

**Psi
Chapter
of
Sigma Nu Fraternity**

Constitution and Bylaws

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Psi Chapter of the Sigma Nu Fraternity Bylaws

ARTICLE I NAME

Section 1. The name of this organization shall be known as the Psi Chapter of Sigma Nu Fraternity, Inc.

ARTICLE II MEMBERSHIP

Section 1. Eligibility

- a. A member must be a man willing to uphold the values of Sigma Nu Fraternity and have the character which places him in good standing with both the University of North Carolina at Chapel Hill (UNC-CH) and his peers.

- b. A member must be a full-time student at UNC-CH.
- c. If hardship and/or unforeseen circumstances occur, permission for continued active status may be granted explicitly through the Executive Council.
- d. Any individual seeking membership in this Chapter must have a cumulative grade point average of 2.5.
- e. Any first semester freshman seeking membership in this Chapter must have a cumulative un-weighted grade point average of 3.0.
- f. No man registered at UNC-CH shall be denied membership in this Chapter on the basis of race, color, creed, or national origin.
- g. No man shall be elected into this Chapter strictly as an honorary member.
- h. Any man registered at UNC-CH who is married shall be eligible for membership in this Chapter and must abide by all eligibility requirements.

Section 2. Voting on Candidates

- a. 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. Individuals seeking membership in this Chapter having met the qualifications in Section 1 and who have a legacy with Sigma Nu shall be subject to a $\frac{3}{4}$ approval of all current Chapter members.
- c. No absentee vote will be permitted when voting to extend bids for membership.
- d. Prospective members that have been proposed and rejected may be proposed again as many times as desirable.
- e. During the Candidacy period each semester, there will be a time at each weekly Chapter meeting to discuss any of the current Candidates.
- f. During said time, any Brother may bring up a Candidate to be discussed and/or voted upon for Candidacy termination.
- g. A $\frac{3}{4}$ vote of the Brotherhood will terminate Candidacy.
- h. The procedures for bid sessions shall be followed as outlined in Article II, Section 3.

Section 3. Bid Sessions

(i)

- a. The recruitment chair shall prepare a slide show consisting of all prospective members proposed for membership, including any high school information available.
- b. One by one, the prospective members on the slide show shall be presented to the chapter at the bid session meeting.
- c. For each prospective member presented, there will be an open floor period whereby first the assigned brother may update the chapter, then any active brother can make comments on the character of the prospective member.
- d. Once all discussions have finished for the present prospective member in question, the brothers shall vote on extending the prospective member a bid. The procedure for voting on extending bids is outlined in Article II, Section 3 (ii) below.

(ii)

- a. Any active brother not wishing to immediately extend the prospective member a bid shall raise his hand indicating “a slide”.
- b. If 3 or more slides are given, the prospective member may not be discussed again until the next bid session. If it is the final bid session than he will not be extended a bid. If the prospective member is a legacy, he shall be extended a bid as long as less than $\frac{1}{4}$ of the chapter present a slide. (See Article II, Section 2 (b)).
- c. If less than 3 slides are given, the recruitment chair shall move on to the next prospective member and proceed with the same steps as outlined above, and shall continue to do so until all prospective members have come up for discussion and voting.
- d. If no slides are given for a prospective member, (or less than $\frac{1}{4}$ total present brothers slide a legacy), the prospective member shall be extended a bid.
- e. All prospective members who receive less than 3 slides shall then be brought up again at the end of the slide show. Brothers will have time to talk individually with those brothers who “slid” certain prospective members. A second round of voting will follow whereby the same procedures shall be followed as outlined above. As many rounds shall follow as is necessary.
- f. For each semester, each brother has a “blackball” to use at his discretion. If he chooses to blackball a prospective member, he has 48 hours to inform the prospective member that he is never welcome back on Sigma Nu property and to never be present at any Sigma Nu event even after the brother has graduated. If a prospective member is blackballed he may never be extended a bid. As this is the most severe of circumstances,

the chapter is required to follow the brother's wishes as a matter of honor, without exception.

