

Sigma Eta Pi (ΣΗΠ) at UNC

CONSTITUTION 07/10/2025

Article I - NAME

Section 1: Name Declaration

Per the tenets outlined in this constitution, we formally establish ourselves as Sigma Eta Pi at the University of North Carolina (UNC) or SEP at UNC. Please take note: the acceptable formats include "Sigma Eta Pi at the University of North Carolina at Chapel Hill," "Sigma Eta Pi at UNC-CH," "Sigma Eta Pi at UNC-Chapel Hill," or "Sigma Eta Pi at Carolina." However, the term "UNC Sigma Eta Pi" is not permissible.

We adhere to the standard naming convention of "Sigma Eta Pi at UNC" to maintain autonomy and avoid confusion with national entities. Additionally, this format ensures clarity while preventing any implication of university sponsorship or control.

Section 2: Affiliation

This organization falls under the national organization "Sigma Eta Pi" as the Iota chapter.

Article II - PURPOSE

We are a professional co-ed fraternity devoted to transforming individuals into driven and innovative entrepreneurs. Members will be supported through the start-up process with access to instructional workshops, informative speakers, and a vast network of skilled venturers. In addition to building the skills of our members, we seek to create a tight-knit network of entrepreneurial-minded students.

Article III - MEMBERSHIP

Section 1: Active Members

Only currently enrolled UNC-CH students can be active members with the right to vote and hold office (in SEP at UNC)

Section 2: Associate Members

Associate membership is open to faculty and interested community partners outside the University setting, i.e. the Chapel Hill community (they may not hold office or vote). Associate members may not vote or hold office.

Section 3: Alumni Members

Alumni membership is open to former UNC-CH students who were members of the organization. They can serve the functional role of mentors and advisors, although, alumni members may not vote or hold office.

Section 4: Membership Rules of Order

To be a member of Sigma Eta Pi at UNC, one must be interested in entrepreneurship or in gaining the skills of an entrepreneur, and follow the UNC Student Code of Conduct. Members must attend all chapter meetings and will be removed if they miss the required number of meetings per semester. All mandatory events may not be missed without a valid excuse.

Members may not commit any forms of discrimination, harassment, or actions that would make a member feel unsafe or uncomfortable within the organization. They must adhere to the values of integrity, respect, and honesty.

Section 5: Non-Discrimination Statement

The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:

- (A) Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
- (B) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.

Section 6: Duties of Members

Members will be granted a number of unexcused absences agreed upon by the executive board. Additionally, the executive board will determine which events are mandatory and what the penalty will be for missing these events.

Section 7: Dues

Dues are required to be paid semesterly, and pledge dues will always be \$25 higher than members dues as there is a one-time membership fee paid to nationals.

Section 8: Removal of Members

To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. After which, they will no longer be affiliated with the organization and will not be permitted to attend any events hosted by the organization. If the member being removed has paid dues or other expenses that semester before their termination, they will be compensated

The following rules apply to the removal of members:

- (A) Members can be removed for disciplinary infractions or not aligning with the rules of order set forth by the fraternity.
- (B) The member being removed has the right to speak on their behalf and has the right to an appeal. This will take place during a special hearing if necessary in which the date and time will be determined by the President following the request for a hearing.

Section 9: Probation

If members exceed the unexcused absences as stated in the bylaws, they will be placed on a period of probation for the rest of the semester where they will be unable to attend social events. If they complete the rest of the semester with no additional unexcused absences then they will regain their full membership beginning in the following semester.

Article IV – ELECTED OFFICERS

Section 1: Officers

The elected officers consist of the President, Vice President of Operations, Vice President of Marketing, Vice President of Technology, Vice President of Finance, Vice President of Recruitment, Vice President of Events, Vice President of Philanthropy, Brotherhood Chair and New Member Educator

Section 2: Duties of Officers

The President shall be responsible for:

- Conduct the business of the chapter in accordance with the chapter bylaws and serve as chairperson of the chapter's board of directors.
- Preside over the activities of all officers and directors, as well as future committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Monitor the use, accounting, and handling of the chapter funds.
- Chair all meetings of chapter officers and members.

