



Sigma Phi Epsilon Fraternity - Iowa Beta Chapter

CHAPTER BYLAWS

First Edition – 2020

Last Amended By: Andrew Holm, March 29, 2023

INDEX

Chapter Bylaws

Article I – Name and Objectives	3
Article II – Membership	3
Article III – Executive Committee	5
Article IV – The Cabinets	5
Article V – Officers	6
Article VI – Committees	10
Article VII – Chapter Meeting	11
Article VIII – Assessments, Fines, and Fees	12
Article IX – Amendments	14
Article X – Sober Monitoring Program	14
Article XI – Substance-Free Chapter Facilities	15
Article XII – Risk Management Policies	16
Article XIII – Chapter Advisor	17
Article XIV – University Constitution Guidelines	18

Sigma Phi Epsilon Fraternity - Iowa Beta Chapter Bylaws

ARTICLE I – NAME AND OBJECTIVES

- Section 1. This chapter shall be known as the Iowa Beta Chapter of the Sigma Phi Epsilon Fraternity at Iowa State University
- Section 2. The objectives of this organization are:
- (a) To impress upon its members the true significance of fraternal relationships and to create and perpetuate friendship among all persons.
 - (b) To develop and strengthen the character of its members, promote the principles of Virtue, Diligence, and Brotherly Love, and preserve the ideals and principles upon which the Fraternity was founded.
 - (c) To instill those principles which are the responsibilities of an individual as a member of society.
 - (d) To aid and sustain, as far as possible, the government and discipline of the university.
 - (e) To promote scholarship.
- Section 3. This chapter shall be governed at all times by the provisions of the constitution and Bylaws of the Grand Chapter of the Sigma Phi Epsilon Fraternity.

ARTICLE II – MEMBERSHIP

- Section 1. Membership in this chapter shall be subject to the provisions of the Grand Chapter Bylaws, Article I, Sections 1 to 7 inclusive.
- Section 2. A member of any other chapter of Sigma Phi Epsilon attending this University shall be permitted to affiliate with this chapter upon the approval of two-thirds of members in good standing with the chapter and thereafter must live in the chapter facility for at least two consecutive semesters, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 30.
- Section 3. This chapter shall have the authority to initiate a candidate for honorary membership in accordance with the Grand Chapter Constitution, Article I, Section 2(c).
- Section 4. Any member of this chapter who ceases to be a student in this institution shall be regarded as an alumnus member in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Article I, Section 2(b).
- Section 5. Any member initiated by this chapter and enrolled in this institution, or a member who has been properly affiliated and is enrolled in this institution, shall be considered a student member and included in the determination of the chapter's annual deposits to the Housing Loan Fund and Chapter Investment Fund in accordance with Grand Chapter Bylaws and Administrative Policies and Procedures, Section C, Nos. 8 and 12.
- Section 6. Inactive membership shall not be permitted by this chapter in accordance with Article I, Section 7, of the Grand Chapter Bylaws and Administrative Policies and Procedures.
- Section 7. A candidate for membership will not be allowed to participate in the Rite of Passage for the next challenge of the Balanced Man Program unless he has completed the

requirements of his current challenge established by this Chapter and those established by the scholastic legislation of the Grand Chapter and met the requirements of Iowa State University; according to the Bylaws and Administrative Policies and Procedures, Section E, Nos. 25 to 29 inclusive.

Section 8. A person shall be eligible for the Sigma Rite of Passage once the undergraduate Vice President of Recruitment extends to him an invitation to become a new member.

Section 9. All members shall take residence in the chapter facility by the following semester after accepting their invitation to become a member for 4 semesters during their enrollment at Iowa State University to remain in good standing. If a member wishes to move out before the 4-semester requirement is fulfilled, said member may appeal to the Executive Council and the Alumni Volunteer Corporation to retain their membership in good standing.