Section 4. Badge Number

- a. Badge number shall be determined as follows: At a chapter meeting, all brothers will number each candidate on a secret ballot from 1 downwards. One represents their favorite candidate (the one in which they wish to give the lowest badge number to), and the highest number corresponds to the candidate they wish to assign the highest badge number to. All brothers' rankings are added up and the candidate with the lowest score shall receive the lowest badge number, followed by the second lowest, etc.

ARTICLE III ELECTED OFFICERS

Section 1. Eligibility Requirements

- a. Candidates for the offices of Commander, Lieutenant Commander, Treasurer, and Recorder must be in good standing, academically, financially, and fraternally, with the Chapter.
- b. "Good standing" as defined in The LAW.
- c. Aforementioned candidates must have a minimum cumulative grade point average of 2.6.
- d. All other candidates for other offices should be in good standing with the Chapter and meet the given qualifications in Section 1, b and c.

Section 2. Elections

- a. Elections of officers shall be held in November.
- b. Nominations can be held up to and on the day of elections.
- c. Officers will be elected upon receiving a majority vote of a Chapter quorum. In the case of no candidate earning a majority vote, a runoff 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 on the last chapter of the Fall Semester.
- b. The incumbent Eminent Commander will install the Eminent Commander elect, who will subsequently install the remaining officers.
- c. When installed, the officer-elect shall make the following oath: "I promise upon my honor as a Knight and a gentleman, to conform to and abide by the LAW of SIGMA NU FRATERNITY, orders of the Grand Chapter, the High Council, Executive Director and the Division Commander of this Division, and the Rules of this Chapter, and to faithfully perform all the duties of the office to which I have been chosen."

Section 4. Vacancies

- a. A formal election for replacement of any vacated office will be held at a maximum of two weeks after the vacancy is created.
- b. Candidates for the following vacated offices shall be nominated and voted on by the Chapter: Commander, Lieutenant Commander, Treasurer, and Recorder.
- c. All other office vacancies shall be nominated by the Commander, and subject to the approval of the Chapter.

Section 5. Impeachment

- a. Any officer may be impeached by action taken by active members in good standing with the Chapter.
- b. Grounds for impeachment shall be defined as: falling out of good standing financially, academically, fraternally, and legally.
- c. The Majority of members must be in support of the impeachment motion before Chapter voting can take place.
- d. 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.
- e. A vote will be called and a $\frac{3}{4}$ vote by the Chapter is required for an officer's removal from office.

Section 6. Powers and Duties of the Offices

a. The Commander shall:

- i. Issue and enforce summons commanding any member of the Chapter to attend a Chapter convocation.
- ii. Preside at all Chapter meetings and proclaim the order of business at meetings.
- iii. Preserve order and inflict fines for disorderly conduct.
- iv. Decide all points of law and order.
- v. Appoint the House Manager, Scholarship Chairman, Intramurals Chairman, and any he deems necessary.
- vi. Countersign all orders of the Chapter treasury.
- vii. Sign the credentials of the Representatives to the Grand Chapter.
- viii. Report to the Chapter any failure by the officers of the Chapter to properly perform their duties with recommendations for removal from office or such other action as may be considered proper.
- ix. Perform those duties delegated upon him by the RITUAL.
- x. Serve as a facilitator of Phase II of the LEAD Program.

b. The Lieutenant Commander shall:

- i. Assist the Commander in his duties and, in the Commander's absence, perform them.
- ii. Serve as Chairman for the Executive Council.
- iii. By serving as an ex-officio member of all committees, be responsible for directing and coordinating all committee work.
- iv. Serve as Chairman of the Bylaws Committee when it is functioning.
- v. Serve as Chairman for the Judicial Council.
- vi. Coordinate participation in all standards programs for the Chapter.

c. The Treasurer shall:

