

_____Chapter
of
Sigma Nu Fraternity

Constitution and Bylaws

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ARTICLE I NAME

The name of this organization shall be known as the _____ Chapter of Sigma Nu Fraternity.

ARTICLE II MEMBERSHIP

Section 1. Eligibility

- a. A member must be a good man and have the character which places him in good standing with both the _____ University and his peers.
- b. Any individual seeking membership in this Chapter must have a cumulative grade point average of ____.
- c. No man registered at _____ shall be denied membership in this Chapter on the basis of their culture, pedigree, or experience.
- d. No man shall be elected into this Chapter strictly as an honorary member.

Section 2. Voting on Candidates

- a. All individuals seeking membership in this Chapter having met the qualifications in Section 1 shall be subject to the unanimous approval of all current Chapter members.
- b. No absentee vote will be permitted when voting to extend bids for membership.
- c. Candidates that have been proposed and rejected may be proposed again.

ARTICLE III ELECTED OFFICERS

Section 1. Eligibility Requirements

- a. To be eligible for a chapter officer position, a member must be in good standing, academically, financially, and fraternally, with the Chapter.
- b. A member must have a cumulative grade point average of 2.5 or higher.

Section 2. Elections

- a. Elections of officers shall be held _____.
- b. Nominations shall be made no less than one week prior to the set date of elections.
- c. Officers will be elected upon receiving a majority vote of the Chapter. If, in the case of three candidates or more, a run-off election shall be held between the two candidates with the highest number of votes.

Section 3. Installation of Officers

- a. Installation of officers shall be held no later than two weeks following the elections of the officers. Officers must commit to the oath in Article Seven, Section 6.7 of The Law of Sigma Nu Fraternity, Inc.

Section 4. Vacancies

- a. A formal election for replacement of any vacated office will be held as soon as possible after the vacancy is created.

Section 5. Impeachment

- a. Any officer may be impeached by action taken by active members in good standing with the Chapter.
- b. 51 percent of members must be in support of the impeachment motion before Chapter voting can take place.
- c. If the impeachment motion is carried, a hearing will be held to discuss charges with a quorum of the Chapter present as dictated by The Law of Sigma Nu Fraternity, Inc.
- d. A vote will be called and $\frac{3}{4}$ affirmative vote by the Chapter is required for an officer to be removed from office.

Section 6. Powers and Duties of the Offices

- a. The powers and duties of each officer position are defined in Article Seven, Section 5 of The Law of Sigma Nu Fraternity, Inc. *[For any officer position not defined in*

The Law, the chapter should add powers and duties specific to that position in this section if the bylaws]

Section 7. Appointed Offices

- a. All officer positions not recognized in Article Seven, Section 5 of The Law of Sigma Nu Fraternity, Inc. shall be granted through the process of appointment. Appointments shall be nominated by the Commander and subject to majority approval of the Chapter.

ARTICLE IV STANDING COMMITTEES

Section 1. Executive Council

- a. The Executive Council shall be composed of the Commander, Lieutenant Commander, Recorder, and Treasurer serving as permanent voting members, with the Chapter Advisor as an ex-officio, non-voting member.
- b. The Lieutenant Commander shall preside over the Executive Council and make reports/recommendations to the Chapter at weekly meetings.
- c. The Executive Council shall meet once per week to set the agenda of the next weekly Chapter meeting.
- d. The Executive Council shall perform other duties at the request of the Chapter.

Section 2. Finance Committee

- a. The Finance Committee shall be composed of the Treasurer as Chairman, Commander, Lieutenant Commander, the Chapter Advisor, and an Alumni Advisor, if available, knowledgeable in budgeting and accounting procedures.
- b. The Committee shall establish a budget biannually, or annually, subject to the Chapter's desire, to be approved by the Executive Council and the Chapter.
- c. The Committee shall be responsible for the implementation of the Fraternity's 30/90 day policy pursuant to Article Seven, Section 8 of The Law of Sigma Nu Fraternity, Inc.
- d. The Committee shall review on a monthly basis the budget

and make recommendations for changes as they are needed.

- e. The Committee shall propose to the Chapter the dues that are to be the responsibility of each member. The Committee is responsible for the adjustment of dues as required.
- f. The Committee shall perform other duties at the request of the Chapter.

Section 3. Recruitment Committee

- a. The Committee shall be chaired by the Recruitment Chairman.
- b. Members serving on the Recruitment Committee will be appointed by the Recruitment Chairman.
- c. This Committee and the Lieutenant Commander, in an ex-officio capacity, shall be responsible in the design, implementation, and review of the recruitment program.
- d. This Committee shall perform other duties at the request of the Chapter.

Section 4. Social Committee

- a. The Committee shall be composed of a Chairman, Lieutenant Commander, in an ex-officio capacity, and at least five members.
- b. The Chairman shall be appointed by the Commander and approved by the Chapter.
- c. The Chairman shall select members of this committee.
- d. The Committee shall assist and advise the Social Chairman in the planning, coordinating, and preparation of social events. The Committee is not authorized to spend monies without the Social Chairman's approval and in alignment of the chapter-approved budget.
- e. This Committee shall perform other duties at the request of the Chapter.

Section 5. Candidate Education Committee

- a. This Committee shall be chaired by the Marshal.
- b. The Marshal shall select the two additional members to this Committee.
- c. This Committee shall be responsible for assisting the Marshal in design and implementation of the chapter candidate education program, which is to be based on Phase I of the Fraternity's LEAD Program.
- d. This Committee shall perform any other duties at the request of the Chapter.