- The 4 semesters do not have to be served consecutively as to allow for other educational opportunities such as Studying Abroad, Co-Op, or Internships, but not limited to those so named – which the Executive Council and the Alumni Volunteer Corporation shall determine. The member will thus need to appeal to the Executive Council and Alumni Volunteer Corporation and be approved by a 2/3rds vote.
- Any member that shall be employed by a firm, specifically Iowa State University, in a position that provides positive cause and outcome for the betterment of this organization (i.e., Community Advisors, Residence Hall Advisors) but not limited to those so mentioned, may appeal to the Executive Council and Alumni Volunteer Corporation to be approved by a 2/3rds vote.
- In the case that house occupancy reaches capacity level, members may request for early release from the 4-semester live-in requirement through the same appeals process before mentioned.

Section 10. All membership development activities performed by this chapter shall be of a constructive nature in accordance with Article I, Section 4, of the Grand Chapter Bylaws and Administrative Policies and Procedures.

Section 11. A member who is not suspended or liable for any other reason in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, Nos. 35 through 47, shall be specifically considered a member in good standing.

Section 12. A member must attain a GPA of 2.85 to remain in good standing with the chapter. If this requirement is not met, the said member shall be placed on Academic Probation and enrolled in the Academic Success Program.

- (a) A member who attains a GPA of 2.85 or below will be enrolled in the Academic Success Program.
- (b) If a member attains a GPA of 2.60 or below for 2 semesters, their membership shall go up for review by the Executive Council.
- (c) If a member attains a GPA of 2.85 or below for 3 semesters, their membership shall be revoked, with the opportunity to appeal to the Executive Board and Alumni Volunteer Corporation.

Section 13. Any member expelled from the chapter shall not be permitted to attend events and functions hosted by the chapter - by any invitation or otherwise - unless agreed upon by a 2/3 vote of the chapter after appeal.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the president, vice president of finance, vice president of programming, vice president of recruitment, vice president of development, vice president of communications, and chaplain.

Section 2. The executive committee shall meet the day before each chapter meeting or when called by the president.

Section 3. The president shall serve as chairman of the executive committee and shall report to this chapter any action recommended or taken by said committee at each chapter meeting.

Section 4. It shall be the duty of this committee to plan the year's activities, establish the general overall policy and goals subject to this chapter's approval and which are consistent with the Grand Chapter Bylaws and Administrative Policies and Procedures.

Section 5. The executive committee shall serve to review fines, hear all grievances, and render final decision on all matters not falling under the jurisdiction of the Standards Committee; its action shall be binding unless overruled by a two-thirds vote of the entire membership.

Section 6. This committee shall be responsible for the formulation and enforcement of chapter house/facility rules. Only by a two-thirds vote of all student members in good standing may any of the said house rules formulated by this committee be changed without the approval of said committee.

Section 7. The order of business for the executive committee shall be as follows:

- a. Roll call
- b. Reading of previous executive committee minutes
- c. Committee reports
- d. Financial report
- e. Notices and communications
- f. Old business
- g. New business
- h. Adjournment

Section 8. The vice president of programming shall keep accurate bound minutes of the executive committee meetings.

Section 9. The chairman of the executive committee will develop a chapter meeting agenda from the discussion of the executive committee meeting and post the agenda for all members to become familiar with prior to the chapter meeting.

ARTICLE IV – THE CABINETS

Section 1. The cabinets shall consist of each vice president and all standing and special committee chairmen of the chapter under each vice president's jurisdiction.

- Section 2. The cabinets shall meet weekly prior to the executive committee meeting and/or when called by the vice presidents.
- Section 3. The vice presidents shall serve as chairmen of the cabinet and shall report to the executive committee any action recommended or taken by said cabinets.
- Section 4. It shall be the duty of the cabinets to coordinate all chapter activities, to allow all chapter leaders to analyze the chapter programs and select those best designed to achieve the desired results consistent with the principles of the Fraternity.
- Section 5. The cabinets shall serve as a selective chapter sounding board for the introduction of new policies and programs and serve as a communications network from the executive committee to the general membership and back.