- i. Promptly collect all dues, fines, taxes, fees, and other monies owed to the Chapter.
- ii. Be in charge of the Chapter's monies and keep a true account of them.
- iii. Pay out the Chapter's money only with the consent of the Commander and the Chapter.
- iv. See that the accounts of the Chapter are properly kept in order.
- v. Give a Treasurer's Report at all general meetings and to the General Fraternity as required.
- vi. Present the following semester's budget to the Chapter at least five weeks before the end of each present semester.
- vii. Present a financial statement to the Chapter by the 15th of October and the 15th of March.
- viii. Make, at the end of each fiscal year, a complete report to the Executive Director of the financial condition of the Chapter.
- ix. Perform other duties at the request of the Chapter and or Executive Director.

d. The Assistant treasurer shall:

- i. Assist Treasurer in all his duties.
- ii. Be elected at the end of every fall semester.
- iii. Be trained by the Treasurer during each spring semester.
- iv. Be trained by the Treasurer during each spring semester.
- v. Be voted on for approval by chapter at the last chapter meeting in March. If approved he will be named the Treasurer for the upcoming school year. If not approved, the position will be filled by election at the current chapter meeting.
- vi. Then be trained for the remainder of the semester
- vii. He will then be voted on for approval during the last chapter meeting in April. If not approved; position will be filled by election during the current chapter meeting.
- viii. Serve the term of a full school year (the following fall and spring)

ix. Train the next assistant treasurer during the next spring semester (his second semester in office)

e. The Recorder shall:

i. Have a written record of all the proceedings of the Chapter and shall be responsible for sending a copy of the record to the Executive Director of Sigma Nu Fraternity as requested. Also be responsible for sending in the proper forms to the General Fraternity, and reporting newsworthy items to The DELTA.

ii. Perform the duties of the Corresponding Secretary for the Chapter.

iii. Send, on proper forms to the Executive Director, Reports of Candidacy or Initiation, affiliations, deaths, Expulsions and elections of officers within three days after the occurrence of such events.

iv. Keep the minutes at all Chapter Meetings as well as all Executive Council Meetings.

v. Perform other duties at the request of the Chapter and/or Executive Director.

f. The Candidate Marshal shall:

i. Act as the Chairman of the Candidate Education Committee.

ii. Direct and coordinate the Chapter's Candidate Education Program.

iii. Submit a detailed written plan for the upcoming Candidate Education Program for approval by the Executive Council, to be due two weeks prior to the end of the current semester.

iv. Plan and execute both a formal Candidate Ceremony and a Candidate retreat for all new Candidates.

v. Perform duties required of him by the RITUAL and those, which the Commander may direct.

vi. Perform other duties at the request of the Chapter and Executive Council.

g. The Chaplain shall:

i. Be responsible for offering spiritual guidance to the Chapter.

ii. Act as the Chapter's director on Ritual.

iii. Assist with the Candidate Education Program.

- iv. Plan and execute organized brotherhood events.
- v. Perform other duties at the request of the Chapter and Executive Council.

h. The LEAD Chairman shall:

- i. Chair the LEAD Committee.
- ii. Plan, coordinate, and manage all LEAD phases.
- iii. Submit a tentative LEAD schedule for the upcoming semester, to be approved by the Executive Council, due two weeks prior to the current semester.
- iv. Perform other duties at the request of the Executive Council.

i. The Recruitment Chairman shall:

- i. Plan, coordinate, and execute the Chapter's recruitment activities.
- ii. Submit a tentative Recruitment plan for the upcoming semester, for approval by the Executive Council, to be due two weeks prior to the end of the current semester.
- iii. Submit a detailed written plan for the upcoming Rush, for approval by the Chapter, to be due two weeks prior to the end of the current semester.
- iv. Appoint 3 rush Chairmen:
 - a) Events Chairman
 - b) Communications Chairman
 - c) Finance Chairman

j. The Alumni Relations Chairman shall:

