



Florida Delta Chapter of Sigma Alpha Epsilon
At the University of South Florida

Chapter Bylaws

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**MISSION STATEMENT
OF THE
SIGMA ALPHA EPSILON FRATERNITY**

The mission of Sigma Alpha Epsilon is advancing the highest standards of friendship, scholarship and service for our Members throughout life.

PRINCIPLES

1. To develop in our Members the skills which will facilitate their making deep and meaningful friendships throughout their lives.
2. To provide our undergraduate Members with a physical and organizational environment conducive to their pursuit of academic excellence.
3. To help our Members better understand and experience diversity and change and to enhance their respect for individuality and personal integrity.
4. To foster personal development of our Members including leadership, scholarship, citizenship, social and moral responsibility.
5. To develop in our Members a sense of duty for individual and group involvement in social interactions, service and community outreach.
6. To provide our Members with guidance, support and standards based upon the ideals embodied in our Ritual.
7. To develop, maintain, and enforce standards and expectations for the conduct of our Members within and outside of the Fraternity.
8. To provide our Members with life-long fraternal experiences that are productive, rewarding and enjoyable.

Preamble

These Chapter Collegiate bylaws (“**Bylaws**”) of the Florida Delta Chapter (“**Florida Delta**” or “**Chapter**”) of the Sigma Alpha Epsilon Fraternity at the Tampa Campus at University of South Florida (“**USF**”) shall:

1. be considered subordinate to the most recent version of The Fraternity Laws of Sigma Alpha Epsilon, and
2. be considered supplemented by the most recent version of the USF Center for Leadership and Civic Engagement Student Handbook.

All Members of the Florida Delta Chapter attending USF shall be under the jurisdiction of these Bylaws and be governed by these Bylaws.

Membership

Section I. Membership Status

1. **Member in Good Standing:** In order to be a Member in good standing of Florida Delta, each Member shall meet the following requirements:
 - a. **Finances.**
 - i. The Member shall be current in dues for each semester and all dues shall be paid in full by the start of the last meeting of each semester.
 - ii. Payment Plan. The Member shall be current on any semester payment plan approved by the Eminent Treasurer. If, during the current semester, a payment deadline is not met for any reason, the Member is automatically suspended until his account becomes current. Regardless of any payment plan, all dues must be paid in full by the start of the last meeting of each semester. If a Member’s balance is not zero at the start of the last meeting of each semester, the Member is automatically suspended until his outstanding balance is paid in full.
 - iii. If a Member seeks to be elected or appointed as an officer he must first demonstrate he is current with his dues at the time of his election or appointment.
 - iv. If a Member seeks to vote at end of semester elections he must first demonstrate he is current with his dues at the time of his election or appointment.
 - v. If a Member was active at the beginning of the semester but for any reason becomes inactive during the same semester he still is obligated to pay all Chapter and national dues, fees, and insurance for that semester.
 - b. **Be a full-time degree seeking student at USF.**
 - i. To be considered a full-time student, the Member shall begin the fall and spring semesters enrolled as a degree seeking student at USF with a minimum of 12 credit hours.
 - ii. Graduating Senior Exception. The only exception to the hour component of this section shall be during a Member’s final semester when the Member requires less than a full time schedule to graduate.
 - c. **Be current in scholarship.**
 - i. All Members are required to continuously maintain a USF semester GPA of 3.0 or higher to be active.

- ii. Proof. In order to prove he is current in scholarship a Member shall sign a USF grade release and/or produce a copy of his USF semester GPA upon request. Failure to do so shall result in automatic suspension until the Member signs a grade release and/or provides acceptable documentary proof of his USF semester GPA.
- iii. Academic Probation. A Member who has a fall or spring USF semester GPA that is between a 3.0 and 2.5 is academically deficient and shall automatically be placed on academic probation for the following semester. He may remain active during his academic probation semester. At the end of his academic probation semester the Member must prove he achieved a USF semester fall or spring GPA of a 3.0 or higher to be eligible to return to active status. If not, the Member shall automatically be placed on academic suspension (see below). For example:
 - 1. Deficient Fall Semester GPA. If a Member has a deficient fall semester GPA, he will automatically be placed on academic probation for the following spring semester. He must obtain a spring semester GPA of 3.0 or higher to return to active status. If he fails to do so he will automatically be placed on academic suspension.
 - 2. Deficient Spring Semester GPA. If a Member has a deficient spring semester GPA, he will be placed on academic probation for the following fall semester. He must obtain a fall semester GPA of 3.0 or higher to return to active status. If he fails to do so he will automatically be placed on academic suspension. However, there is a USF Summer GPA exception:
 - a. A Member may cure a deficient spring USF semester GPA if he obtains semester GPA of 3.0 for the summer USF semester consisting of 6 credit hours or more. This option can only be used one time during a Member's time at USF.
 - b. To cure a second deficient spring semester GPA, the member can apply to the Executive Council if he obtains semester GPA of 3.0 for the summer USF semester consisting of 6 credit hours or more. This option can only be used one time during a Member's time at USF.
 - c. No further use of a summer USF semester GPA is permitted.
- iv. Academic Suspension. A Member's whose prior fall or spring USF Semester GPA is below a 2.5 shall automatically be suspended and shall not be active. The USF summer GPA exception shall not apply. The Member shall remain suspended and inactive until the Member proves he achieved a fall or spring USF semester GPA of 3.0 or higher.
- d. **Be involved on campus.** The Member shall be a Member of at least one additional USF campus or community organization.
- e. **Be service oriented.** The Member must complete a minimum of twenty (20) service hours per academic year.
- f. **Be current with the True Gentleman Experience.**

- g. **Conform to the most recent Chapter social media policy issued by the Executive Council.**
 - h. **Attend Chapter Events.**
 - i. The Member shall attend at least 85% of Chapter meetings each year. Attendance at Chapter meetings is further discussed in these Bylaws.
 - ii. The Member shall attend 100% of Chapter Ritual Events, such as initiations, graduation ceremonies and installation of officers unless excused in advance by the Eminent Archon.
 - iii. The Member shall attend 100% of Mandatory Events declared by the Eminent Archon unless excused in advance by the Eminent Archon.
 - i. **Internal Philanthropy.** The Member shall promote and attend the USF 5K Donut Dash as sponsored by the Chapter or any other philanthropy sponsored by the Chapter.
 - j. **External Philanthropy.** The Member shall participate and attend at least one external philanthropy designated by the Chapter each semester.
 - k. **Good Standing with Others.** The Member shall not be under any type of probation or suspension either with the National Fraternity or USF.
 - l. **Fines.** Pay any fine assessed by the Judicial Committee immediately following the conclusion of all appeals.
2. **Inactive Member.** A Member who is not in good standing for any reason is an inactive Member and shall not:
- a. vote on any question before the Chapter,
 - b. run for any office
 - c. hold any office,
 - d. attend any Chapter sponsored event or any event where Chapter funds are spent,
 - e. attend any Chapter meeting, or
 - f. wear any Sigma Alpha Epsilon identification (badge, letters, etc.) anywhere,
 - g. be listed with USF or SAE as an active Chapter Member.
3. **Return to Good Standing.** If a Member was deemed inactive for any reason, an inactive Member, upon satisfying each Membership requirement set forth above, shall:
- a. promptly notify and demonstrate to the satisfaction of the Eminent Archon that all Membership requirements are current and satisfied. When this occurs:
 - i. the Eminent Archon shall bring the Member's case to the Executive Council at the next available meeting.
 - ii. The Member will be restored to active status only if approved by a majority vote of the Executive Council.
 - iii. When voting upon reinstatement to active status, the Executive Council shall look at the Member's conduct during his inactivity and his genuine desire to meaningfully participate in Chapter activities if returned to active status.