ARTICLE V – OFFICERS

- Section 1. Each of the officers of an undergraduate chapter shall have such powers and perform such duties as prescribed in the Bylaws and Administrative Policies and Procedures or the Ritual of the Fraternity, in the bylaws of the undergraduate chapter, or as may be directed by the Grand Chapter.
- Section 2. To be eligible to hold an elected position in Sigma Phi Epsilon, a member must:
- (a) Have a minimum cumulative grade point ratio (GPA) as stated below and meet that 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, graduate and professional students, the minimum GPA is 2.85. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - (b) 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, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."
- Section 3. At the expiration of his term of office, each officer shall deliver all chapter books, papers, monies or other articles to his successor. Each officer shall render all information to enable his successor to assume full charge of the duties of his office.
- Section 4. The officers of an undergraduate chapter and their duties, shall be as follows with the order of succession as President, VP of Programming, VP of Finance, VP of Membership Development, VP of Recruitment, VP of Communications, and Chaplain:

President:

1. The president shall preside at all meetings of his chapter, all extra sessions, appoint committees, decide in case of tie votes, impose all fines, fill vacancies arising from temporary absence of officers, and sign all papers requiring authentication.
2. He shall have authority to suspend from a chapter meeting any member for conduct unworthy of a member of Sigma Phi Epsilon.
3. The president shall be chairman of a president's cabinet separate from the executive committee. The secretary, class delegates, and IFC representative are members of this cabinet.
4. The secretary shall maintain the membership records of the chapter in a form prescribed by the National Board of Directors, and he shall keep record of the history of the chapter. He shall call the roll and keep the minutes of each meeting. He shall have charge of the seal, books, papers, and records of the chapter, except those in the charge of other officers. He shall conduct all correspondence and bring all legislation before the chapter.
5. Shall preside over the compilation of documentation and requirements of the Fraternal Excellence Award.

Vice President of Finance:

1. The vice president of finance shall be chairman of the finance cabinet which may include the budget chairman, kitchen director, and house chairman.
2. The finance cabinet shall collect all dues and other charges due from the members to the undergraduate chapter, and the vice president of finance shall make disbursements subject to the order of the chapter president or the alumni board.
3. The finance cabinet (budget chairman) shall prepare, with the assistance of the alumni board and the chapter president, an annual budget of the undergraduate chapter, and after it is approved by the alumni board, he shall transmit a copy to the undergraduate chapter, the district governor, and Headquarters.
4. The finance cabinet shall prepare and submit the monthly financial reports required by Section E, Paragraph 20, of the Bylaws and Administrative Policies and Procedures.
5. The vice president of finance shall be responsible for the prompt collection and transmittal to Headquarters of all monies due the Fraternity pursuant to Section C of the Bylaws and Administrative Policies and Procedures.
6. Within one month after the conclusion of their terms of office, the vice president of finance and cabinet shall turn over for audit to a qualified person appointed by the alumni board, in accordance with Section E, Paragraph 21, of the Bylaws and Administrative Policies and Procedures, all records pertaining to the financial operations of the undergraduate chapter.
7. 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 (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection.

Vice President of Programming:

1. The vice president of programming shall be responsible for the chapter's functions, programs, and to keep the chapter calendar.
2. He is chairman of the programs cabinet which may include the events chairman, the community service chairman, and the intramural director.
3. He is responsible for the minutes of the executive committee, and he shall assume all duties in the absence of or the disability of the president.
4. He is also the ritualistic vice president.

Vice President of Communications:

1. Develop and implement an annual strategic communications plan with measurable objectives and definable outcomes. Communications plans include but are not limited to: on campus, IFC the community, Sigma Phi Epsilon.
2. Manage and implementation of several communication projects simultaneously, carrying out execution through internal resources or by contracting with professional support services. (Newsletter for alumni and Family/Friends)
3. Possess media relations expertise, and as needed, serve as the chapter spokesperson.

Vice President of Membership Development:

1. The vice president of member development shall be chairman of the development cabinet which may include the scholarship chairman, chapter evaluation chairman, and speaker director.
2. He is responsible to schedule and lead chapter retreats and enrichment programs.
3. He shall act to uphold, develop, and strengthen the character of the members and to preserve the ideals and principles upon which the Fraternity was founded.