- i. Implement and maintain an active Alumni and Parents Association Program.
- ii. Collect and report information relating to the Alumni Brothers of the Chapter and shall be the liaison between the Alumni Brothers and the Collegiate Chapter.
- iii. Publish at least two alumni newsletters each year.
- iv. Update the General Fraternity alumni database at least once per year.
- v. Attend all Alumni Advisory Board meetings.

k. The Sentinel shall:

- i. Make sure that only people who are allowed to attend Chapter's functions are in attendance.
- ii. Perform duties required of him by the Ritual.
- iii. Chair the Risk Reduction Committee.
- iv. Ensure that all Risk Reduction Policies and Guidelines are followed at all Chapter meetings and events.
- v. Be responsible for enforcing any and all fines or dues outstanding from any brother. If the brother has outstanding fines, he will be subject to Article VII, Section v.

l. The Historian shall:

- i. Collect, file, and preserve anything which is likely to prove of interest and value as historical matter. Coordinate all such activities with the Recorder.
- ii. Send to the General Office historical material that should be preserved for the future.
- iii. Serve as liaison with the Grand Historian in an effort to utilize the Chapter's historical effects to develop a sense of pride and loyalty toward the Chapter and the Fraternity.

m. The Social Chairman shall:

- i. Be responsible for the planning and execution of social functions.
- ii. Spend only that which is allowable under the Budget and be personally responsible for all overages, unless first obtaining the Chapter's approval for said overages.
- iii. Work with the Sentinel to ensure that all social events follow the Risk Reduction Policies and Guidelines.

n. The House Manager shall:

- i. Sit on the Executive Council as non-voting members.
- ii. Serve a term of one semester.
- iii. Perform House maintenance and general improvements on Sigma Nu property.

- o. Community Service/Philanthropy Chairman shall:
 - i. Plan, coordinate, and execute community service events
 - ii. Plan and coordinate one large philanthropy event annually.
 - iii. Serve as Chairman of the Community Service and Philanthropy Committee.

Section 7. Appointed Offices

- a. The offices of Kitchen Manger, Scholarship Chairman, IFC Representative, and Intramural Chairman shall be granted through the process of appointment. Appointments shall be nominated by the Commander and subject to the 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. The Chaplain and LEAD chairman will serve as non voting members. The Chapter Advisor and all other elected-officers and committee chairmen will serve as ex-officio, non voting members.
- b. The Lieutenant Commander shall preside over the Executive Council and make reports/recommendations to the Chapter at weekly meetings.
- d. The Executive Council shall meet once per week to set the agenda of the next weekly Chapter meeting.
- e. The Executive Council shall perform other duties at the request and approval of the Chapter by a 2/3 vote.
- f. Following one unexcused absence, any subsequent unexcused absences of an officer from the weekly meeting of the Executive Council shall be fined ten dollars per meeting missed.

Section 2. Finance Committee

- a. The Finance Committee shall be composed of the Treasurer as Chairman, Commander, Lieutenant Commander, the Chapter Advisor, at least two Chapter members, and an Alumni Finance Advisor, if available, knowledgeable in budgeting and accounting procedures.
- b. The Committee shall establish a budget per semester, 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 according to 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 and approval of the Chapter by a 2/3 vote.

Section 3. Recruitment Committee

- a. The Committee shall be chaired by the Recruitment Chairman who shall be elected by the Chapter.
- b. Members serving on the Recruitment Committee will be appointed by the Recruitment Chairman. An alumni advisor if available shall also serve on this committee.
- c. The Recruitment Chairmen will appoint a Rush Coordinator(s), who will work with the Recruitment Chairmen to plan rush.
- d. Rush activities must be planned and approved by the Chapter the semester before the aforementioned events take place.
- e. The Committee and the Lieutenant Commander, in an ex-officio capacity, shall be responsible in the design, implementation, and review of the Recruitment program.
- f. This Committee shall perform other duties at the request and approval of the Chapter by a 2/3 vote.