Section II. Rights, Privileges and Obligations of Membership

1. Active Membership Rights
 - a. To be treated equally with all Members, and with dignity, and to be called a Member
 - b. To be held to the same standards and expectations as all Members
 - c. To be given due process for all alleged infractions
 - d. To be instructed properly and understand the concepts and teaching of the Ritual of Sigma Alpha Epsilon
2. Privileges
 - a. Participation in Chapter social and brotherhood events, including intramural sports
 - b. Participation in Chapter philanthropy events
 - c. Wearing Sigma Alpha Epsilon identification (badge, letters, etc.)
 - d. Engaging with the Sigma Alpha Epsilon network
 - e. Participation in Chapter meetings
 - f. Running for office or appointment as a Chairman
 - g. Voting on all issues at Chapter meetings
 - h. Participation on Chapter committees
3. Obligations
 - a. Follow and obey all Florida state laws.
 - b. Follow and obey the USF Student Code of Conduct.
 - c. Follow and obey the USF Alcohol Policy
 - d. Follow and obey The Fraternity Laws of Sigma Alpha Epsilon Fraternity,
 - e. Sign and execute any Scope of Association Membership Agreement as required by the national fraternity and/or the Chapter,
 - f. Sign and execute any release for the disclosure of USF grades, and
 - g. Follow and obey these Chapter Bylaws.

Section III. Recruitment

1. Recruitment shall take place in accordance with the rules and regulations established by the IFC USF Bylaws and rules.
2. The Recruitment Committee shall be responsible for the selection and bidding of potential new Members (see below).

Section IV. Bid-to-Initiate Process

1. Upon bid acceptance, the following shall be completed within 96 hours:
 - a. The Eminent Archon shall report newly joined Members using the Chapter Management Tools at www.sae.net.
 - b. The candidates for Membership shall log onto www.sae.net, claim their account and sign the Scope of Association Agreement.
 - c. The candidates for Membership shall complete the Carson Starkey Member Certification Program at www.sae.net.
 - d. Conduct a Member Orientation Meeting in accordance with the True Gentleman Experience Program guidelines.
 - e. The Membership fee shall be collected by the Chapter from each candidate for Membership.

- f. Candidates for Membership shall be initiated using the Initiation Ceremony found in the Ritual of Sigma Alpha Epsilon.
 - g. The Eminent Archon shall report the initiation using the Chapter Management Tools at www.sae.net.
 - h. No other ceremonies or Chapter activities shall take place during this 96-hour period.
2. A candidate may drop from Membership during the 96-hour time period following the close of the university's official bid period, prior to his initiation, without penalty or cost to the candidate.
 3. The Chapter may, during the 96-hour time frame following the close of the university's official bid period, and prior to initiation, rescind the offer of Membership (bid) by a vote of one fifth (1/5) of the Members who are active and in good standing.
 4. Membership fees collected by the Eminent Treasurer shall be paid to the Fraternity Service Center within ten (10) days of reporting the initiation.

Organization

Section I. Meetings

1. Regular meetings shall include a meeting held one fixed night every week of the academic school year unless Members are otherwise notified by the Eminent Archon.
2. All Chapter meetings are mandatory unless otherwise notified by the Eminent Archon prior to the meeting. An excused absence may be obtained by notifying the Eminent Recorder no later than 24 hours prior to the meeting. Excused absences may not violate or exceed the 85% mandatory attendance rule for Chapter Meetings.
3. At any regular meeting of the Chapter a majority of Members in good standing shall constitute a quorum. At any special meeting, two-thirds of the Members in good standing shall constitute a quorum. Quorum shall be determined at the beginning of each meeting. The Eminent Recorder shall calculate the number of Members in good standing before each meeting to determine if quorum exists.
4. Every active Member of a Chapter in good standing has the right to vote upon any question lawfully presented before such Chapter for consideration only if physically present at such meetings of the Chapter. No vote by proxy shall be allowed.
5. Debate on any new issue which requires the vote of the active Chapter shall be handled in the following manner unless otherwise addressed within the Bylaws:
 - a. Discussion of any new issue brought before the Chapter at any meeting requiring a vote shall be brought during new business. If the request for a vote on this issue is brought by a Member and is "seconded" by another Member, a majority vote of the Chapter is necessary to officially "call the question," i.e. put the issue up for a Chapter wide discussion and vote.
 - b. Once the "question has been called," the Eminent Archon shall determine if the question requires further deliberation by the Executive Council before a full Chapter vote takes place. If so, the issue shall be tabled for one week and the question must be placed on the agenda for the Executive Council to discuss during the week. If not, the Chapter may vote on the issue.
 - c. If the vote was tabled, then at the next regular Chapter meeting during old business:

- i. The proposed issue shall be brought back up for a Chapter wide vote only after the Chapter is provided with the report from the Executive Council,
 - ii. A discussion of the issue by the Chapter which shall be limited to 15 minutes of total discussion, limited to three (3) minutes per speaking Member, and
 - iii. There shall then be a vote on the issue by the Chapter unless the issue is withdrawn by the original Member who proposed the issue.
- 6. Meeting format.
 - a. For all meetings where quorum is present, the format of the meeting shall be:
 - i. Opening ritual
 - ii. Prayer by Eminent Chaplain
 - iii. Reports of Elected Officers
 - iv. Reports of Appointed Officers
 - v. Report by Chapter Advisor
 - vi. New business
 - vii. Old business
 - viii. Comments for the good of the Order
 - ix. Closing Ritual
- 7. Special Rule of Order. When the guidelines outlined in these bylaws do not adequately provide sufficient standards of procedure, the rules contained in the current edition of **Robert's Rules of Order** shall be used in a manner to which they are applicable and in which they are consistent with these bylaws and any other special rules of order that may be adopted. The Deputy Eminent Archon shall ensure that the use of **Robert's Rules of Order** shall not be used as a meant to frustrate a legitimate vote on any issue by the Chapter.

