

# **The Constitution of Iowa Gamma**



## **Sigma Alpha Epsilon**

IOWA STATE UNIVERSITY  
Greek Chapter Recognition Document  
Written: December 23, 2020

## **Article I - Name**

The name of this organization shall be the **Sigma Alpha Epsilon Fraternity** at Iowa State University.

## **Article II - Purpose and Goals**

The purpose of the **Sigma Alpha Epsilon Fraternity** is to encourage and provide membership in the areas of academic, philanthropic, leadership, and social growth.

**Sigma Alpha Epsilon Fraternity** is affiliated with The National Fraternity of Sigma Alpha Epsilon, Iowa State University, Iowa State University Interfraternity Council (IFC), Iowa Gamma House Corporation Board, The Iowa Gamma Alumni Association, and Province Tau.

## **Article III - Statement of Compliance**

**Sigma Alpha Epsilon Fraternity** abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. **Sigma Alpha Epsilon Fraternity** agrees to annually complete President's and Treasurer's Training.

## **Article IV - Non-Discrimination Statement**

Iowa State University and **Sigma Alpha Epsilon Fraternity** do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **Article V - Membership, Bids, and Initiation**

Membership shall be open to all registered male students in good standing at Iowa State University. As a member, members are required to attend chapter meetings on a regular basis, pay dues in a timely manner, and actively support and participate in the long-term goals and vision of **Sigma Alpha Epsilon Fraternity**.

No man's name, unless he meets the requirements of Iowa State University, the national laws of Sigma Alpha Epsilon, and IFC, shall be brought before the chapter for a vote of bidding. A bid may be rescinded by  $\frac{3}{4}$  vote of the chapter, or by majority vote by the executive board if the man that received the bid has demonstrated actions inconsistent with the values or mission of the fraternity. Once the bid is accepted, an initiation must be held within ninety-six (96) hours. All members issued a bid must be initiated into the fraternity with full rights and privileges of a

member within ninety-six (96) hours. No one shall be initiated without meeting a minimum 2.5 cumulative college GPA. If the prospective member does not have a collegiate GPA, he must have a cumulative high school GPA of 3.0 or higher.

## **Article VI - Officers**

- **Officer Duties and Term of Service**— The Eminent Archon, Eminent Treasurer, and Eminent Recorder shall serve for two consecutive semesters starting in the spring. All other positions shall be a one semester term. Officer roles and duties are set forth below:
  - Eminent Archon
    - Represent the collegiate chapter at IFC chapter president meetings
    - Oversee and administrative function of the chapter
    - Serve as liaison for the SAE headquarters office, university administration and any other third party connected to the local chapter
  - Eminent Deputy Archon
    - Serve in the place of the Eminent Archon should he be unable to complete his duties
    - Oversee the chapter judicial board, issue sanctions, and implement fines for violations of the chapter bylaws
    - Serve as mediator for discrepancies that can be handled outside of the judicial board
    - Review bylaws at least once a year and propose changes to the chapter for vote
    - Oversee any committee formed
    - Oversee and manage all officers that do not report directly to the Eminent Archon
    - Coordinate and plan officer transitions
  - Eminent Recorder
    - Maintain minutes at all appropriate chapter meetings and send to all members and advisers
    - Record attendance and absence excuses for all chapter meetings
    - Ensure all amendments to bylaws are recorded correctly
    - Distribute bylaws and a copy of Minerva's Shield to all members each year
    - Maintain the online Google Drive account for officer transitions