- Participate in/Lead the development and implementation of short-term and long-term strategic planning for the chapter.
- Provide information to the national council as an elected representative of the chapter.
- Communicate national goals, policies, and programs to chapter members.

The Vice President of Operations shall be responsible for:

- Maintaining all Sigma Eta Pi records.
- Schedule and allocate meetings for the chapter, creating a schedule for members and leadership to follow throughout the school year. Inform the chapter executive leadership of dates and meetings ahead of time through reminders on online platforms.
- Keeping the chapter informed of its standing and calling attention to areas in which the chapter needs improvement as measured by the national organization
- Recording the minutes of all meetings of the chapter, including separate leadership meetings, using a standardized system.
- Reading all official communications into the minutes of the chapter.
- Handling correspondence with the national organization and national officers.
- Filing all reports including minutes and university scheduled events promptly, except those designated to be the responsibility of other officers of the chapter.
- Coordinating strategic planning sessions with the chapter president.
- Communicating with other officers to ensure that Sigma Eta Pi reports are completed and submitted in a timely manner.
- Oversees internal membership involvement and campus involvement.
- Should serve as an ex-officio member of every committee within the chapter including the officer leadership.
- Assist in running effective chapter meetings.

The Vice President of Finance shall be responsible for:

- Fulfill the role of financial officer and advisor.
- The financial officer, as an elected officer of the chapter, is a responsible member of the chapter's board of directors and must take part in discussion and action on all business of the chapter. As financial advisor of the chapter, the treasurer must be in a position to assess the financial implications of proposed actions by the board of directors and inform the committee prior to final decisions being made. Also, the vice president of finance must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the board of directors for action.
- The financial officer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
- The financial officer shall disburse such funds only for normal and usual uses unless the chapter's president shall otherwise direct.

- Participate in the development and implementation of short-term and long-term strategic planning for the chapter. This includes receiving feedback from other officers to determine where finances are needed and how to budget efficiently for the school year.
- Attend all monthly membership and leadership meetings.
- Assist in running effective chapter meetings.

The Vice President of Marketing shall be responsible for:

- Create a communications plan
- Keep the chapter informed of all upcoming events and chapter news
- Improve university relations and public perception by sharing positive news about the chapter and its members.
- Support recruitment efforts by promoting a positive and accurate view of your chapter.
- Encourage alumni involvement by informing your alumni of chapter events and needs.
- Keep parents informed of chapter news and milestones.
- Maintain an active presence on social media channels.
- Communicate with the chapter about important news, updates, or upcoming deadlines.
- Take photos of events and other chapter activities and spread Sigma Eta Pi's presence on campus.
- Work directly with local and campus news outlets and university administrators to share your chapter's positive stories.
- Create and distribute monthly or quarterly newsletters to key constituencies.
- Assist in running effective chapter meetings.

The Vice President of Technology shall be responsible for:

- Identify emerging information technologies to be analyzed, assimilated and integrated within the organization.
- Drive the implementation of development best practices throughout the organization, while governing control and ensuring objectives are achieved.
- Ensure maximum uptime and stability in the company's computer systems and networks. This includes running the chapter website and updating pages with new information as delegated by other leadership.
- Develop and maintain a college information technology and telecommunications master plan that reflects long-range planning of IT and telecommunications projects required to support the fraternity's strategic plans.
- Coaches, mentors, and trains new and existing team members in organizational, behavioral, and technical skills.
- Manage the continuing technology initiative and provide strategic planning in the use of academic and administrative computing, campus networking, telecommunications,

instructional resources, and distance learning systems to enhance the fraternity's mission and increase the use of technology in providing services to members.

- Provide technical services to all executive positions and members.