Section 4. Social Committee

- a. The Committee shall be composed of a Chairman, Lieutenant Commander, in an ex-officio capacity, and the Sentinel, and at least five members.
- b. The Chairman shall be elected by the Chapter. The Chairman shall be personally responsible for any and all overages of the Social Budget, unless first obtaining the Chapter's approval for foreseeable overages.
- 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 then only monies specified within the Budget.
- e. This Committee shall perform other duties at the request and approval of the Chapter by a 2/3 vote.

Section 5. Candidate Education Committee

- a. This Committee shall be chaired by the Marshal(s).
- b. The Marshal(s) shall select the members to this Committee. The LEAD Chairman shall also serve on this committee.
- c. This Committee shall be responsible for assisting the Marshal(s) in design and implementation of LEAD Phase I.
- d. This Committee shall perform any other duties at the request and approval of the Chapter by a 2/3 vote.

Section 6. LEAD Committee

- a. This Committee shall be chaired by the LEAD Chairman.
- b. The LEAD Chairman shall select the members to this Committee. The Marshal(s) shall also serve on this committee.
- c. This Committee shall be responsible for assisting the LEAD Chairman in design and implementation of the LEAD program.
- d. This Committee shall perform any other duties at the request and approval of the Chapter by a 2/3 vote.

Section 7. Community Service and Philanthropy Committee

- a. This Committee shall be composed of a Chairman elected 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 in assisting the Community Service and Philanthropy Committee Chairman in planning service projects and other special projects.
- c. This Committee will work to provide at least one community service project per semester that helps build the Chapter's image in the community as well as helps those in need.
- d. Each member of the Chapter must have a minimum of 20 hours of community service with or without Sigma Nu per semester.
- e. A fine of \$15 will be levied for each hour for a brother not meeting the aforementioned clause.
- f. This Committee shall perform other duties at the request and approval of the Chapter by a 2/3 vote.

Section 8. Alumni Relations Committee

- a. The Chairman shall be elected by the Chapter.
- b. The Chairman shall select the members of this Committee and will coordinate the Alumni Relations activities at all times with the Chapter Advisor.
- c. This Committee shall be responsible for assisting the Alumni Relations Chairman for the establishment, coordination, and administration of the Alumni Program, Alumni Newsletter, Alumni gatherings, and Alumni participation in the Chapter.
- d. This Committee shall perform other duties at the request of the Executive Council.

Section 9. Scholarship Committee

- a. The Committee shall be composed of a Chairman elected by the Chapter, the Treasurer, and at least two other members, appointed by the Chairman. In addition, the Lieutenant Commander shall assist in an ex-officio capacity.

- b. The Committee shall keep track of all academic records and, at semester mid-terms, update the curriculum records based on the classes taken by Chapter members.
- c. The Committee shall collect and review any available Chapter grade point averages at the end of each semester.
- d. The Committee shall provide academic assistance and incentives to members.
- e. The Committee retains the right to grant merit based and need based scholarships.
- f. Each member of the Committee shall be in good standing academically.
- g. At the very beginning of every semester, the scholarship committee is responsible for writing up a list of merit based scholarships to be awarded to brothers after grades are released at the end of the semester. It shall be up to the discretion of the committee as to the type of scholarships and how much money to allocate towards these scholarships. All scholarships must be approved by both the Psi AAB President and the person in charge of the fund working at the office of Fraternity and Sorority Life. The money to be used will be the interest earned on the Psi Dr. Clark Trust Fund. Examples of awards include but are not limited to: Top 3 GPA's, Dean's List, Most Improved GPA, etc.

Section 10. 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 or as needed.

Section 11. Housing Committee

- a. This Committee shall be composed of a Chairman and at least two additional members, all appointed by the Commander and approved by the Chapter. In addition, the Lieutenant Commander shall assist in an ex-officio capacity.
- b. This Committee will work closely with the Chapter Advisor and with the Psi Home Association.
- c. This Committee shall perform other duties at the request and approval of the Chapter by a 2/3 vote.

