the beginning of his term.
 - a. The Committee must be approved by the Executive Council.
 - b. Two-thirds (2/3) of the active Chapter in good standing may appoint or remove an individual Member to/from the committee at any Chapter meeting.
 - c. The committee shall be dissolved at the end of each semester.
 - d. For both the Fall and Spring Recruitment Committees, the committee must be formed and approved within one (1) week of the last prior regular meeting.
 - e. The committee shall be responsible for the selection and bidding of potential Members.
 - f. The potential Member must first be interviewed by no less than two (2) Members of the committee before consideration for selection and bidding.
 - g. A majority vote of the committee present must vote to approve the bid for a potential Member.
 - h. The committee shall be responsible for participation in all campus and community recruitment events.
 - i. The committee shall be responsible for all recruitment media/graphics and publications.
 - j. The committee shall be responsible for the programming of formal rush.

Section III. Membership Education Committee

1. The Member Education Committee shall consist of the following individuals selected by the Member Educator:
 - a. Loyalty Chairman
 - b. Friendship Chairman
 - c. Honor Chairman
 - d. Fraternity Chairman
2. Purpose, Leadership, and Resources
 - a. Recognizing that both education and Membership are lifelong processes, the True Gentleman Experience was created with the idea of providing relevant education to each Member from the time he joins Sigma Alpha Epsilon throughout his experience as an alumnus.
 - b. To implement the True Gentleman Experience, the Member Educator shall serve as the Chairman of the Member Education Committee, responsible for the implementation of the program, as well as ensuring that all Members of the Chapter are completing every aspect of their experience education.
 - c. Member Educator and Experience Chairmen should review the full True Gentleman Experience Program and comprehensive example resources, available through thetgi.sae.net, as they develop their own curriculum
2. Timeline and Delivery of Content
 - a. The educational requirements associated with each experience must be completed by each Member within one academic year.
 - b. Each Member must complete all educational programs for his year no later than two (2) weeks prior to the fall semester, to coincide with the Experience Progress Report.
 - c. Each year of education shall have a combination of:
 - i. Nationally Required Modules – Overall guiding and thematic sessions, branded with specific Sigma Alpha Epsilon content.
 - ii. Local, Approved Modules – The Chapter may take from pre-existing, pre-approved programs for facilitation at the local level OR create a program at the local level that must be approved by the Chapter Advisor, who shall communicate all approvals and denials to the Regional Director. Programs must be executed exactly as written and approved.
 - b. Members may also create their own programs or attend programs that are scheduled on campus or in the community. The Member must submit a local module form to the Member Educator for approval by the Chapter Advisor in order to receive any credit for participating in these programs.
 - c. Delivery of content shall be by various mediums. These include but are not limited to:
 - i. Online Certification Programs and Modules
 - ii. Webinars
 - iii. Lecture/Presentation
 - iv. Activities
 - v. Events

3. Experience Progress Report (Annual Review)
 - a. The Member Educator is responsible for ensuring completion of the Experience Progress Report.
 - b. Each Member of the Chapter must fulfill the expectations for Membership, outlined in Article II of these by-laws, in order to remain “active” and in “good standing”.
 - c. The Chapter shall undergo an Experience Progress Report every year, in order to ensure that the expectations for Membership are consistently being met.
 - d. The Experience Progress Report shall be scheduled no later than three (3) weeks prior to the conclusion of the Spring semester and may be scheduled as early as grades are received for the previous Fall semester.

Article V. General Rules

Section I. Chapter Attendance

1. Any Member late to Chapter meetings shall not be allowed in without a valid excuse
2. Two tardies to Chapter meetings will be counted as one absence and shall have the absence count against him in regard to necessary Chapter attendance requirements.
3. Any Member that is absent for a Chapter meeting without a valid excuse shall have the absence count against him in regard to necessary Chapter attendance requirements.

Section II. Drugs and Alcohol

1. Any Member suspected of selling or consuming any illicit substances shall be brought immediately to the Judicial Board with intent to terminate Membership.
2. Any Member who attends a fraternal event while under with influence or is intoxicated by alcohol or any illicit substance shall be brought to the Judicial Board with intent to terminate Membership.
3. Any social function promoted by the Chapter at which alcohol is present must strictly conform with:
 1. All Florida state laws.
 2. All USF rules and guidelines,
 3. The USF alcohol policy
 4. The Fraternal Laws of Sigma Alpha Epsilon,
 5. And any other applicable laws, standards or guidelines.
4. At no time at any event may any Chapter funds be utilized for the purchase of alcohol.