Vice President of Recruitment:

1. The vice president of recruitment shall be responsible for recruiting new members, both undergraduate and alumni, into the chapter.
2. He is chairman of the recruitment cabinet which may include the recruitment events chairman, the Balanced Man Scholarship chairman, the newsletter director, homecoming chairman, and alumni events chairman. They shall conduct the chapter's non-member recruitment and alumni programs and conduct correspondence in regard thereto, establishing and maintaining programs to recruit undergraduate members and to maintain proper contact with the alumni.

Chaplain:

1. The chapter, via election concurrent with other official elections, will elect the following officers to serve as members of the standards board: the chaplain, the senior marshal, the junior marshal, the guard, and guide.

2. He will be chairman of the standards board.
3. The standards board shall be responsible to plan the use of the Ritual, inspect the Ritual equipment, review proper risk management for upcoming events, and practice the Ritual.
4. The standards board shall also be responsible to enforce the chapter's standards agreement and resolve member disputes. Additionally, the standards board will consist of a diverse age range of members to reflect the whole chapter's perspective. This will include:
 - i) Two underclassmen members
 - ii) Two upperclassmen members
5. The guard shall perform the duties as prescribed in the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 3(e).
6. The marshals shall properly set up and remove Ritual equipment for formal meetings and/or initiations. It shall be their duty to make sure that all Ritual equipment is available for formal meetings and initiations. They shall arrange for proper storage facilities, cleaning and repair of the Ritual equipment.
7. The Chaplain is responsible for overseeing the risk manager and enforcing risk management policies.

Section 5. The election of officers of an undergraduate chapter shall be as follows:

ELECTION OF OFFICERS

- The officers of the undergraduate chapter shall be elected annually by secret ballot not later than the last regular meeting in January; provided, however, they may be elected semiannually if two-thirds (2/3) of the undergraduate brothers of the chapter vote in its favor, and the process is approved by the district governor and supervised by the chapter counselor.
- In the event the elective officers fail to return to college, the undergraduate members may assemble and effect a temporary organization and proceed to elect officers who will serve until the next annual election.
- Only a member in good standing shall be eligible to hold an office or position of trust in any undergraduate chapter.
- The officers of an undergraduate chapter shall be installed at the next regular meeting after their election, according to the manner and form prescribed in the Ritual.
- A chapter shall have the power, by majority vote, to declare void the election of an officer who, without satisfactory cause, fails to present himself for installation.
- An undergraduate chapter shall have the power, by a vote of two-thirds (2/3) of all its undergraduate members in good standing to declare vacant any office of the chapter. Further, the alumni board may recommend the chapter declare vacant the office of vice president of finance for non-performance of his stated duties and obligation.

ARTICLE VI – COMMITTEES

Section 1. The vice presidents shall appoint, or the chapter shall elect by majority vote, the chairmen of the following standing committees: Balanced Man Scholarship, budget, community service, evaluations chairman, alumni events, speaker director, membership recruitment, scholarship, events, special activities, intramurals, and songs.

- Section 2. The executive committee shall appoint the members of the standing and special committees upon the recommendation of the committee chairmen.
- Section 3. The chairman of each committee shall make a written report to this chapter at each weekly meeting, and it shall be submitted to the vice presidents at the cabinet meetings before the regularly scheduled executive meeting for its approval. The secretary shall preserve these written reports.
- Section 4. The vice presidents may remove any committee chairman or committee member, who, in his opinion, and in the opinion of the president, is not satisfactorily doing the duties for which he has been appointed.
- Section 5. The duties of the standing committees shall be as follows:
- (a). Membership Recruitment Committee -- This committee shall have charge of all selection activities and extend on behalf of this chapter all invitations for such functions and bids for those men duly elected as new members by vote of this chapter; also, this committee shall refer to the Membership Recruitment Guide for additional material and information concerning its duties and responsibilities.
 - (b). Scholarship Committee -- This committee shall be responsible for seeing that quiet hours are maintained at all times; keeping members' scholastic records; preparing charts and graphs for indicating this chapter's recent ratings against the Fraternity and campus average; working closely with the member development coordinator and mentors; and determining which members are eligible for the Clifford B. Scott Memorial Key and the Ulysses Grant Dubach Award, and sending this information, properly authenticated, to the Headquarters in the fall of each year.
 - (c). Events Committee -- This committee shall plan and prepare this chapter's social calendar at the beginning of the school year and revise this calendar during the year when necessary. It shall be the responsibility of this committee to stimulate improvements in the social graces of the individual members and the group as a whole, and to ensure the chapter's compliance with campus, city, state, and Fraternity laws and policies.
 - (d). Special Committee -- This committee shall supervise, advise, and encourage chapter members to participate in campus activities and organizations.
 - (e). Intramurals -- This committee shall have charge of all games, contests and sports; it shall keep records and reports of such events and shall supervise and encourage members to participate in these events.
- Section 6. The president shall appoint other committees and committee chairmen when he deems it to be for the benefit of this chapter.
- Section 7. These committee chairmen shall meet weekly with the vice president as outlined in Article IV (of these bylaws).