Section 12. Kitchen Committee

- a. This committee shall be composed of a Chairman and at least two additional members appointed by the Commander. In addition, the Lieutenant Commander shall assist in an ex-officio capacity.
- b. This committee shall perform other duties at the request and approval of the Chapter by a 2/3 vote.

Section 13. Risk Reduction Committee

- a. The Committee shall be chaired by the Sentinel who shall be elected by the Chapter. The Lieutenant Commander shall also serve in an ex-officio capacity.
- b. Members serving on the Risk Reduction Committee will be appointed by the Sentinel. An alumni advisor if available shall also serve on this committee.
- c. The Sentinel has the right to appoint sober brothers to act as monitors at specified social functions or any event at his discretion.
- d. The Committee and the Lieutenant Commander, in an ex-officio capacity, shall be responsible in the design, implementation, and review of the Risk Reduction program.
- f. This Committee shall perform other duties at the request and approval of the Chapter by a 2/3 vote.

ARTICLE V MEETINGS

Section 1. Chapter meetings shall be conducted once 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 use of tobacco products shall be allowed at business meetings of the Chapter.

Section 5. Quorum

- a. 2/3 of the total active membership must be present for any vote during regular Chapter meetings.
- b. The requirement of the quorum may be suspended by the Commander if a majority (defined as 50% + 1 of the Chapter) of active members are present.

Section 6. Attendance Policy

- a. Members must attend all regular Chapter meetings.
- b. The absentee must if possible notify the Commander or Recorder at least 24 hours prior to the Chapter meeting.
- c. Failure to notify the Commander of a previous engagement will subject the member to stipulations in Section 6e.
- d. An absence and tardiness shall be deemed excusable if and only if the Executive Council approves at the most immediate Executive Council meeting.
- e. A fine or punishment of \$20 shall be levied for each unexcused absence of a regular meeting by a Chapter member.

f. In the case of an unscheduled meeting called by the Executive Council an excused absence will be defined and cleared by the Executive Council.

g. Single absence fines may not exceed 20 US dollars.

h. Following a third unexcused absence from regular Chapter meetings, a one-time Attendance Fine of 100 US dollars will be added to the following semester's fraternity dues, to be used as the Chapter sees fit.

ARTICLE VI FUNCTIONS

Section 1. Recruitment Policy

a. Members must attend all recruitment events.

b. The absentee must if possible notify the Recruitment Chair (if the event takes place outside of rush) or the Rush Chair (if the event takes place within rush) at least 72 hours prior to the event.

Section 2. All other Supervising Chairs.

a. Members are expected to notify the proper officer or chair when he is unable to attend an event.

b. Officers or chairmen have the right to petition the Executive Council for the ability to fine members for not attending events.

ARTICLE VII INTERNAL DISCIPLINE

Section 1. Each brother must achieve a GPA of 2.75 for any given semester.

a. If his semester GPA is below 2.75 but his cumulative GPA is above 2.5, he shall be required to complete eight (8) study hours per week, which must be verified by a member of the Permanent Executive Committee or the Scholarship Chairman.

b. If a brother does not complete the required 8 study hours per week, he will be placed on both academic probation and social probation immediately.

c. If a brother lacks x amount of study hours one week he must make up these hours in the following week. He will be removed from social probation upon completion of these hours.

d. Academic probation shall be defined as 8 required study hours per week, to be verified as outlined in part b.

e. Social probation shall be defined as suspension from Chapter social functions.

f. If a brother's cumulative GPA falls below 2.5, he is subject to Trial Code procedures as outlined in the LAW.

Section 2. Any brother striking another brother will be suspended from all Chapter functions and will be brought before the Judicial Council for proper disciplinary actions to be decided.

Section 3. An accused brother may file an appeal by petition to the Lt. Commander, who will then weigh the appeal and prescribe a plan of action to be executed through the Judicial Council.

Section 4. 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 Executive Council.

Section 5. If any Brother has any outstanding fine(s), he will be placed on social probation until fine is paid. Social probation here shall be defined as exclusion from all social functions funded by the Chapter.

