

The Bylaws of Sigma Alpha Epsilon, North Dakota Alpha Chapter

- I. Governing Bodies
 - A. NDAL is governed externally by the leadership of the NDAL House Corporation, the NDAL Alumni Commission, the Province Tau Council, and the decisions, customs, and decrees of the Supreme Council of ΣAE, as well as those decisions appropriately passed by the National Convention.
 - B. Outside of the Fraternity, NDAL is governed primarily by the University of North Dakota, of which we are associated. NDAL shall also follow all applicable local, state, and federal law, and shall use all available resources at her disposal to minimize liability to any, and all, legal action.
- II. North Dakota Alpha Chapter Collegiate
 - A. Power
 1. NDAL, as a chapter, has the authority provided to it by the charter given to us in 1923, to conduct our local chapter as we see fit, so long as it is consistent with the best traditions and standards of ΣAE.
 - B. Meetings
 1. Regular chapter meetings are to be held every Monday during the normal academic calendar year.
 - C. Rules of Order
 1. NDAL shall use the Revised Robert's Rules of Order. The basics of these rules are available online at the True Gentleman Initiative website.
 - D. Eligibility to Attend Meetings
 1. All brothers of ΣAE, either active or alumni, that are in good standing with NDAL and ΣAE, may attend a chapter or committee meeting. Also, any member of the community, who through verbal communication with the Eminent Archon, requests to present information to the chapter, may also attend; provided they are not allowed to witness the ritualistic portions of the meeting.
 - E. Alcohol and Drugs
 1. No controlled substances will be allowed to be used, stored, distributed, or manufactured at NDAL, without written permission from a qualified medical practitioner, and then only for the prescribed uses.
 - F. General Financial Policy
 1. This policy was adapted in order to create a fair system by which all members may be given the proper financial assistance to remain members of "good standing". The goal of this policy is to help members, not to punish them. However, there are consequences incorporated into the policy in order to avoid debt accumulation.
 2. There will be a three week grace period beginning the first semester day of classes, during which no penalties will be assessed for an unpaid bill.
 3. After the three week grace period every unpaid member will be put on a payment plan. Two payment plans will be available for all members. One plan will be devised for those in house members and the other for those out of house members. The plans will be set up as follows:
 - a) In House: a payment of \$300 every two weeks.
 - b) Out of House: a payment of \$50 every two weeks.
 4. The aging progress for those who fail to make two full payments (consecutive or otherwise) on time:
 - a) Day 1-5: a meeting with the EA, EDA, and ET's.
 - b) Day 6-12: finance and interest charges, as determined by the Eminent Archon, will begin and continue accumulating until payments begin again.
 - c) Day 13-24: an appearance before the judicial board or Alumni Commission.

- d) Day 25- 30: proof of application for a loan must be presented to the EA, EDA, and ET's, or the member shall face formal charges with the judicial branch.
- e) Day 31: parents will be informed of the situation.
- f) Day 32-39: final opportunity to show indisputable proof that payment can be made within seven days.
- g) Day 40: member is handed over to a collection agency.

III. Bylaw Enforcement

A. NDAL of ΣAE is committed to following these policies in order to smoothly operate the local fraternity, and as a result, must impose punishments to those who do not follow the approved policies of this fraternity. Detailed information provided in Section IX.

B. Judicial Branch

- 1. The goal of the Judicial Branch shall be to find guilt or innocence, and recommend punishments for violations of applicable statutes, and to ensure that future behavioral problems are avoided.
- 2. Should a member be the one accused of a violation, he shall not serve on the Committee during the discussion of his actions. Also, should the accuser be on the Committee, he shall not be allowed to serve. Also, if a member on the Judicial Branch should find himself in a position that could potentially cause a conflict of interests, he shall excuse himself. If the member decides not to excuse himself, and it is determined that his conflicting interests affected his vote, he shall be removed from the Committee and face punitive action.