Section 6. Public Relations Committee

- a. This Committee shall be composed of a Chairman, the Lieutenant Commander, in an ex-officio capacity, and other members as needed.
- b. The Chairman shall be appointed by the Commander and approved by the Chapter.
- c. The Committee shall assist the Public Relations Chairman in working to promote the Chapter's image and activities to the University community.
- d. This Committee shall perform other duties at the request of the Chapter.

Section 7. Housing Committee (if the chapter occupies a chapter facility)

- a. This Committee shall be composed of a Chairman and other members as needed.
- b. This Committee, in coordination with the University/landlord/house corporation, will oversee the development and implementation of a cleaning and maintenance schedule for the chapter facility.
- c. This Committee shall perform other duties at the request of the Chapter.

Section 8. Activities Committee

- a. This Committee shall be composed of a Chairman,

appointed by the Commander and approved by the chapter, and at least two members, appointed by the Chairman. In addition, the Lieutenant Commander shall assist in an ex-officio capacity.

- b. The Committee shall be responsible for planning service projects, philanthropy events, fundraising activities, and other special projects.
- c. This Committee shall perform other duties at the request of the Chapter.

Section 9. Alumni Committee

- a. This Committee shall be composed of the Alumni Relations Chairman, the Lieutenant Commander, in an ex-officio capacity, and at least two additional members, appointed by the Chairman.
- b. This Committee shall be responsible for the establishment, coordination, and administration of the Alumni Program, Alumni Newsletter, Alumni gatherings, and Alumni and Parents participation in the Chapter.
- c. This Committee shall perform other duties at the request of the Chapter.

Section 10. Scholarship Committee

- a. The Committee shall be composed of a Chairman, appointed by the Commander and approved by the Chapter, and at least two other members, appointed by the Chairman. In addition, the Lieutenant Commander shall assist in an ex-officio capacity.
- b. Each member of the Committee shall be in good standing academically.
- c. The Committee shall develop and implement an academic support and accountability program.
- d. This Committee shall perform other duties at the request of the Chapter.

Section 11. Bylaws Committee

- a. This Committee shall be chaired by the Lieutenant Commander and will be composed of at least two additional members and the Chapter Advisor.
- b. The Committee has the purpose of drafting and/or updating the bylaws of the Chapter on an annual basis.

ARTICLE V MEETINGS

Section 1. Chapter meetings shall be conducted at least weekly.

Section 2. The Executive Council shall have the power to call emergency meetings if the need arises.

Section 3. Parliamentary Procedure

- a. Meetings will run in accordance with the structure outlined in Robert's Rules of Order, Revised.
- b. Members must be recognized by the Commander before speaking in Chapter meetings.

Section 4. Alcohol and Other Drug Substances

- a. Any Chapter member who enters a meeting intoxicated or under the influence of drugs to any degree shall be ejected from that meeting, escorted home by another member of the Chapter, and will be subject to penalties and/or fines under the discretion of the Commander.
- b. No alcoholic beverages or tobacco shall be allowed at business meetings of the Chapter.

Section 5. Quorum

- a. 2/3 of the total active membership must be present for a business meeting of the Chapter to be held.

Section 6. Attendance Policy

- a. Members must attend all regular Chapter meetings.
- b. A fine or punishment of _____ shall be levied for each unexcused absence of a regular meeting by a Chapter member.

- c. An excused absence shall be defined as **[INSERT DEFINITION]**.
- d. Failure to notify the Commander of a previous engagement will subject the member to the discipline noted in Article Five, Section 6.b.
- e. In the case of an unscheduled meeting called by the Executive Council, an excused absence will be defined and cleared by the Executive Council.

ARTICLE VI INTERNAL DISCIPLINE

Section 1. If a brother does not achieve a grade point average of ____ for any given semester, he will be placed on academic probation. Further, if a brother's cumulative GPA average falls below ____ and he is not doing ____ work by mid-terms of the following semester, he will be brought before the Chapter for consideration of expulsion pursuant to the Trial Code procedures of The Law of Sigma Nu Fraternity, Inc.

Section 2. Any brother that commits an act that is not in accordance with the statutes or law of either Sigma Nu Fraternity or the University, as well as local, state and federal laws, shall be subject to reprimand and penalties issued by the Chapter Honor Board.

ARTICLE VII FINANCES

Section 1. A member owing monies 30 days past due will be declared suspended until such debts are fully paid.

Section 3. If a member is late with monthly dues: _____

Section 4. All financial records, receipts, and logs shall be provided Certified Public Accountant during the month of January for audit.

ARTICLE VIII HARDSHIP CASES

Section 1. A member may petition the Chapter for a hardship extension if he is in good standing and has demonstrated a legitimate hardship as determined by the Treasurer.

- Section 2. Having been approved by the Treasurer, the procedure for obtaining a hardship extension is as follows:
- a. Member will present his case before a quorum of the Chapter.
 - b. Chapter members then question the petitioner on matters relating to his financial status.
 - c. Petitioner then leaves the room and Chapter members may question the Treasurer on the case.
 - d. A 2/3 Chapter vote is then required for approval of the extension.

ARTICLE IX AMENDMENTS

- Section 1. Any member in good standing may propose an Amendment to the Bylaws at regular business meetings of the Chapter.
- Section 2. All proposed Amendments shall be read by the Recorder at three (3) consecutive meetings before being voted upon.
- Section 3. Once an Amendment is approved by the majority of the Chapter, a 2/3 quorum must be present for a vote, the Amendment will be checked to make sure it abides with The Law of Sigma Nu Fraternity, Inc. and the policies of _____ University.