Section II. Elected Officers and Appointed Chairmen

- 1. Method and Time of Election:
 - a. Elections shall be held at the last regular Chapter meeting of each semester.
 - b. One week before elections the Eminent Archon shall announce in the regular Chapter meeting that nominations for the appropriate elected offices will be accepted. This opens up the nomination process.
 - c. Nominations can only be made during a Chapter meeting. Once nominated, a Member shall accept or decline his nomination. The individual nominated must be present at the Chapter meeting and shall either accept or reject his nomination.
 - d. Nominations remain open throughout the week and only close immediately before each individual office is about to be voted upon. Thus, when nominations close for voting for Eminent Archon, nominations remain open for all lesser elected offices until their turn for voting occurs at which time nominations for the next office to be voted upon will be closed.
 - e. All offices shall be voted upon individually and in sequential order as shown below. No "slate voting" shall be permitted, i.e. meaning the voting in at one time of a predetermined proposed group of Members for all open offices.
 - f. Once voting for an individual office is closed, the candidates shall leave the

room and there shall be a maximum of three (3) positive speakers for each candidate, limited to three (3) minutes per speaker. This process may be modified by the Eminent Archon as needed.

- g. Once all speakers have spoken, a vote shall be taken by a showing of hands. If there is no clear majority, the lowest vote getting candidate shall be removed from consideration and he shall be brought back into the room to vote. No further speaking for candidates shall occur. Rather the voting process shall continue until there is a candidate who obtains a majority of the votes.
 - h. The vote shall remain confidential.
2. One-year elected offices. The following elected offices shall have one-year terms and shall be elected at the end of Spring semester:
 - a. Eminent Archon
 - i. A Member shall not be eligible to run for the office of Eminent Archon unless the Member has been previously elected to an Executive Council office and has successfully served his term.
 - b. Eminent Treasurer
 3. One semester elected offices. The following elected offices shall have a one semester term and shall be elected at the end of the Spring and Fall semesters:
 - a. Eminent Deputy Archon
 - b. Eminent Recorder
 - c. The Membership Educator
 - d. The Chapter Recruitment Chairman
 - e. The Chapter Health and Safety Officer.
 - f. Eminent Warden
 4. Voting order. Offices shall be voted upon by the Chapter in the following order at the end of the relevant semester:
 - a. Eminent Archon (Spring only)
 - b. Eminent Deputy Archon (Fall and Spring)
 - c. Eminent Treasurer (Spring only)
 - d. Eminent Recorder (Fall and Spring)
 - e. The Membership Educator (Fall and Spring)
 - f. The Chapter Recruitment Chairman (Fall and Spring)
 - g. The Chapter Health and Safety Officer (Fall and Spring)
 - h. Eminent Warden (Fall and Spring)
 5. Appointed Officers. The following appointed offices and chairmen shall have one semester terms and shall be nominated by the Eminent Deputy Archon following a 1-week application process. Following the election at the end of the Spring and Fall semesters, the Eminent Deputy Archon will present his nominated candidates to the Executive Council for approval, discussion and final decision by a majority vote of the Executive Council:
 - a. Brotherhood Chairman
 - b. Social Chairman
 - c. The Chapter Scholarship Chairman
 - d. The Chapter Alumni Chairman
 - e. IFC Representative

- f. Intramural Chairman
 - g. Eminent Chaplain
 - h. Eminent Herold
 - i. Philanthropy and Service Chairman
 - j. Social Media Chairman
 - k. T-Shirt and Wearable Graphics Chairman
 - l. Homecoming Chairman
 - m. Other Chairman as needed.
6. It shall be the stated goal for all appointed officers that great thought and deliberation be given by the Eminent Deputy Archon and the Executive Council to enable all future leaders of the Chapter the opportunity to demonstrate their leadership potential through their impartial appointment to these offices.
 7. The Eminent Archon shall host an officer transition. Outgoing Officers and chairmen shall be prepared to fully complete the requirements of their office. New Officers and chairmen shall assume their positions immediately following the officer transition which shall occur within seven (7) days of the election.
 8. Removing and Replacing an Elected Officer or Appointed Chairman.
 - a. Automatic Removal. At any time, if an Elected Officer or Appointed Chairman is no longer a Member in good standing due to finances, grades, conduct, etc., he shall automatically lose his position as either an Elected Officer or Appointed Chairman. His replacement will be determined by the process below (Removal by Vote) depending upon whether the office is vacated before the next semester starts or if the office is vacated during the semester.
 - b. Removal by vote.
 - i. Before the semester begins,
 1. Elected Officer. The Executive Council may, by a two-thirds (2/3) vote at any regular Executive Council meeting, without delay or any tabling of the issue, declare the removal of an elected officer when the best interest of the Chapter requires the removal of the elected officer. The Eminent Archon shall replace the elected Officer with a candidate who placed second at the most recent election for the office. However, if the removed officer is the Eminent Archon, the Eminent Deputy Archon shall act in his place until the first meeting of the semester when a replacement election shall be held at the next meeting utilizing the Method of Election set forth above.
 2. Appointed Chairman. The Executive Council, by a majority vote at any regular Executive Council meeting, without delay or any tabling of the issue, declare during new business the removal of any appointed Chairman when the best interest of the Chapter requires the removal of the appointed chairman. A replacement nomination shall be suggested immediately and approved based upon a majority vote of the Executive Council. A vacated appointed office shall not remain open for longer than seven (7) days.

- ii. Once the semester begins:
 - 1. Elected Officer. If an elected officer is to be removed from office it must be brought up in new business during a regular Chapter meeting. Unless there is unanimous consent to the vote at the meeting, the matter shall be tabled for one week. At the following regular Chapter meeting, a removal vote shall be held during new business. If there is a majority vote removing the elected officer, nominations shall be immediately opened and elections shall be held at the following regular Chapter meeting.
 - 2. Appointed Chairman. The Executive Council, by a majority vote at any regular Executive Council meeting, without delay or any tabling of the issue, declare during new business the removal of any appointed chairman when the best interest of the Chapter requires the removal of the appointed chairman. A replacement nomination shall be suggested immediately and approved based upon a majority vote of the Executive Council. A vacated appointed office shall not remain open for longer than seven (7) days.
- iii. Vacating Office. If, at any time, an elected officer or appointed chairman voluntarily vacates his office, his replacement shall be selected using the above process depending upon whether he vacated his office before or during the semester.

Section III. Duties of Elected Officers

The duties of all Officers and Chairman are set forth in the Fraternity Laws of the Sigma Alpha Epsilon Fraternity. These national duties are supplemented, where applicable, by the following duties.