ARTICLE VII – CHAPTER MEETING

- Section 1. Each undergraduate chapter shall hold a regular meeting each week when the college or university is in session. Upon a two-thirds vote, a chapter may omit a regular meeting, but no chapter shall omit more than two regular meetings in succession.
- Section 2. A regular meeting of this chapter shall be held each Monday at 6 o'clock during the school year.
- Section 3. All meetings shall be opened and closed using the form prescribed in the Ritual.
- Section 4. This chapter shall have formal meetings, with the use of all official Ritual equipment, on the following occasions, as prescribed by the Fraternity Ritual:
- (1) The first regular meeting of each semester/quarter/term.
 - (2) The first regular meeting of each month.
 - (3) Initiations.
 - (4) The first regular meeting following an initiation.
 - (5) Installation of officers.
 - (6) At the option of the chapter president.
 - (7) At the request of a representative of the Grand Chapter.
- Section 5. A special meeting may be called by the president or by a two-thirds vote of the members of this chapter.
- Section 6. The president shall have authority to suspend from the meeting any member for conduct unworthy of Sigma Phi Epsilon or unbecoming of a gentleman.
- Section 7. Attendance shall be required of all members; any member who is absent from a chapter meeting shall present his excuse in writing to the executive committee no later than the first meeting of said committee following the absence. Excuses shall be limited to illness, work, class, or family emergency, and an unexcused absence shall subject the offending member to disciplinary action by the executive committee.
- Section 8. Members shall be required to be appropriately dressed as gentlemen (no athletic gear) at all meetings of this chapter.
- Section 9. The order of business shall be as follows:
- (1) Opening in accord with the form prescribed by the Ritual.
 - (2) Roll call.
 - (3) Reading of the minutes of preceding meeting; approval.
 - (4) Financial report.
 - (5) Committee reports.
 - (6) Reading of communications and notices.
 - (7) Unfinished business.
 - (8) New business.
 - (9) Recommendation(s) for membership and voting on said recommendation(s).
 - (10) Report of sickness.
 - (11) Remarks for the good of the Fraternity.
 - (12) Formal closing of meeting in accord with the Ritual (including singing of the Anthem).

Section 10. Robert's Rules of Order shall be the authority on all parliamentary questions where they do not conflict with these bylaws or the Bylaws and Administrative Policies and Procedures of the Grand Chapter.

ARTICLE VIII – ASSESSMENTS, FINES, AND FEES

Section 1. The membership fee shall be \$220, which shall be sent to Headquarters within 24 hours after joining, along with the membership form, in accordance with Section C, Nos. 2 through 6 and 11, of the Grand Chapter Bylaws and Administrative Policies and Procedures, in addition, the new member's account with the chapter must be paid in full before said new member may be inducted.

Section 2. This chapter shall deposit 20 dollars per member per year to the Chapter Investment Fund and ten dollars per member per year to the Housing Loan Fund in accordance with Section C, No. 12, of the Grand Chapter Bylaws and Administrative Policies and Procedures.

Section 3. All members shall pay equal monthly fees and assessments as provided in the budget prepared by the vice president of finance and alumni board and said charges shall not be changed without the approval of the alumni board.