ARTICLE VIII FINANCES

Section 1. Dues

a. Brotherhood dues shall be set by the Finance Committee and approved by the Chapter in a 2/3 quorum.

b. Candidate dues shall be equal to brotherhood dues as approved by the Chapter in a 2/3 quorum.

c. All candidates shall be required to sign a legally binding dues agreement prior to their initiation. This agreement will require them to pay dues as set by Chapter procedure each

semester, until they are no longer an active brother. If this contract is broken, the Chapter and/or Psi Home Association are permitted to take any necessary measures in order to collect any outstanding dues.

Section 2. Payment

- a. Payment of all Brotherhood dues shall be made in full by the first day of classes of each semester.
 - b. Payment plans shall be written and signed by respective brother(s) and Gilchrist Management Company before the first day of classes. Payment plans may be executed in up to four monthly installments, insofar as brother has paid in full by November 15 (April 15 for spring semester). Payment plans are subject to a 2% surcharge.
 - c. Payment of all Candidate fees shall be made in full by fourth week of Candidacy.
 - d. Payment plans for Candidates shall follow part b, insofar as Candidate(s) has paid in full by the fourth week of Candidacy.
 - e. If a Candidate drops of his own accord, the Chapter will prorate his dues and fees and refund him his due amount.
 - f. If Chapter terminates a given Candidate's Candidacy, the Chapter will prorate his dues and fees and refund him his due amount.
 - g. All dues and fees are non-refundable, excepting conditions in parts e and f.
- e. All members on the roster as of the Chapter meeting during which the next semester's budget is approved are required to pay all dues and fees, regardless of change of membership between said meeting and the first day of the next semester.

Section 3. Indebtedness

- a. A Brother owing an account thirty (30) days past due shall be automatically suspended without further action by the Chapter or General Fraternity.
- b. A suspension may be lifted by payment of the account or upon the approval of the Eminent Commander with a payment plan in writing signed by the suspended Brother, Treasurer, and Eminent Commander.

c. When the account of a Brother is ninety (90) days past due, the Chapter Treasurer shall report the delinquency to the Executive Council, which, at its next meeting, shall take either of the following actions:

i. If the Executive Council finds there is a proven hardship which justifiably prevents the delinquent Brother from making prompt payment, then the delinquent Brother may be permitted to execute a promissory note to the Chapter for the amount owed upon such terms as the Executive Council may determine, but payable no later than one (1) year from the date the Executive Council takes such action. During such time, the suspension of the delinquent Brother shall continue. If the note is not paid when due, the Chapter Treasurer shall promptly initiate proceedings in accordance with the TRIAL CODE; or,

ii. If the Executive Council determines that no such hardship is demonstrated, the Chapter Treasurer shall promptly initiate proceedings in accordance with the TRIAL CODE.

Section 4. Service Charge

a. There will be a \$20.00 service charge on all returned checks. One bad check will constitute future payments being made in cash, cashiers check, or money order only.

Section 5. Check Policy

a. The signature of both the Commander and the Recorder is mandatory on all checks written from the Chapter's checkbook.

Section 6. Savings Account

a. Five percent of all Chapter income will go directly into the Chapter's money market account to help supply the Chapter's savings fund.

b. A 2/3 vote of Brothers is required to remove funds from the account to be transferred into the Chapter's checking account.

Section 7. Expense Request

a. All officers must submit an expense request form for all expenses being covered by the Chapter budget. Said form must be submitted to the Treasurer at least 24 hours before expense is incurred.

Section 8. Liability

a. Any officer incurring an unapproved expense shall be personally liable for said expense.

Section 9. Reimbursement Policy

a. Anyone seeking reimbursement must show the receipt to the Treasurer no later than 48 hours after date and time on said receipt.