IV. Chapter Collegiate Officers

A. Vacant Positions

- 1. Vacant positions must be filled as soon as practical, in accordance with part V, section A, subsection 1.

B. Live-in Requirement

- 1. All officers must live in the chapter house, unless excused prior to election by the chapter collegiate.

C. Officer Familiarity with NDAL of ΣAE Customs, Traditions, Laws

- 1. All officers should have an operational knowledge of all appropriate laws, including those of the Fraternity, locally and nationally, the State of North Dakota, the City of Grand Forks, and the United States of America.
- 2. All officers shall also be properly informed of all customary practices of the Fraternity, and pay particular attention to ensure the proper practice of them.

D. Officer Binders

- 1. Each officer shall make available his binder to the EDA for his inspection; officers shall also be held responsible for any damage to their binder. Every officer shall also be responsible to see to it that the binder is continually updated, and made more useful with each passing semester.
- 2. Each officer is especially entrusted with the duty of transitioning the next officer into that position.

E. Elected Officers

1. Eminent Archon

- a) The EA is entrusted with the responsibility of running a successful chapter collegiate, and shall oversee the internal and external environment around NDAL of ΣAE, and make decisions based on his judgment, and advice received from the Board of Directors.

2. Eminent Deputy Archon
 - a) The EDA is responsible for the in-house operations of the Fraternity. He shall direct the day-to-day operations, and ensure that the officers are knowledgeable about their position and responsibilities.
3. Eminent Treasurers
 - a) The ET's are primarily charged with maintaining a proper budget, which will ensure the financial stability of the chapter. In order to accomplish this goal, they shall be responsible for collection of fees, payment of bills, preparation of budgets, and authorizing spending.
4. Eminent Recorder
 - a) The ER shall be responsible for ensuring proper participation by members in chapter meetings, committee meetings, philanthropy events, fraternal events, and academic endeavors. He shall take notes of all primary Fraternal meetings, and make them readily available to the Chapter Collegiate, and all others who request such information; assuming they have the approval of the EA.
5. Alumni Relations Manager
 - a) The AM is expected to publish timely noteworthy events to the alumni, as well as to the Fraternity Service Center. He shall also be the primary contact between alumni at large and the Chapter collegiate.
6. Eminent Warden (Appointed by the President)
 - a) The EW is primarily responsible for maintaining order within the house, as well as being able to answer questions about interpretations of the bylaws.
7. Community Service Coordinator
 - a) The CSC is responsible for establishing a working Community Service plan within the house, and ensuring compliance to the plan.
8. Pledge Educator
 - a) The Pledge Educator is responsible for teaching pledges the proper morals, traditions, customs, and meaning of the Fraternity. He is also responsible for ensuring the bonding between pledges, and their desire to be a member of ΣAE.
9. Manager of Recruitment
 - a) The Recruitment Manager is responsible for planning Rush events, and making sure they are executed properly. He is also especially aware of his budget, and shall make note to plan accordingly.
10. Risk Manager
 - a) The Risk Manager is responsible for maintaining a safe living environment, and that precautions are taken to ensure that NDAL of ΣAE is not left vulnerable to undue liability.
11. Director of Membership Development
 - a) The Director is responsible for ensuring that all members earn the highest possible marks in school, and those that do not, be required to take corrective action.
12. Director of Membership Recruitment and Retention
 - a) The Director is responsible for planning member activities, and in the course of stated duties, remaining under budget.
 - (1) Compliance with all applicable national, local, IFC, and University bylaws are expected, as well as federal, state, and local laws. The Alcohol and Financial Policies are also to be followed, with the intent to minimize the risk of incidents.

13. Kitchen Manager

- a) The Kitchen Manager is responsible for the operation of the kitchen, management of the cook, cleanliness of the kitchen, and proper supplies of food.

14. Director of Physical Operations

- a) The Director is responsible for the physical operation of the house, and that it remains above basic sanitary standards.