Section 4. All members shall pay a one-time building fund in the amount of \$250 to be maintained by the alumni board.

Section 5. All chapter fees and bills shall become due and payable on the twenty-fifth of the month for which the fees are being charged. They shall be paid by the 30th of the same month and all outstanding accounts thereafter shall be increased 9%. If the bill has not been paid by the end of the following month, the member shall be suspended from the chapter upon majority vote of members present and in good standing; and unless said amount is paid within 30 days after suspension (60 days after original due date), he shall be expelled for indebtedness upon majority vote of members present and in good standing. The preceding actions are in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, Nos. 38 through 47, inclusive. Regular fees shall be chargeable for the period that any member is under suspension.

Section 6. Suspension is defined to be the denial, for a definite period, (in this chapter thirty days) of the privileges and benefits of membership, including the wearing or displaying of the Fraternity insignia, the attending of this chapter's functions and meetings, or otherwise identifying oneself as a member of the Fraternity, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 36.

Section 7. Expulsion is defined to be the permanent denial of all privileges and benefits of membership, including those specifically enumerated in the preceding section, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 37.

Section 8. Any member under suspension for indebtedness shall, upon payment of his indebtedness, be restored to membership in good standing without a vote of this chapter, in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 42.

- Section 9. Any member expelled for indebtedness by this chapter may be reinstated in accordance with the Grand Chapter Bylaws and Administrative Policies and Procedures, Section E, No. 42. The chapter secretary shall notify the Headquarters of a member expelled for indebtedness, giving the amount of the indebtedness and a copy of the letter sent to the member informing him of his expulsion. In cases of expulsion, other than for indebtedness, the chapter secretary shall notify the Headquarters of members expelled along with the minutes of the meeting where the expulsion was acted upon and all resolutions, together with all the papers giving a complete record of the case. (See Section B, inclusive, of the Grand Chapter Bylaws and Administrative Policies and Procedures.)
- Section 10. The bookkeeping system employed by this chapter shall be that prescribed by the Grand Chapter and/or other systems with the approval of the National Board of Directors.
- Section 11. All fines assessed by the president or vice president shall be recorded by the secretary, and the vice president of finance shall cause these amounts to appear on the bill the first of the following month.
- Section 12. Any cost incurred of \$500 or more must be approved by the President before the VP of Finance can issue payment. Approval shall consist of the President's signature in the memo line of the check.
- Section 13. Any member with \$50 or more of unpaid fines will not be allowed to participate in any registered social or brotherhood events until the member's fines are below \$25. Appeals will be granted by a unanimous Standards board decision based on an individual basis.
- Section 14. Attacks or comments which violate the basic rights of any other person in the realm of social justice - including but not limited to race, ethnicity, and sexuality - shall result in an automatic review of membership.

ARTICLE IX – AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed at any business meeting of the chapter, but said amendment must be submitted in writing and shall not be acted upon for at least two weeks; no amendments shall become effective until approved by a two-thirds vote of the entire active membership at the meeting at which said amendments are acted upon.

ARTICLE X – SOBER MONITORING PROGRAM

- Section 1. Sober monitors are utilized Friday and Saturday nights and may be utilized any other times throughout the year when drinking could take place, causing situations to arise that would require the chapters to monitor the situation to ensure the safety of members and guests.
- Section 2. Sober monitors are to be at the chapter facility by 9pm and to remain awake and at the facility until 2:00 AM. In the event that one of the sober monitors must leave the chapter facility, all sober monitors must be in agreement of the legitimacy of the reason for their departure in order for it to be allowed. All sober monitors must agree on the designated time when that sober monitor is to arrive back at the house by, and that time length can be no later than 15 minutes after the time of departure.

If the sober monitor is late in arriving back, this person will be called to standards and will follow the normal procedure for judiciary action.