- Carry out any correspondences deemed necessary by the chapter, executive board, or adviser
- Eminent Treasurer
  - Prepare a budget for the upcoming semester to be approved by the chapter during the first chapter meeting
  - Maintain expenses, receipts, and budget for the chapter throughout the entire term
  - Send any members with balances owed to judicial board for sanctions to be issued
  - Set up and manage payment plans for members
  - Handle initiation dues for new initiates
  - Quick and prompt payment of any invoices incurred by the chapter
  - Submit the IRS 990 and any other necessary documents each year
- Eminent Chronicler
  - Maintain chapter's social media accounts
  - Ensure all media posted to chapter accounts follows the SAE and College/University social media policy
- Eminent Warden (Health and Safety)
  - Keep members in order and quiet during chapter meetings
  - Ensure only members in good standing are present during all meetings
  - Present cases to judicial board when members violate the chapter bylaws or fraternity laws
  - Have complete and firm understanding of Minerva's Shield as well as campus policy and IFC policies
  - Complete and submit the necessary paperwork as required by school unless otherwise directed by campus
  - Work in partnership during event planning to ensure all social event policies are being followed
  - Identify keynote speakers to talk with the chapter about health and safety topics (mental health, men's health, risk prevention, etc.)
  - Manage and provide to the chapter an emergency contact list for all active members of the chapter
  - Update and manage a customized health and safety plan and crisis procedure of the chapter
  - Ensure appropriate health and safety posters are hung and visible during social events

- Member assuming this role must have been a member in good standing for no less than one (1) semester
  - Review Minerva's Shield at least once a semester in its entirety to the chapter collegiate
- House Manager (Position will be filled when the chapter moves into a chapter facility)
  - Ensure smoke detectors are working and functioning
  - Ensure fire extinguishers are fully charged and functioning
  - Accompany the fire marshal and/or college officials on inspections of the chapter facility
  - Manage repairs and improvements. Seek approval from the Executive Board and hire third party if necessary
  - Manage leases and ensure full occupancy of the chapter facility
  - Meet weekly with house director
  - Report members to Judicial board that cause destruction or damage to the property
  - Maintain a chore list for all members to help clean the chapter facility
- Eminent Chaplain
  - Lead the members in prayer at the request of the EA
  - Serve as a support role to active members that need emotional support
  - Alumni Relations
  - Plan at least one event per semester to engage alumni
  - Serve as a liaison between alumni association, advisory board and chapter
  - Publish and distribute a newsletter each semester to be sent to alumni and necessary Fraternity Service Center officials, interested university administration, and anyone else necessary
- Member Educator
  - Firm understanding of the definition of hazing and report anyone that hazes to the chapter judicial board
  - Present to entire chapter once a semester on the definition of hazing and ensuring compliance by general membership
  - Implements the Phoenix Member Education Program (or current National Education Program) during chapter meetings
  - Identify at least one speaker a month to conduct continued education for the entire chapter. At least once a semester, the speaker should be someone from the campus administration or a community leader

- Intramural Chairman
  - Organize all fraternity intramural teams as well as any competitive tournaments within the chapter
  - Make the schedules for all intramural teams and events available for all members of the chapter
  
- Brotherhood and Social Chairman
  - Plan and set dates for any social functions to be carried out by the chapter. Ensure all necessary arrangements are made prior to the start of any function. Run all social event plans by the Eminent Warden to ensure compliance with all necessary policies (Fraternity Service Center, IFC, Campus policies, etc.)
  - Have a firm understanding of the fraternity service centers social event hosting guidelines
  - Have a firm understanding of the crisis management plan and adviser contact information
  - Never purchase alcohol or collect money for the purchase of alcohol with the intent to distribute to the chapter or minors
  - Contact the Fraternity Service Center if hosting an event that may require additional insurance coverage
  - Due to the virtual nature of COVID-19, all functions and events will be postponed until further notice. Instead, virtual get togethers will be the main method of social and brotherhood events
  
- Scholarship Chairman
  - Responsible for improvement in the scholastic goals of the chapter
  - Manage and implement a scholarship plan for any member below a 2.5 GPA
  - Report any member below a 2.5 to the judicial board to be placed in bad standing
  - Bad standing is defined as the restriction of voting, attending social events or IM games, holding an officer position, and participating in ritual
  - Follow up with anyone on a scholarship plan to ensure they are completing necessary requirements
  