15. Membership Educator

- a) The EH is charged with informing the Chapter Collegiate of interpretations of bylaws, new and old, and of any changes to any operational policy, by UND, ΣAE, NDAL Alumni Commission, NDAL Housing Corp., Province Tau, the National Convention, or the Supreme Council. He is also responsible for maintaining the functionality of the TGI within the house, and will serve as the primary contact for the program. He shall also serve as the webmaster for the local chapter's website.

V. In-House Member Requirements

A. Eligibility

1. All pledges and initiated members are eligible to live in the chapter house. Active members in the Fraternity have first priority for space in the chapter house. No member shall be allowed to move into, sign up for a room in, or live in, the chapter house if they are not in good financial standing with the fraternity.

B. Room Pull

1. The order of selection of rooms shall be based on a point system. Elements involved include length of time spent living in the chapter house, PIN #, and cumulative GPA. The order shall go from highest points on down, with members with any outstanding balance be put at the bottom of the list. In case of a tie, PIN # shall be used to determine priority.

- a) Three points for every semester living in the house.
- b) One point for a cumulative GPA above a 3.0; two points for above a 3.1; five points for above a 3.5; and ten points for above a 3.75; these are counted cumulatively.

(1) For example, a member with a 3.67 cumulative GPA would receive 8 points.

- c) The highest PIN # shall receive one point, the second highest two, the third three, etc.

2. No member shall be forced out of a room he has occupied the previous semester, but in case of increased occupancy, maybe forced to have a roommate.

- a) This shall not apply to any member over the summer, unless the member resides in the chapter house during the summer.

(1) Resides shall be defined as paying full rent.

3. Single Rooms shall only be made available if the chapter house is at less than full occupancy. The point system described in subsection 1 shall be used to determine who shall have the option of a single room.

- a) Full occupancy shall be defined as thirty one (31) members. This will be distributed two to every room, with the exception of the Third Floor Coffin, which will be a single room, unless the member who pulled it wishes to have a roommate.

(1) This specifically applies to the EA's room. If the chapter is at full occupancy, the EA must have a roommate.

b) Should more members want to live in the chapter house than is prescribed above, a substantial discount will be given to the members living in the 3rd floor coffin, should they double, or to the members in the pit, should they decide to triple.

(1) This discount should not be more than 50% of the increased revenue from the additional tenant.

c) The Pit shall always be no less than a double, unless the house occupancy does not require any rooms to be double.

C. Contracts

1. All members shall be required to sign a room and board contract prior to pulling a room in the chapter house. This must also be accompanied with a security deposit, in the form of a check. The check shall be held by the ET, and not cashed unless the member does damage to the chapter house.

a) If the member pulls a room, and the member does not move into the chapter house, the chapter shall keep his deposit, and charge the member the usual in-house fees.

(1) The in-house fee can be appealed to the Chapter, but evidence must be shown that one of the following situations exists: the member is deceased; the member is no longer attending UND, the member is now married; or an extreme financial situation exists (verified by the ET), and the member is living at home with their parents (to be verified by the ET).

b) Refer to the Financial Policies Document in the appendix section to determine particular dollar amounts.

D. Damage Costs Assessment

1. Damage to ΣAE property by members, their guests, invitees, or passers-by, shall be assessed to each member who lives in the chapter house on a pro rata scale, provided the individual responsible cannot be determined or found.

a) Should the member responsible be determined, he shall face punitive action, and be forced to pay to have the damage fixed professionally.

(1) A member is also responsible for the actions of his guests in the Chapter, and shall be held liable under this section.