Section 10. Chapter Deposit

a. Each semester, all members will be billed \$100 with their chapter dues as a deposit to pay for Chapter fines, fines decided as sanctions from Honor Board hearings, and to make purchases for T-Shirts ordered by the T-shirt Chair.

b. Chapter fines, fines levied as sanctions through the Honor Board, and T-Shirt purchases are the only withdrawals that can be made from this fund.

c. The Treasurer and Asst. Treasurer will keep track of these funds.

d. A brother has the right to request his current chapter deposit balance in writing from the treasurer and it must be provided within 48 hours.

e. The remaining balance on the last day of classes will be returned to the member as a check written in the member's name.

f. For those who overdraft- the amount will be billed on the next semester's bill in conjunction with next semester's \$100 balance.

g. Whether or not a member decides to appeal a fine he has one week to pay for the fine out of pocket. After this time, it will be taken out of his Chapter Deposit account.

h. There must be a separate money market account for this fund independent of chapter dues.

ARTICLE IX 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.

- a. Should the Treasurer deny a hardship extension, the member may file an appeal with the Executive Council within one week.

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 X 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 must be submitted in writing to the Lieutenant Commander

Section 3. Sub-amendments must be submitted in writing and may be presented at any time during Chapter meetings.

Section 4. Once an Amendment is approved by a quorum of the Chapter, the Amendment will be verified to ensure that it abides with The LAW of Sigma Nu Fraternity and the policies of UNC-CH.

ARTICLE XI HOUSING AND PARKING

Section 1. Housing Requirements

- a. The Eminent Commander, House Manger, and Sentinel shall be required to live in the house, unless otherwise determined by a majority Chapter vote.
- b. The Eminent Commander, House Manger, and Sentinel must live in the house for the duration of their term in office.

Section 2. The permanent Executive Council gets first priority and room selection.

Section 3. Thereafter priority will be determined by badge number.

Section 4. The permanent Executive Council has priority for parking spaces. After the permanent Executive Council, brothers living in the house have priority for parking spaces. All other available spaces will be determined by badge number.

Section 5. In the result of a mid-year room vacancy, the vacancy will be filled according to subsequent badge number.

Section 6. In regards to double rooms: Roommates will choose one another. The roommate with the lower badge number will have priority in room selection, regardless of the badge number of his roommate.

Section 7. The permanent Executive Council, House Manager, and Sentinel shall pay the double room price for a single room.

If one of these officers chooses to live in a double room, he will be granted the same dollar value discount as those aforementioned officers living in a single room.

Section 8. Any brother wishing to reside in the house is required to have, at minimum, a 2.75 cumulative Grade Point Average (GPA) at the time of the signing of the lease agreement, and must maintain a 2.75 GPA for as long as he resides in the house. Should a brother that already resides in the house allow his GPA to fall below 2.75, he will not be permitted to renew his lease after the expiration of his existing lease agreement until he is able to raise his GPA to at least 2.75 or unless the executive council assents to waive this requirement via the appeals process outlined in XI.8.a.

a. Any brother who wishes to reside in the house, but does not meet the minimum GPA requirement outlined in XI.8. of this document, shall have recourse in the form of a formal appeal to the executive council the terms of which are as follows:

i. Any active brother may subject himself to the appeals process.

ii. All appeals will be heard by the full executive council, notwithstanding the absence of any individual member, as long as more than seventy-five percent of the members are present.

iii. The decision of whether or not to grant the appeal will be reached by a open vote, in the absence of the brother bringing the appeal, with a simple majority (fifty-one percent) being the level of assent necessary to render the decision.

iv. A document shall be created by the Scholarship Chair with the purpose of guiding the members of the executive council in reaching a decision on whether to accept or reject an appeal. This document must be approved unanimously by the executive council, and is subject to amendment at any such time that a member of the executive council deems necessary. In the event of an amendment, the document must be unanimously approved once again.

v. Any brother who subjects himself to the appeals process must also assent to the release of his academic information (including grade history) to the full executive council.

vi. Should the executive board decide against granting an appeal, the brother bringing the appeal will have one further recourse in the form of a direct appeal to the chairman of the Psi Home Association. The decision reached in this final appeal will stand.