- 1. Eminent Archon
 - a. He shall serve as a member and preside over the Executive Council.
 - b. He shall preside at all meetings of the Chapter.
 - c. He shall enforce a strict observance of all Fraternity Laws and Chapter Bylaws.
 - d. He shall be knowledgeable and shall maintain copies of the current USF IFC bylaws and the current USF Student Organization Handbook as distributed by the USF Center for Leadership and Civic Engagement.
 - e. He shall assume the responsibility to act in the Chapter's behalf in dealings with USF and other Greek letter organizations on campus.
 - f. He shall complete the yearly Eminent Archon report due in May each year.
 - g. He shall be responsible for overseeing the Eminent Treasurer.
 - h. He shall attend all Interfraternity Council President meetings.
 - i. He shall complete and submit the "Student Organization President's Registration" form to the Center for Leadership and Civic Engagement (MSC 3302). The form is available and may be submitted online at www.usf.edu/BullSync.
 - j. He shall determine which events are Mandatory Events and notify the Chapter

at least one week before the Mandatory Event occurs. A Mandatory Event can include recruitment events, philanthropy events, social events, etc. If an event is declared to be a Mandatory Event, the Eminent Archon shall, when appropriate, also determine if a mandatory dress code is required. Failure to attend a Mandatory Event, if unexcused, shall result in an automatic referral to the Judicial Committee.

- k. He shall determine the dress code for each Chapter meeting.
 - l. He shall be the Chapter Parliamentarian. He shall be well acquainted with the parliamentary procedure and all local, national and USF bylaws governing this Chapter.
 - m. He shall make sure the Chapter bylaws are up to date and in complete agreement with Fraternity Laws of the Sigma Alpha Epsilon Fraternity.
 - n. He may declare a Membership review to ensure all Members meet the requirements for active membership.
 - o. He shall establish all Chapter branding requirements and guidelines.
2. Eminent Deputy Archon
- a. He shall serve as member of the Executive Council.
 - b. He shall perform the duties of the Eminent Archon in the absence of that officer.
 - c. He shall prosecute Members accused of misconduct under the guidelines and procedures set forth in the most current version of the Fraternity Laws of the Sigma Alpha Epsilon Fraternity and have charge of trials and appeals, unless, for good cause, he is disqualified or unwilling to act in his capacity. In this case, the Chapter shall appoint another Member of the Chapter to undertake these duties.
 - d. He shall be knowledgeable and shall maintain copies of the current USF IFC bylaws and the current USF Student Organization Handbook as distributed by the USF Center from Leadership and Civic Engagement.
 - e. He shall have the power to nominate committee chairmen subject to the approval of the Executive Council. He shall be a standing Member of all committees and shall preside over the Judicial Committee.
 - f. He shall oversee and lead the year-end Membership Review in accordance to the True Gentleman Experience.
 - g. He shall attend Interfraternity Council meetings when the Interfraternity Council Representative or Eminent Archon is unable to do so.
 - h. He shall ensure all social functions are properly registered with IFC and USF.
3. Eminent Treasurer
- a. He shall serve as member of the Executive Council.
 - b. He shall collect money due the Chapter, giving his receipt, therefore.
 - c. He shall be responsible for meeting with the accountant or Chapter Advisor of the Chapter at any time to discuss Chapter financial matters.
 - d. He shall hold funds, securities, vouchers, and account books of the Chapter.
 - e. He shall remit to the proper authorities all sums lawfully assessed against the Chapter and make other necessary disbursements for the Chapter.
 - f. He shall deliver to his successor, or anyone designated by the Chapter to fill his position, all, or any part as directed, of the funds' securities, vouchers, and

- account books of the Chapter.
- g. He shall furnish bond as required in Section 92 of the National Laws.
 - h. He shall use OmegaFi or other similar software as the financial software of the Chapter.
 - i. He shall attest transfer cards.
 - j. He shall prepare and forward to the Fraternity Service Center and the Province Archon by the 20th of the following month the monthly report as required.
 - k. He shall prepare, or have prepared, a budget of estimated Chapter income and expenditures for the year's operation and submit the same to the Fraternity Service Center before October 15 of that year.
 - l. He shall be responsible for the collection of fines.
 - m. He shall be responsible for helping the other officers set and follow their corresponding budgets.
 - n. An initial budget must be set before the first regular meeting of each semester. The budget shall be revised upon the inclusion of new Members. Each budget must be preliminarily approved by the Eminent Archon and then submitted to the Executive Council for final approval.
 - o. The budget and finances of the Chapter shall be open and available for review by any interested Member in good standing.
 - p. He shall file IRS form 990.
4. Eminent Recorder
- a. He shall serve as member of the Executive Council.
 - b. He shall serve as the Eminent Correspondent and Chronicler
 - c. He shall keep the following records:
 - i. Minutes of the meeting of Chapter Collegiate.
 - ii. A true and correct copy of the national laws, province laws, and Chapter laws.
 - iii. An officer list, a telephone list and a current Chapter calendar of all events.
 - iv. Attendance at all meetings of Chapter and Ritual Events
 - v. A detailed roster of all current Members.
 - d. He shall attest the action of the Chapter.
 - e. He shall notify Members of special meetings of the Chapter.
 - f. He shall be responsible for updating and maintaining the Chapter contact list.
 - g. He shall be responsible for typing and maintaining all minutes of each Chapter Meeting, each Executive Council Meeting, and each Judicial Committee meeting and distribute accordingly.
 - h. He shall be responsible for coordinating, preparing, and submitting the Chapter's award applications each semester where applicable.
 - i. He shall be responsible for the Chapter's Annual Re-Registration Process for Existing Student Organizations with the USF with the Center for Leadership and Civic Engagement by visiting the Center for Leadership and Civic Engagement website at www.usf.edu/BullSync or visiting the offices on the first or third floors of the Student Life Tower in the Marshall Student Center.
 - j. He shall be responsible for ensuring the accuracy of the Chapter's Membership each semester with:

- i. The national office of Sigma Alpha Epsilon,
 - ii. USF Center for Leadership and Civic Engagement via www.usf.edu/Bullsync,
 - iii. USF IFC, and
 - iv. Any other appropriate organization.
- 5. Member Educator
 - a. He shall serve as member of the Executive Council.
 - b. Serve as the Chairman of the Committee on Member Education.
 - c. Submit local modules for approval to the Eminent Archon in order to create local programming or events unique to the Chapter and its positive traditions.
 - d. Update Members transcripts on thetgi.sae.net as they complete their educational requirements.
 - e. Ensure that Members who have newly joined are completing their Baseline Experience.
 - f. He shall inform Members about Chapter-development activities, career fairs, workshops, campus events, student organization applications etc.
 - g. He may schedule guest speakers on such issues as risk management, time management, study skills, leadership skills, diversity, sex education, recruitment, alcohol awareness, resume building, etiquette, and other relevant issues.
 - h. He shall devise a Plan for new Member Education in the same manner as Appointed Chairman as set forth below.
- 6. Recruitment Officer
 - a. He shall serve as member of the Executive Council.
 - b. He shall coordinate all recruitment activities in accordance with the rules and regulations established by the USF Interfraternity Council.
 - c. He shall appoint and head the Recruitment Committee and shall be fully responsible for the administration of all required Recruitment Committee tasks as more fully set forth below.
 - d. He shall devise a Plan for Recruitment in the same manner as Appointed Chairman as set forth in below.
- 7. Health & Safety Officer
 - a. He shall serve as member of the Executive Council.
 - b. He shall be responsible for seeing that all state, Federal, National Laws, USF policies and USF Interfraternity Council guidelines are followed for every social function and for any function sponsored by the Chapter.
 - c. He shall be responsible for risk reduction of the Chapter.
 - d. He may schedule guest speakers and/or presentations on such issues as risk management, leadership, diversity, sex education, alcohol awareness, sexual assault prevention, nutrition, etc. in coordination with the Member Educator.
- 8. Eminent Warden
 - a. He shall serve as member of the Executive Council.
 - b. He shall assist the Chapter in keeping good order and promoting the health and safety of the Chapter.
 - c. He shall maintain, clean, inventory and preserve all Chapter property, including all composites, books, documents, photographs, etc.

Section IV. Duties of Appointed Chairmen

The Duties of all Appointed Chairman shall be devised in accordance with the requirements set forth below.

1. **Written Plan.** Each Chairman as well as the Recruitment Chairman and Member Educator shall first generate a detailed goal-oriented business plan in writing setting forth the dates, times, activities, business contacts, items to be purchased, location of event, etc. (“**Plan**”) for the current semester including an item by item cost for executing the Plan. The Plan should be sufficiently developed that someone other than the Chairman could effectuate the Plan.
2. The Plan shall then be submitted to the Eminent Deputy Archon. The Plan shall meet with his approval.
3. The Plan shall then be submitted to the Eminent Archon. The Plan shall meet with his approval.
4. The Plan shall then be submitted to the Executive Council. If the Plan is approved by a majority vote of the Executive Council the Treasurer shall set aside the exact amount requested by the Plan from the budget.
5. The Chairman shall then execute the Plan exactly as set forth in the Plan.
6. If the Chairman seeks to amend or change the Plan, he must present any changes to the Executive Council for approval before any changes can be implemented.
7. A Chairman shall not take any action in furtherance of his Plan, nor sign any contracts, generate any media or inform the public of his proposed Plan unless and until the Plan has been approved by the Executive Council.

Chairman

1. **Brotherhood Chairman**
 - a. He shall plan and coordinate brotherhood, goal and review retreats and brotherhood-building activities.
 - b. He shall maintain an awareness of the motivational and emotional well-being of the Chapter Members as individuals and as a whole.
 - c. He shall be responsible for organizing at least one non-alcoholic brotherhood event per semester. However, it is preferred that two brotherhood events occur each semester:
 - i. The first being shortly after the initiation of any new members at the beginning of each semester, and
 - ii. The second occurring following the conclusion of the member education experience.
2. **Social Chairman**
 - a. He shall be responsible for completing all Interfraternity Council, Chapter and licensing forms pertaining to social events.
 - b. He shall be responsible for submitting a social calendar by the first week of the semester.
 - c. He shall be responsible for the planning and execution of all social events during his term.
 - d. He shall be responsible for adhering to the policies set forth by State, Federal, local, USF and national guidelines and rules for all organized socials.
 - e. He shall ensure that at no time shall any Chapter funds be utilized for the purchase of alcohol at any social function.

- f. There shall be no open parties.
 - g. He shall register all social events with IFC and USF.
3. Scholarship Chairman
 - a. He shall promote excellence in academics.
 - b. He shall be responsible for formulating, if necessary, a tutorial program or a list of Members who are willing to tutor Members.
 - c. He shall present a list to the Eminent Archon of Members whose grades do not meet the scholarship requirements for good standing.
 - d. He shall be a Member on the Judicial Committee.
 - e. He shall serve as the liaison between active Chapter and the current faculty advisor.
 - f. He shall implement and uphold a scholarship plan for the Members of the active Chapter.
 4. Alumni Chairman
 - a. He shall distribute a newsletter to alumni, advisors and undergraduates at least once per semester.
 - b. Work with the Member Educator in developing a comprehensive educational plan for the Chapter that includes positive alumni educational speakers.
 - c. Submit local module proposals to the Member Educator so that he may submit them to the Eminent Archon for approval.
 5. Interfraternity Council Representative
 - a. He shall attend all Interfraternity Council meetings and take minutes at these meetings.
 - b. He shall type and deliver these minutes to the Eminent Recorder for inclusion in the Chapter minutes.
 - c. He shall represent the fraternity on campus and at Greek functions.
 6. Intramural Chairman
 - a. He shall plan the athletic events of the Chapter in coordination with the university.
 - b. He shall keep the Chapter well-informed as to scores, times, and standings pertaining to intramural events.
 - c. He may appoint one captain per team to make necessary team decisions.
 - d. He shall be responsible for any Chapter-owned sports equipment and will be expected to ensure the items are preserved as long as possible.
 7. Eminent Chaplain
 - a. He shall be in charge of prayers for all appropriate occasions.
 8. Eminent Herald
 - a. He shall promote the proper use of the Ritual and make sure all ritual equipment is accounted for and ready for immediate use.
 - b. He shall be in charge of all Ritual occurring within the Chapter.
 9. Philanthropy and Service Chairman
 - a. He is responsible for planning and running philanthropy each semester.
 - b. He shall provide the Chapter with ample opportunities to obtain their required service hours per year.
 - c. He shall track and record all hours of community service and money raised for each individual and the Chapter.