- Section 3. Sober monitors must keep their phones on and with them when they do choose to go to bed.
- Section 4. Sober monitors are not to be used as Designated Drivers to and from the bars and parties, but should be used in case of emergencies.
- Section 5. Sober monitors are to walk through the chapter every hour to check for and take action to:
- a. Doors being left open
 - b. Large amounts of people gathering outside on facility grounds
 - c. Debris in/outside that could cause injury
 - d. The level of noise and music coming from the chapter
 - e. The number of guests compared to the number of members at the chapter
 - f. Any person that visibly has had too much to drink that could cause problems or need help.
 - g. Any situations that could create problems or cause the chapter to be reported to:
 - The Ames Police Department, ISU PD, The University, The Greek Affairs Office, The Office of Judicial Affairs or the Judicial Team.
- Section 7. The Chaplain and Standards Board hold the authority to assign a Sober Monitoring assignment as a result of a standards hearing. As a result of the Standards Board meeting after chapter, the assignment shall be for the following week at the earliest.
- Section 8. There will be at least two sober monitors every Friday and Saturday night.
- Section 9. The Executive Council representative(s) or standards board representative(s) shall be determined, for the sober monitoring program, at their regular Sunday meeting, prior to the weekend the duty shall be served, with at least one Executive Council representative or Standards Board member a designated sober monitor every Friday and Saturday night. This will be upheld with the exception of the standard's board representative holding the status of upperclassmen or not residing within the chapter facility.
- Section 10. The other representative(s) shall be determined at the chapter meeting prior to the weekend the duty shall be served, if there are still vacancies to be filled after the standards hearing of the previous week.
- Section 11. Each non-executive member of the chapter is required to be a sober monitor (1) night each semester. Positions will be filled first on a voluntary basis, however, if the position is then not filled, the position will be assigned by the risk management chair on a basis of SigEp points.
- Section 12. Members of Academic Probation are not permitted to volunteer.
- Section 13. A rollover shall take place between Fall and Spring semesters when assigning sober monitors.
- Section 14. Any member who volunteers after their required (1) night of monitoring, shall receive (1) 'SigEp Point' for each night served as the designated Sober Monitor.

- Section 15. A records log shall be kept by the Risk Management chair to determine assignments and keep track of acquired ‘SigEp Points’.
- Section 17. The assigned sober monitor on Friday night will be exempt from the concurrent Saturday morning work sessions, except when assigned as a result of a standards hearing.
- Section 18. The assigned sober monitor on Saturday night will be exempt from the concurrent Sunday evening work sessions, except when assigned as a result of a standards hearing.
- Section 19. A member may volunteer to be a sober monitor on Friday and/or Saturday to work off a previously assessed fine of \$10/day as sober monitor.
- Section 20. Sober monitors are to remain sober for the entirety of their shift, as specified in section 2 of this article. An infraction shall result in a C.U.B.

ARTICLE XI – SUBSTANCE-FREE CHAPTER FACILITIES

- Section 1. As of April 18th of 2020, the Iowa Beta chapter facilities will be substance free for all members, alumni, and guests unless enacting the chapter’s right in section 2 this article.
- (a) The term substance throughout this amendment will pertain to the following:
 - (i) Alcohol in any shape or form.
- Section 2. The “restriction” is as follows:
- (a) The chapter’s AVC registers a special event as defined in resolution 2 proposed and adopted at the 55th Grand Chapter Conclave.
- Section 3. The definitions of “substance-free” and “chapter facilities” as follows:
- (a). “Substance-free” shall be defined to prohibit the possession, use, distribution or consumption of alcohol.
 - (b). “Chapter facilities” shall be defined as all property owned by the Iowa Beta chapter or Alumni Volunteer Corporation (AVC).
- Section 4. A violation of these standards will be an automatic referral to the standards board with an appropriate consequence to be determined within the designated hearing.
- (a). With the new Membership Agreement implemented in the spring of 2022, with the help of AVC, the punishments shall be severe with a minimum of a membership review.
 - (b). The previous punishment recommendations have been excluded due to the intolerance for this type of behavior and the amount of time the chapter has had to implement new substance free rules.

Section 5. The possession, use, distribution, or consumption by a member of any illegal or illicit substance, marijuana, or controlled substance without an appropriate prescription issued to the user by a licensed professional shall result in immediate review of the violator's membership through a formal trial conducted by the standards board.