Section III. No Pledge Program

1. There shall not be, in any manner, shape or form, any formal or informal pledgeship for any Member of the Chapter.
2. Members shall not be required, for any reason, to provide any personal service to any individual Member of the Chapter as a requirement of membership with the Chapter.
3. Any Member who interacts with any other Member of the Chapter with the intent to implicitly or explicitly require any personal service as a requirement of membership with the Chapter shall be brought to the Judicial Board with the intent to terminate Membership.

Section IV. Chapter Advisors

1. There shall be a minimum of one full-time USF Faculty/Staff member or Graduate Assistant to serve as a Chapter advisor (Must have a current USF NetID). The advisor may not serve concurrently as officer and/or Member of a student organization.
2. There may also be additional Chapter advisors as provided by The Fraternity Laws of Sigma Alpha Epsilon with priority given to those advisors who are graduates of USF and Members of Florida Delta.
3. Chapter Advisors shall be annual approved by a majority vote of the Chapter at the first meeting of the Fall semester or at any time a new Chapter Advisor is retained.

Article VI. Mandatory Provisions as Required by the USF Center for Leadership and Civic Engagement

1. As required by the USF Center for Leadership and Civic Engagement, the following mandatory provisions are set forth and are incorporated with these bylaws:
 - a. Amendments and revisions to the constitution and bylaws of this student organization must be approved by the Center for Leadership and Civic Engagement once adopted by the organization.
 - b. **“This organization prohibits its Members, both individually and collectively from committing any acts of hazing as defined herein:**

“Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are

contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

- c. The Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Center for Leadership and Civic Engagement policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.

Article VI. Amendments to Bylaws

Section I. Procedure for Amending the Bylaws

1. Any Member in good standing of this Chapter may propose amendments to these Bylaws at a regular Chapter meeting during new business.
2. Once an amendment is proposed by a Member and seconded by a Member during new business, the proposed amendment shall be immediately tabled without further discussion unless the proposed bylaw amendment has the unanimous consent of:
 - a. All Members attending the regular Chapter meeting, and
 - b. All Executive Council members in attendance at the regular Chapter meeting.
3. If the proposed amendment does not have the unanimous consent when proposed as set forth above, the proposed bylaw amendment shall be read at the next two consecutive regular meetings of active Chapter during old business.
4. During this time period, the Proposed Bylaw amendment shall be considered by the Executive Council and the Executive Council then will come to a determination whether to support the question being voted on.
5. At the third regular meeting after the bylaw amendment was proposed, during old business:
 - a. The proposed bylaw shall be brought back up for a Chapter wide vote only after the Chapter is provided with the report from the Executive Council and a discussion of the issue by the Chapter limited to 30 minutes, alternating with a speaker for the bylaw amendment and a speaker against the bylaw amendment. This cycle can occur up to three times, limited to five (5) minutes per speaking Member, after which there shall be a vote by the Chapter unless the issue is withdrawn by the original Member who proposed the issue.
6. Ratification of a proposed bylaw amendment shall require two-thirds (2/3) vote of active Chapter in favor of the proposed bylaw amendment at the third regular meeting after the bylaw amendment was proposed.
7. Once a proposed bylaw is approved, it shall be effective immediately and shall be promptly added, in writing, to these Bylaw.
8. Any grammatical error found within these Bylaws may be corrected solely upon the joint agreement of the Eminent Archon and the Eminent Recorder.

Publishing of the Bylaws.

I, the Eminent Archon of the Florida Delta colony of Sigma Alpha Epsilon Fraternity, hereby accept these Bylaws as being the governing agreement for all Members of our student organization while at the University of South Florida and have instructed the Eminent Recorder to publish these bylaws to all Members as of the date set forth below.

Effective Date of Bylaws.

These Bylaws shall be effective immediately as of 11:59 p.m. on September 21, 2018

Eminent Archon

Print Name: Sebastian Pankiewicz

Signature: /s/ Sebastian Pankiewicz

Date: September 21, 2018

Eminent Deputy Archon

Print Name: Garrett Williamson

Signature: /s/ Garrett Williamson

Date: September 21, 2018