- d. He shall inform the Chapter of all other Greek's events
 - e. He shall coordinate and promote community service projects on both Chapter and individual levels.
10. Social Media Chairman
- a. He shall be in charge of maintaining, updating and managing the website or appointing an individual for the task.
 - b. He shall be responsible for maintaining all social media outlets utilized by the Chapter.
 - c. He shall monitor all social media outlets utilized by the Chapter to ensure no messages or images are disseminated which would damage the reputation of the Chapter on the USF campus or the community.
 - d. He shall request approval from the Executive board before posting on social media
 - e. He shall notify the Chapter of any notable item(s) he may find on social media
 - f. He shall be in charge of maintaining the digital brand of the Chapter so that all social media is in harmony in promoting the Chapter.
 - g. He shall be responsible for promoting the Chapter via all electronic media available through www.usf.edu/BullSync.
 - h. He shall follow all Chapter branding requirements and guidelines.
11. T-Shirt and Wearables Graphics Chairman
- a. Shall be in charge of maintaining, creating, updating, managing and obtaining Sigma Alpha Epsilon branded hats, t-shirts and other wearables for purchase by Members.
 - b. Shall work with the Recruitment Chairman to create for campus advertising boards and rush t-shirts Sigma Alpha Epsilon rush paraphernalia.
 - c. To the extent a Member does not have a current version of the rush shirt being used by the Chapter for recruitment, the Chapter, with the approval of the Executive Council, shall provide each Member in good standing with a rush shirt.
 - d. Unless determined by the Executive Council, all t-shirts and wearables shall not be supplied by the Chapter to its Members as part of a Member's dues. Instead all t-shirts and wearables shall be paid for by the individual Member ordering the same.
 - e. All t-shirts and wearables created by the graphics Chairman shall be submitted and approved by the Executive Council before they are purchased.
 - f. He shall follow all Chapter branding requirements and guidelines.
12. Tailgate Chairman
- a. He shall provide a tailgate experience for the Members at all home games.
13. Homecoming Chairman
- a. He shall coordinate and schedule all Homecoming activities as directed.
14. Donut Dash Chairman.
- a. He shall coordinate, promote and assist the Florida Delta Alumni Association in any manner required for the success of the USF 5K Donut Dash presented by the Chapter. This officer must be approved by the Executive Council and the President of the Florida Delta Alumni Association.
 - b. He shall be a non-voting member of the Executive Council.

Section V. Executive Council

1. Executive Council shall conduct the business of active Chapter in the absence of Chapter meetings, including occasions when a Chapter meeting cannot be scheduled prior to an event requiring a vote.
2. Executive Council shall be composed of all elected offices.
 - a. Eminent Archon (Presiding Officer)
 - b. Eminent Deputy Archon
 - c. Eminent Treasurer
 - d. Eminent Recorder
 - e. Membership Educator
 - f. Recruitment Officer
 - g. Health & Safety Officer
 - h. Eminent Warden
 - i. Donut Dash Chairman – Non-Voting Member
3. Executive Council shall be the governing body of the fraternity in between spring and fall semesters. Executive Council shall rule by a majority vote so long as a majority of the Executive Council is present which must include the Eminent Archon.

Finances

Section I. Billing, Collection

1. Billing shall be made at the beginning of each Spring and Fall semester.
2. Current dues are \$600 per semester for both Spring and Fall.
3. Initiation dues are not part of a Member's semester and are in addition to the Member's semester dues. Initiation dues must be timely paid, when required, as designated by the Eminent Treasurer.
4. The Chapter budget shall be submitted by the Eminent Treasurer two weeks prior to the semester's commencement and approved by the Executive Council one week before the first day of classes each semester.
5. Any Member who has any unpaid financial obligations to the Chapter from the prior semester is automatically suspended and must pay all prior obligations to the Chapter before being considered for active Membership.
6. Any increase in the Chapter dues must be:
 - a. Approved by a majority vote of the Executive Council, and, if approved
 - b. Approved by a majority vote of the Chapter at a regular meeting after one-week notice has been given at the prior regular Chapter meeting.
7. Payment plans:
 - a. Any request for a payment plan shall be presented to the Eminent Treasurer in writing before the second regular Chapter meeting each semester.
 - b. If a Member is delinquent in his payment plan he shall be considered a Member not in good standing.
 - c. All payment plans must be paid in full before the start of the last meeting of the semester.

Section II. Expenditure of Chapter Funds

1. An officer or Member shall not exceed the amount of their budget associated with their approved Plan when spending Chapter funds.
2. Any officer or Member who, while spending Chapter funds, spends more than their budget allows or spends Chapter funds on unapproved items, unless such action is later approved by the Executive Council, shall:
 - a. be personally responsible for the repayment of the amount which exceeded his approved budget,
 - b. this debt shall be added to the Member's dues, and
 - c. this debt shall be paid by the Member before the end of the semester in which the debt accrued. If not, the Member will be automatically suspended.

Committees

1. There shall be three (3) committees known as Judicial, Member Education and Recruitment.
 - a. The chairman of the committees are as follows:
 - i. Judicial – Eminent Deputy Archon
 - ii. Recruitment – Recruitment Officer
 - iii. Member Education – Member Educator
2. These committees are to meet at least once a month and the minutes shall be reported to active Chapter at the next meeting.

Section I. Judicial Committee

1. The Judicial Committee shall be in charge of all matters concerning the Bylaws, their enforcement and any other matter that may properly come before the committee. In the event anything in this section is in conflict with the Fraternity Laws (Title II: Fraternity Membership – Discipline) the Fraternity Laws shall govern.
2. The committee shall consist of either five (5) or (7) Members including the Scholarship Chairman appointed by the Committee Chair at the beginning of his term.
3. The Committee must be approved by the Executive Council.
4. A majority vote by the Executive Council at a regular meeting may remove an individual Member from this committee.
5. The Scholarship Chairman shall be an official Member of the Judicial Committee.
6. The Committee Chair shall appoint a Member of the approved Judicial Committee to take minutes during all Judicial Committee Hearings.
7. The Judicial Committee shall serve for one academic semester before being dissolved. Members of the Judicial Committee will be encouraged to serve for several consecutive periods in order to ensure continued fairness of Judicial decisions.
8. It shall be the desire of the Committee Chair to have a representative from each class on the Judicial Committee. However, this is not required.
9. The power to issue charges against a Member for all offenses shall be vested in the Members of the Judicial Committee and any other officers designated to fine by the Executive Council. During the Judicial Committee meeting, any Judicial Committee Member who is a defendant in a case, or who is the prosecutor of a case, shall not be present during the deliberation or vote regarding that specific case.