E. Assignment of Duties

1. Duties for both busing and cleaning the premises shall be assigned by the points system described in section C.

VI. Out of House Member Requirements

A. Eligibility

1. To be eligible for out of house membership the house must be at capacity.

a) This may be excused by a majority vote of those present and voting at a chapter meeting.

b) All members who are initiated during the fall semester are excused from living in for the spring semester of the same academic year, but will be required to live in the chapter house the following fall semester of the next academic year and three semesters to follow.

c) For the purpose of defining a semester, a semester shall be the academic fall, academic spring, or a combination of summer semesters. A member cannot count two summer semesters in one summer towards the four required. It is only possible to obtain three semesters in one calendar year.

2. If the Chapter has more members wishing to live in the Chapter house than the Chapter house can hold, then the point system described above shall be used to determine the order of those eligible for early leave from living in the Chapter house.
3. NDAL will not recognize inactive membership due to a member living out of house, and will assess that member the usual semester fees, along with any punitive fees the member is facing.
 - (1) Inactive membership must be granted by a majority vote of those present and voting at a chapter meeting, and then the member must have lived in the chapter house the required four semesters, or have paid his per semester fee.
 - b) There will be an additional fee for not living in the chapter house for each semester not lived in, up to the four semester requirement.
 - (1) The rate of said fee is variable, but not to be less than \$100 nor greater than \$500, at the discretion of the Eminent Archon and Eminent Treasurer(s). The rate shall be calculated based on the minimum operating expenses with seventeen in-house members.
 - (2) The additional fee can be appealed to the Chapter, but evidence must be shown that one of the following situations exists: the member is deceased; the member is no longer attending UND, the member is now married; or an extreme financial situation exists (verified by the ET), and the member is living at home with their parents (to be verified by the ET).
 - (3) This fee shall be set by the President in accordance with his responsibilities outlined in the Constitution.

B. Board Contract

1. All out of house members must have a board contract with NDAL, with the price set by the Kitchen Manager each semester.

VII. Substandard Academic Achievement

- A. All members must remain at or above a cumulative GPA of 2.5, according to National Laws, or face academic probation as described below. The Director of Membership Development is responsible for setting up his own system to ensure each member will achieve this requirement, to be approved by the President, as outlined in his responsibilities in the Constitution.
- B. Should a member not achieve a semester GPA of at least a 2.5, he shall be on academic probation for the next semester.
 1. Under academic probation the member will be required to be a sober brother at all events.
 2. The member will not be considered in good standing.
 3. Pending the release of deficiencies, the Director of Membership Development, along with a Scholarship Committee, may suspend the probationary period if substantial improvement is demonstrated.
 - a) This committee shall be appointed by the Director of Membership Development, subject to chapter approval, and will consist of four members, excluding the Director and President.
 - (1) The President shall serve as a non-voting ex-officio officer of the committee, with full veto authority.
 - (2) The Director shall chair all meetings, and will only vote in case of a tie.
 - (3) A majority vote is required to suspend the probationary period, and all members of the committee are required to attend the meeting to conduct business.

VIII. Discipline of Members

1. Any member who feels that another member has committed an act in violation of our ritual has the authority to file a complaint with the Judicial Branch for determination and if applicable, the Judicial Branch will recommend punishment to the Chapter.
2. Should the Eminent Warden or any other Executive as defined in the constitution feel that a member has committed an offense against another member of Sigma Alpha Epsilon, or the house itself, shall have the authority to bring the matter before the Judicial Branch for determination and if applicable, the Judicial Branch will recommend punishment to the Chapter.
3. Unless limited in these bylaws or in the Constitution, the Judicial Branch shall use its wisdom and discretion in deciding matters involving the actions of members.

IX. Transfer Members

- A. NDAL shall follow National Law as it pertains to transfer students.

X. Validity of Superceding Laws

- A. Sigma Alpha Epsilon National Laws

1. NDAL recognizes the superceding interest of ΣAE National Law, and shall yield authority to stated law in occasions of conflicting interest.

- B. Local, State, Federal Law

1. NDAL shall observe applicable local, state, and federal law, especially in regards to taxation, sexual misconduct, drugs, alcohol, and health and fire codes.