- Community Service Chairman
  - Host at least one philanthropy event per semester
  - Host enough community service opportunities to provide members to attain at least ten (10) hours of community service each semester

- Coordinator with other organizations to co-sponsor philanthropy or community service events
    - Host an event in conjunction with the True Gentleman Day of Service
    - Report members that are not fulfilling their twenty (20) hour minimum requirement to the judicial board for appropriate sanctions
  - Recruitment Chair
    - Organize and coordinate all recruitment functions
    - Organize official recruitment events throughout the semester, running the subsequent bid meetings, and for handing out bid cards to the chosen individual(s)
    - Ensure the chapter is participating in 365 recruitment and notifying potential new members of opportunities to meet brothers throughout academic semester
    - Maintain a “wish list” of potential new members and regularly update
  - IFC Chairman
    - Represent the chapter at IFC meetings – identifying an alternate if he is unable to attend
    - Report updates to the chapter from the meeting and providing necessary information
- Method of selection or election of officers— Nominations for Executive Board positions shall be made one week prior to the election. All elections shall be completed two weeks prior to the first final exam as set by the Iowa State University academic calendar. A nomination will be verbal by one member and will require a second and third nomination by other members. Once nominated, the member up for election will need to have a 3/4 majority vote by the other members.
- Date(s) for selection or election of officers— Elections for the roles Eminent Archon, Eminent Treasurer, and Eminent Recorder will take place at the second to last semester chapter meeting of the fall semester, typically in late November or early December. All other elected officer positions will be voted in at the second to last chapter meeting of the Fall semester to serve for the Spring semester. Elections will be held at the end of Spring semester to serve for the following fall semester.
- Impeachment/Removal of officers— Should an officer not be fulfilling his responsibilities and requirements, the impeachment of an officer will fall to a house vote. In order to impeach an officer, it must be passed with a ¾ vote by the house members

after a warning has been given to the officer at least 7 days in advance.

- Replacement of officers— Any officer wishing to resign from his role must do so in writing to the executive board. Nominations shall be taken at the next chapter meeting to fill the position and an election to take place the following week. The newly elected officer will complete the remainder of the term in the new role. If the time left for the role is not reasonable to elect a new official, the duties of the officer will fall under the Eminent Deputy Archon until the next election.
  
- Minimum Cumulative GPA for Officers—The officers of this organization must meet the following requirements:
  - (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.
  - (b) Have a minimum cumulative grade point average (GPA) as stated below and meet a 2.3 minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum cumulative GPA is 2.5. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
    - Due to COVID, the required semester credit hours will be waived if deemed necessary.
  - (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

## **Article VII -- Advisors**

- Advisor Duties—The advisor duties are to aid and help the chapter.
- Method of election/selection of adviser(s)—The advisor for the chapter will be appointed and elected by the general membership by a  $\frac{3}{4}$  majority vote.
- Adviser(s) Term of Service—Once an advisor is elected, the advisor will hold the position until he resigns.
- Impeachment/Removal of Advisors—If the advisor cannot complete his duties, an impeachment vote will be created and will need a  $\frac{3}{4}$  majority vote in order to pass.
- Replacement of Advisors— If an advisor should choose to resign, then the chapter will elect a new advisor as soon as possible.



## **Article VIII - Finances**

**Sigma Alpha Epsilon Fraternity** will have national dues determined by the national organization and local dues determined by the Iowa State University chapter leadership. All money belonging to **Sigma Alpha Epsilon Fraternity** will be deposited and kept in a local bank account in Ames, Iowa.

- All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (off campus bank account). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
- Description of dues—Dues will be created on a semester to semester basis.

## **Article IX - Amendments and Ratification**

- An amended Recognition Document/Constitution will be submitted within 10 days to the Student Activities Center for approval. The executive council will review this document annually and submit changes as necessary.