10. Recognized Offenses are those set forth in the Fraternity Laws.
11. Summary Actions are permitted as set forth in the Fraternity Laws.
12. Disciplinary Procedures shall be initiated as set forth in the Fraternity Laws.
13. The following procedure of adjudging offenses shall be followed:
 - a. A Member shall notify the Eminent Deputy Archon, by way of a signed written document, that charges are to be preferred against a Member (**“Preferment of Charges”**). If the charge is failure to attend a Mandatory Event, the referral can also be made verbally by the Eminent Archon.
 - b. The Eminent Deputy Archon shall convene the Judicial Committee shall make a preliminary investigation into the factual basis of the charges contained within the Preferment of Charges.
 - c. With the permission of the Eminent Archon, the Judicial Committee may resolve the Preferment of Charges by a written agreement, accepted and signed by the accused, imposing upon the accused a probation, a fine, a reprimand, or some combination of these.
 - d. If the matter is not resolved by a written agreement, the Judicial Committee shall issue a Formal Accusation to the accused in writing.
 - i. The Formal Accusation must specify the alleged offense and attach the Preferment of Charges, must substantively state the essential facts constituting the offense, and must specify the time and place for trial of the matter.
 - ii. The trial authority must cause notice of the formal accusation and trial to be given to the accused either in person or by e-mail at least seven days before trial.
 - iii. A Member may not be tried for the same offense twice with the same facts, referred to as "double jeopardy." This includes, but is not limited to, being re-tried for the same offense after an acquittal and being punished multiple times for the same incident.
 - e. Trial. The trial hearing shall be conducted at the time and place specified in the Formal Accusation. A Member has the right to a trial as set forth in section 25(D)(3) of the Fraternity Laws. However, a Member can decide to waive this right if he elects a trial by the Judicial Committee as set forth below.
 - f. Prosecutor. The Judicial Chairman shall appoint a prosecutor to act on behalf of the Fraternity.
 - g. The Judicial Committee shall meet at the set date and time with the accused and necessary witnesses present, with the Committee Chair presiding. In the case of a “not guilty” plea, a prosecuting officer shall explain and substantiate the charges, and then the accused may present his defense. With a guilty plea the accused will be allowed to present any information he feels should be considered by the Judicial Committee in their determining a penalty.
 - h. Due Process. In all cases, the accused must be given a reasonable opportunity to be heard and may appear personally or by an undergraduate Member representative who must be in good standing with the Fraternity.
 - i. Findings. After presentation of the accused’s defense, the Judicial Committee will deliberate and render its decision; and if necessary, a prescribed

- penalty. The prosecuting officer and accused Member shall not be present at this time. The Committee Chair will not have a vote unless the Judicial Committee officers are equally divided on their decision.
- j. Penalties. The penalties imposed are limited to those set forth in the Fraternity Laws.
14. The list of cases and decisions shall be subsequently reported at the next Chapter meeting.
 15. All cases brought before the Judicial Committee shall be heard and a decision rendered within one week from the trial.
 16. A case will be delayed because of absence of defendant for only one Judicial Committee meeting, after which time a penalty shall be automatically imposed.
 17. The outcome of the Judicial Committee shall be in writing and shall be provided to the accused, including any penalty assessed by the Judicial Committee.
 18. At the time of decision of penalty, the Judicial Committee Chairman shall supervise the penalty and/or collect the fine.
 19. All Judicial Committee decisions may be appealed in writing to the Executive Council within one week of the written penalty being assessed. If the Judicial Committee's penalty is not timely appealed to the Executive Council in writing, the penalty shall become immediately effective.
 20. If a Judicial Committee decision is timely appealed to the Executive Council, the Executive Council may only consider the evidence provided to the Judicial Committee during its hearing. By a majority vote, the Executive Council will issue a written outcome either:
 - a. Affirming the Judicial Committee's penalty,
 - b. Reversing the Judicial Committee's penalty, or
 - c. Imposing a lesser penalty than was issued by the Judicial Committee. The Executive Committee shall not impose a penalty greater than the penalty issued by the Judicial Committee.
 21. If the Executive Council affirms the penalty of the Judicial Committee or issues a reduced penalty, a Member wishing to appeal the Executive Council's decision must then follow the appeals process set forth in the Fraternity Laws. If a Member chooses not to appeal the decision of the Executive Council, the penalty shall become immediately effective.
 22. The Judicial Committee Chair and the Eminent Recorder will maintain a complete record of all cases, decisions, and penalties for reference in dealing equitably with future cases.

Section II. Recruitment Committee

1. The committee shall be no more than one-fourth (1/4) of active Chapter, appointed by the Recruitment Chairman at the beginning of his term.
 - a. The Recruitment Committee must be approved by the Executive Council.
 - b. A majority vote by the Executive Council at a regular meeting may remove an individual Member from this committee.
 - c. The committee shall be dissolved at the end of each semester.
 - d. For both the Fall and Spring Recruitment Committees, the committee must be formed and approved within one (1) week of the last prior regular meeting.

- e. The committee shall be responsible for the selection and bidding of potential Members.
- f. A Potential New Member (“PNM”) must first be interviewed by no less than two (2) Members of the committee before consideration for selection and bidding.
- g. A majority vote of the committee present must vote to approve the bid for a PNM. Alternatively, approval for bids for PNMs can occur at the last event of the recruitment process, typically the closed dinner, by those Members in attendance.
- h. The committee shall be responsible for participation in all campus and community recruitment events.
- i. All recruitment media/graphics and publications shall follow all Chapter branding requirements and guidelines.
- j. The committee shall be responsible for the programming of formal rush.
- k. The committee shall be responsible for putting on a recruitment seminar for the Chapter at the beginning of each spring and fall semester.

Section III. Membership Education Committee

- 1. Purpose, Leadership, and Resources
 - a. Recognizing that both education and Membership are lifelong processes, the True Gentleman Experience was created with the idea of providing relevant education to each Member from the time he joins Sigma Alpha Epsilon throughout his experience as an alumnus.
 - b. To implement the True Gentleman Experience, the Member Educator shall serve as the Chairman of the Member Education Committee, responsible for the implementation of the program, as well as ensuring that all Members of the Chapter are completing every aspect of their experience education.
 - c. Member Educator and Experience Chairmen should review the full True Gentleman Experience Program and comprehensive example resources, available through thetgi.sae.net, as they develop their own curriculum
- 2. Timeline and Delivery of Content
 - a. The educational requirements associated with each experience must be completed by each Member within one academic year.
 - b. Each Member must complete all educational programs for his year no later than two (2) weeks prior to the fall semester, to coincide with the Experience Progress Report.
 - c. Each year of education shall have a combination of:
 - i. Nationally Required Modules – Overall guiding and thematic sessions, branded with specific Sigma Alpha Epsilon content.
 - ii. Local, Approved Modules – The Chapter may take from pre-existing, pre-approved programs for facilitation at the local level OR create a program at the local level that must be approved by the Eminent Archon. Local programs must be executed exactly as written and approved.
 - b. Members may also attend programs that are scheduled on campus by USF or SAE or in the surrounding community. The Member must submit a local

module form to the Member Educator for approval by the Eminent Archon in order to receive any credit for participating in these programs.

- c. Delivery of content shall be by various mediums. These include but are not limited to:
 - i. Online Certification Programs and Modules
 - ii. Webinars
 - iii. Lecture/Presentation
 - iv. Activities
 - v. Events
3. Experience Progress Report (Annual Review)
 - a. The Member Educator is responsible for ensuring completion of the Experience Progress Report.
 - b. Each Member of the Chapter must fulfill the expectations for Membership, outlined in Article II of these by-laws, in order to remain “active” and in “good standing.”
 - c. The Chapter shall undergo an Experience Progress Report every year, in order to ensure that the expectations for Membership are consistently being met.
 - d. The Experience Progress Report shall be scheduled no later than three (3) weeks prior to the conclusion of the Spring semester and may be scheduled as early as grades are received for the previous Fall semester.