ARTICLE XII – RISK MANAGEMENT POLICIES

Section 1. Every member within the Iowa Beta Chapter needs to have signed the Membership agreement, first created in the Spring of 2022, to be considered in good standing in the chapter.

Section 2. In addition to Article X, all sober monitors are to report to the Rick Manager. If a situation arises where someone is in danger or is not compliant with our laws in Article XI, then they are to notify the risk man and then members of the executive team.

- (a) If a member or guest is in need of medical assistance than number #1 on the protocols linked below should be followed, otherwise it can be skipped. These protocols are the to be followed by any member who is around given situation and the executive team in the following 72-hours.

[Incident Protocol](#)

- (b) If a situation requires a member to be removed from the facility, it is the sober monitors job as well as the rest of the members in the house to ask them to leave, then the sober monitor can drive or guide them to a different location where their actions are allowed.
- (c) If there is a situation where a member that lives in the house is incompliant with the Membership Agreement outlined in Section 1, or if there are unable to control their actions when asked, they are to be separated from the situation and the risk manager and Executive team should be notified.

Section 3. No member, guest, or any other person shall be allowed to go to an event where they are deemed to be unable to control themselves by a sober monitor, or member(s) of the executive team.

- (a) If an issue occurs with a guest, the situation should be brought up to the executive team and an investigation will be conducted into the guest as well as the member who brought them to the event.
- (b) It is the executive team and risk man's responsibility to educate the members on appropriate behaviors in the chapter facilities and events. It is the members responsibility to educate the guest, that they put on the guest, list about how to act appropriately.

- (c) There is to be a minimum of 1 sober monitor per 15 people that are at a registered event with a majority being classified as a junior or senior member.

Section 4. Iowa Beta does not encourage any underage chapter member to drink, nor do we allow any type of alcohol or drug on to the chapter facility, as outlined in Article XI

Section 5. Iowa Beta will be in compliance with Sigma Phi Epsilons National Chapter guidelines for Risk Management and use them as a guide for education out chapter members.

[Risk Management Policies](#)

Section 6. If any member is found to have broken the membership agreement or housing contract their membership will be up for review, with their active status being withdrawn until this review is completed.

ARTICLE XIII – CHAPTER ADVISORS

Section 1. The chapter should be known as the chapter counselor

Section 2. The chapter counselor and all other advisors are appointed by the district governor

Section 3. The following are the duties of the chapter counselor:

- a) Ensure stable operations of the chapter, aligned with the Fraternity's bylaws, policies and procedures.
- b) Advise the undergraduate executive board in both leading and managing the operations of the chapter.
- c) Facilitate regular goal setting, and hold officers accountable to their goals.
- d) Maintain focus on the chapter's long term goals.
- e) Support the officer election process and coordinate an officer transition retreat.
- f) Encourage chapter member participation in Fraternity leadership events.
- g) Coordinate individual mentors for every member of the undergraduate executive board.
- h) Mentor the chaplain and Standards Board.
- i) Be visible to all members of the chapter by attending chapter meetings and member development events.
- j) Communicate the performance, opportunities and concerns of the chapter to the AVC.
- k) Coordinate with the university's Greek life office.

Section 4. Per University guidelines, the chapter will have a faculty advisor

Section 5. The faculty advisor is selected by the chapter president and shall serve an indefinite term length at the chapter president's discretion.

Section 6. The following are the responsibilities of the faculty advisor:

- a) Communicate Iowa State policies and procedures

ARTICLE XIV – UNIVERSITY CONSTITUTION GUIDELINES

- Section 1. Sigma Phi Epsilon abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Sigma Phi Epsilon agrees to annually complete President’s and Treasurer’s training.
- Section 2. Iowa State University and Sigma Phi Epsilon 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 (except as permitted by law).
- Section 3. The risk manager shall be responsible for the following:
- (a) help minimize potential risks for club activities
 - (b) recommend risk management policies or procedures
 - (c) to submit documentation to ISU’s Risk Management Office and
 - (d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).