The Vice President of Recruitment shall be responsible for:

- Designing and executing recruiting strategies to attract, evaluate, and hire qualified members.
- Proactively identifying and addressing recruitment needs.
- Evaluating and refining sourcing and selection procedures.
- Manage a team of recruiters and assist as needed
- Promote diversity in the workplace and ensure recruiting strategies attract diverse candidates
- Oversee and improve the overall member experience.
- Maintain talent pipelines with potential candidates and past applicants for future membership needs
- Organize pre and post-recruitment events to establish a strong fraternity brand.
- Participate in the fraternity's strategic planning regarding employee development and engagement
- Research and recommend new sourcing tools and recruiting software

The New Member Educator shall be responsible for:

- Ensure proper onboarding and education for new members

The Vice President of Events will be responsible for:

- Plan networking events and retreat
- Coordinate with the venue and book housing

The Vice President of Philanthropy will be responsible for:

- Plan fundraising events each semester
- Research and find a charitable organization that aligns with the values of Sigma Eta Pi
- Ensure funds collected go directly to the charity chosen

The Brotherhood Chair will be responsible for:

- Plan and organize chapter each week
- Brainstorm new ideas to keep brothers engaged with the fraternity
- Handle logistical problems that may occur during a meeting

Section 3: Election of Officers

Elections for year-long positions will be held annually in the Spring semester during March or April. Fall elections for semester-long positions will be held in November. All positions will be reelected annually except VP of Recruitment, VP of Fundraising, and VP of Technology which will be elected semesterly. All positions held annually will have a two-semester duration (caveat explained below). Elections may be held either in person or virtually. We will go through each position in the following order: President, VP of Operations, VP of Finance, New Member Educator, VP of Recruitment, VP of Marketing, VP of Events, VP of Philanthropy, Brotherhood Chair, VP of Technology.

During elections, those running for President will have 4 minutes to deliver a speech and then a subsequent 4 minutes for questioning. All other positions will have 2 minutes to deliver a speech and then a subsequent 2 minutes for questioning. While a member is giving a speech and answering questions those opposing them must go into the hallway or into a breakout room to prevent answers being influenced and maintain fairness.

Platforms must be submitted one week before the election date with a one-page explanation of why the member would be fit for the position. Members cannot run off the floor unless there are extenuating circumstances as to why they could not submit a platform. All members who submit a platform will be nominated for the position. To run for President, you must have served on the executive board previously for a minimum of one semester.

In the instance that an exec member cannot serve for two semesters, a brief election will be held at the start of the 2nd semester to fill the position. If an exec member is removed or leaves in the middle of the semester, the executive board can choose to either hold an emergency election to fill the position or allocate the removed member's duties to other executive members.

Clearly explain the election process, including when elections are held, length of office, requirements for the nomination of candidates, how the election will take place (e.g. secret ballot, Heel Life Elections tab, showing of hands), and required votes for election (e.g. 2/3, majority). All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA both during elections and while holding office.

Section 4: Removal of Officers

Officers in any position within the organization can be removed for disciplinary reasons or due to lack of performance/noncompliance with the membership rules of order. If officers fail to fulfill their roles as outlined in this document, executive members have the authority to initiate a vote of no confidence. Additionally, if an officer's conduct, whether within or outside the

organization, does not adhere to the standards set by the chapter, the executive board is responsible for initiating disciplinary action for removal.

For a vote of no confidence, a $\frac{2}{3}$ majority is required to remove the executive member from their position.

Both the process of calling for a vote of no confidence and initiating disciplinary removal must adhere to due process. This includes providing adequate written notice, with a minimum of 7 days' notice, granting the officer the right to speak on their behalf, and providing the right to appeal. Depending on the circumstances, the president(s) should specify whether the process can occur during a regular meeting or if a special meeting (hearing) is necessary.

All grievances granted to a removed member also apply to a removed executive member.

Section 5: Adding new officer positions

If a brother/executive officer would like to add a new executive position not defined above, they can petition the executive board for a $\frac{2}{3}$ vote to add the position.

Article V – MEETINGS (If applicable)

Section 1: Training Meetings:

New Member Training meetings will be held weekly but can be subject to change at the discretion of the executive board

Section 2: Chapter Meetings:

Chapter meetings will be held weekly and may be subject to change at the discretion of the executive board.

Section 3: Executive Board Meetings:

Executive board meetings will be held weekly either preceding or following chapter meetings. At the beginning of each semester, the start time for these meetings will be determined through a majority vote, with the aim of accommodating the maximum number of executive officers. The frequency and duration of these meetings may be modified at the discretion of the executive board.