General Rules

Section I. Chapter Attendance

1. Any Member late to Chapter meetings shall not be allowed in without a valid excuse
2. Two tardies to Chapter meetings will be counted as one absence and shall have the absence count against him in regard to necessary Chapter attendance requirements.
3. Any Member that is absent for a Chapter meeting without a valid excuse shall have the absence count against him in regard to necessary Chapter attendance requirements.

Section II. Drugs and Alcohol

4. Any Member suspected of selling or consuming any illicit substances shall be brought immediately to the Judicial Board with intent to terminate Membership.
5. Any Member who illegally or irresponsibly used alcohol shall be brought to the Judicial Board with intent to terminate Membership.
6. Any social function promoted by the Chapter at which alcohol is present must strictly conform with:
 1. All Florida state laws.
 2. All USF rules and guidelines,
 3. The USF alcohol policy
 4. The Fraternal Laws of Sigma Alpha Epsilon,
 5. And any other applicable laws, standards or guidelines.
7. At no time at any event may any Chapter funds be utilized for the purchase of alcohol.
8. Only beer and wine coolers (or similar products with identical alcohol content) may be consumed at any social function sponsored by the Chapter unless the event is being hosted using a third party vendor of alcohol, such as a bar.

Section III. No Pledge Program

1. There shall never be, in any manner, shape or form, any formal or informal pledgeship for any Member of the Chapter.
2. Members shall not be required, for any reason, to provide any personal service to any individual Member of the Chapter as a requirement of membership with the Chapter.
3. Any Member who interacts with any other Member of the Chapter with the intent to implicitly or explicitly require any personal service as a requirement of membership with the Chapter shall be brought to the Judicial Board with the intent to terminate Membership.

Section IV. Chapter Advisors

1. There shall be a minimum of one full-time USF Faculty/Staff member or Graduate Assistant to serve as a Chapter Advisor (Must have a current USF NetID). The Advisor may not serve concurrently as officer and/or Member of a student organization.
2. There may also be an additional Alumni Chapter Advisor as provided by The Fraternity Laws of Sigma Alpha Epsilon with priority given to an advisor who is a graduate of USF and was a member in good standing of Florida Delta.
3. The Chapter Advisor is a volunteer who may advise the Chapter in the development of best practices but who is not, under any circumstances, responsible for the activities of the Chapter or the conduct of its individual Members.
4. Chapter Advisors shall be annually approved by a majority vote of the Chapter at the first meeting of the fall semester or at any time a new Chapter Advisor is retained. Once elected, the Chapter Advisor may be removed by a majority vote of the Chapter using the same procedure set forth in these Bylaws to remove an elected officer.
5. If a Member 1) commits a flagrant offense, as that term is defined within the Fraternity Laws of Sigma Alpha Epsilon, or 2) is not a Member in good standing as defined by these Bylaws, the Alumni Chapter Advisor is authorized to enforce these Bylaws and immediately and summarily suspend the Member from all Chapter activities.
6. The Chapter Advisor may declare a Membership review at any time to ensure all Members meet all requirements for active membership.

Mandatory Provisions as Required by the USF Center for Leadership

1. As required by the USF Center for Leadership and Civic Engagement, the following mandatory provisions are set forth and are incorporated with these bylaws:
 - a. Amendments and revisions to the constitution and bylaws of this student organization must be approved by the Center for Leadership and Civic Engagement once adopted by the organization.
 - b. **“This organization prohibits its Members, both individually and collectively from committing any acts of hazing as defined herein:**

“Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to,

initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law."

- c. The Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Center for Leadership and Civic Engagement policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.

Amendments to Bylaws

Section I. Procedure for Amending the Bylaws (other than increasing dues as per Financing, Section I, subsection 6).

1. Any Member in good standing of this Chapter may propose a written amendment to these Bylaws at a regular Chapter meeting during new business.
2. Once a written amendment is proposed by a Member and seconded by a Member during new business, the proposed amendment shall be immediately tabled without further discussion unless the proposed bylaw amendment has the unanimous consent of:
 - a. All Executive Council members in attendance at the regular Chapter meeting and,
 - b. All Members attending the regular Chapter meeting assuming quorum is present.
3. If the proposed written amendment does not have the unanimous consent when proposed as set forth above, the proposed bylaw amendment shall be read at the next

- two consecutive regular meetings of active Chapter during old business.
4. During this time period, the proposed bylaw amendment shall be considered by the Executive Council and the Executive Council then will come to a determination whether to support the proposal being voted on.
 5. At the third regular meeting after the bylaw amendment was proposed, during old business:
 - a. The proposed bylaw shall be brought back up for a Chapter wide vote only after the Chapter is provided with the report from the Executive Council and a discussion of the issue by the Chapter limited to 30 minutes, alternating with a speaker for the bylaw amendment and a speaker against the bylaw amendment. This cycle can occur up to three times, limited to three (3) minutes per speaking Member, after which there shall be a vote by the Chapter unless the issue is withdrawn by the original Member who proposed the issue.
 6. Ratification of a proposed bylaw amendment shall require two-thirds (2/3) vote of active Chapter in favor of the proposed bylaw amendment at the third regular meeting after the bylaw amendment was proposed if quorum is present.
 7. Once a proposed bylaw is approved, it shall be effective immediately and shall be promptly added, in writing, to these Bylaw.
 8. Any grammatical, formatting or typographical errors found within these Bylaws may be corrected solely upon the joint agreement of the Eminent Archon and the Eminent Recorder.
 9. The only exception to the above process is where the Chapter Advisor, being a neutral party, may amend the Bylaws with the approval of the Executive Council under the following situations where the Chapter Advisor, in conjunction with the Executive Council, agree:
 - a. That the Bylaws would, when strictly applied, result in an absurd, unjust or unlawful result not in conformity with the intended purpose of the Bylaws, or
 - b. That the Bylaws require changes to maintain conformity with Fraternity Laws, the USF Student Code of Conduct or the USF Center for Leadership and Civic Engagement, or
 - c. That the manner in which the Chapter operates on a day to day basis is not accurately reflected in the Bylaws.

Publishing of the Bylaws.

I, the Eminent Archon of the Florida Delta Chapter of Sigma Alpha Epsilon Fraternity, hereby accept these Bylaws as being the governing agreement for all Members of our student organization while at the University of South Florida and have instructed the Eminent Recorder to publish these bylaws to all Members as of the date set forth below.

Effective Date of Bylaws.

These Bylaws shall be effective immediately as of 12:01 a.m. on August 30, 2019.

Eminent Archon

Print Name: Thomas Tamburello

Signature: /s/ Thomas Tamburello

Date: August 30, 2019