Article VI – COMMITTEES/DIVISION (If applicable)

There will be the following committees:

New Member Committee, Philanthropy Committee

The duties are as follows:

New Member Committee - Assist the New Member Educator in organizing/leading pledge training and assist in any other ways deemed necessary by the New Member Educator

Philanthropy Committee - Assist the VP of Philanthropy in organizing philanthropy events and assist in any other ways deemed necessary by the VP of Philanthropy

Article VII - ADVISOR

Section 1: Qualifications

The organization has an advisor who is a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; or a campus minister. The advisor does not have the right to vote. Additionally, the advisor should have some connection to business and entrepreneurship with the exception that the organization cannot find an advisor and needs an interim one in order to operate.

Section 2: Duties

Though the advisor may not vote, they may offer advice to SEP. The advisor must accept the email invitation and elect to be seen on Heel Life to be visually shown on the RSO's Heel Life page.

Article VIII – FINANCIAL STRUCTURE

SEP should always have a bank account with an EIN registered with the University. All important financial documents should be maintained in one folder only accessible by executive leadership. The only people with access to the bank account should be the President and the VP of Finance. SEP must comply with all university policies and state laws on the appropriate use of funds, etc. If SEP dissolves, all funds should be given to the national Sigma Eta Pi organization.

Article X - RATIFICATION

The bylaws in this document will be ratified by a two-thirds vote from the executive board.

Article XI - AMENDMENTS

The constitution may be amended at any executive meeting by a two-thirds vote from executive officers, provided the amendment has been submitted to members in writing at least one week prior to the executive meeting.

Article XII – BYLAWS

Section 1: Dues

Dues for the fall of 2025 will be \$75 for brothers and \$100 for pledges.

Waiver of fees will be considered for those in need.

Section 2: Brotherhood requirements

Brothers will be permitted 2 unexcused absences and must attend the following required events: initiation, inductions, and elections.

The penalty for unexcused absences at required events is \$20.

Excessive unexcused absences can lead to probation at the discretion of the president.

Section 3: New Member Requirements

New members will be permitted 2 unexcused absences and must attend the following required events: initiation, inductions, and elections. New members also must compete in the poster-selling activity and guest speaker event led by the VP of Philanthropy.

Section 4: New Member Removal

Upon the incident where New Members are not complying with the standards set for them by the New Member Educator or following the Rules of SEP, here is the process which *must be followed in order for removal*:

1. A meeting must first be held between the new member educator, president, and new member in question to discuss the behavior under examination. The new members must also be given an opportunity to explain themselves and a reasonable explanation may warrant the meeting to be adjourned with no additional actions. The charges, evidence, and new member's explanation should all be written into a report for documentation. If the new member's explanation did not warrant a dismissal of the charges, following this meeting, an action plan must be developed that outlines what the new member must do to remain in good standing with the fraternity. This plan however must remain reasonably within the parameters of the current new member duties (any extra individual tasks such as additional essays, additional sales, etc, must remain reasonable). Most likely, this plan will just outline the remaining mandatory activities new members must participate in until the end of the semester and state that a failure to participate in the activities without a reasonable excuse will result in moving to the next step. The action plan **must be signed by the new member educator, president, and new member**.
2. If there is a failure to comply with the action plan set out by the new member educator, present, and new member, a second meeting must be organized between the three parties. Again, the behavior must be discussed and the new member must be given an opportunity to provide an explanation for their behavior. A reasonable explanation in this case may call for another action plan (following the procedures set in step 1) or a dismissal of this process entirely. If a sufficient explanation cannot be provided, the new member must be informed of their dismissal from the new member education process.

Important Notes:

This is not a process to be taken lightly. The removal of a new member must be deemed absolutely necessary and should only be used as a last resort. **No members of the fraternity**

other than the new member educator, president, and new member in question should play any part in this process. Additionally, the only dues that shall be reimbursed are the \$25 national dues and nothing else. **Pledges must be made aware of this at the beginning of their pledge process.** Lastly, this process must occur prior to two weeks before their initiation as to provide ample time for a new member to improve their actions.