



SENTINEL ACADEMY

ATTENDEE GUIDE

REVISED JANUARY 2021

CONCLAVE 2021

NAME

SCHOOL

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IMPORTANT LINKS

The following links are to resources that will help you in your role as Scribe and with social media management! We'll cover all of these in our sessions throughout Conclave. Check them out:

[Roberts Rules of Order Cheat Sheet](#)

WELCOME TO CONCLAVE

Dear Brother Sentinel,

Welcome to Alpha Epsilon Pi's first-ever fully virtual Conclave and Sentinel Academy! I hope you and your Brothers are safe and excited for the upcoming programs.

This conference is a time where brand new as well as experienced Sentinels come together to further their AEPi education and to strengthen their chapters by networking with other Brothers and staff from around the world. Remember, you get out what you put in, so I encourage you to introduce yourself to other Brothers so you can build relationships and get the most out of your time attending our virtual Sentinel Academy.

As a Sentinel, it is critical that you are attentive and open-minded. If you are not taking this information back to your chapters, no one will. Additionally, if you see other Brothers struggling, you should take initiative and help them get back up to speed. We are all in this together.

Once again, I welcome you to AEPi's virtual Sentinel Academy. I firmly believe you and your chapter will be in a better place after the coming weeks due to your dedication to your chapter and the International Fraternity. Remember that everyone attending wants to learn and network just like you. Have fun and get as much from this opportunity as possible.

Fraternally,



Jim Fleischer
Chief Executive Officer
Alpha Epsilon Pi Fraternity



LETTER FROM THE SUPREME MASTER

Dear Brother Sentinel,

On behalf of the Supreme Board of Governors, welcome to AEPi International's 2021 Conclave Season.

Obviously, this year's conclave is significantly different than any we have done before. I urge you, though, to take advantage of the opportunities afforded here to better yourselves and your chapter. Conclave is a phenomenal opportunity for Brothers to learn how to become a better leader in your chapter. These lessons will serve you well as you progress on your campus and community path.

We cannot be together in person and, because of that 2021 AEPi conclave attendees may miss out on the opportunity to meet fraternity Brothers from other chapters and network with AEPi volunteers and staff.

To me, this is one of the most important aspects of conclave. The relationships you make at conclave, often last the rest of your life. Our staff has tried to develop programs which will give you the chance to, at least virtually make these connections. Please take advantage of these networking opportunities as they will be both valuable and fulfilling.

The past year has been difficult for all of us. But our fraternity is weathering the pandemic and focusing our efforts on core values and programs. If I, or anyone on the Supreme Board of Governors, can assist you or your chapter in any way, please let me know.

Stay safe and healthy, get vaccinated if you can, and I look forward to seeing you in person – in the near future, Convention 2021 in Orlando. Baruch Hashem.

Fraternally,



Jason Oshins
Supreme Master
Alpha Epsilon Pi Fraternity

Email: joshins@aepi.org



JANUARY SCHEDULE

**all session times are in Eastern Standard Time (EST)*

TUESDAY, JANUARY 12

AEPi 101 | 6:00 PM

AEPi International Staff

This session will reinforce ideals and values of what it means to be an AEPi Brother. Additionally, staff and volunteers will discuss fundamental practices and resources for new members to keep close to them throughout their entire AEPi experience. **While this session is meant for new members, all are welcome.**

From Bid Room to Board Room | 8:00 PM

AEPi International Staff

Join AEPi alumnus and veteran entrepreneur, Daniel Debow (Western, 1995), as he helps our Brothers unlock the key to translating your Fraternity leadership experiences into the workplace.

WEDNESDAY, JANUARY 13

Sentinel 101 | 6:00 PM

Director of Chapter Services, Jason Kirschtel

How to ensure your chapter's longevity, leave a legacy, and create buy-in to be the best fraternity on campus. Learn the role of sentinel, embrace the Fraternity ritual and set the stage for Brotherhood involvement and accountability.

TUESDAY, JANUARY 19

Rush Rush Rush | 6:00 PM

AEPi International Staff

Rush is the lifeblood of the fraternity and, without it, your chapter would cease to exist. Join us for this session to learn how to produce better rush results in terms of quantity AND quality. **While this session is meant for new members, all are welcome.**

How to Run an Effective Meeting | 8:00 PM

AEPi International Staff

Have you ever asked yourself how you can make chapter meetings more effective and less time-consuming? Join us to learn best practices to produce valuable meetings that your Brothers will love to be a part of.

JANUARY SCHEDULE

**all session times are in Eastern Standard Time (EST)*

WEDNESDAY, JANUARY 20

Holding Our Brothers to a Higher Standard | 6:00 PM

Director of Chapter Services, Jason Kirschtel

In this session, we'll be discussing how to create buy-in, setting expectations, policy and utilizing the judicial board in order to hold our chapters to a higher standard.

TUESDAY, JANUARY 26

AEPi: The Value Added Fraternity | 6:00 PM

AEPi International Staff

For far too long, many chapters have been looking at AEPi all wrong. In this session, we dive deep into what a balanced fraternity could look like and how it will benefit each and every member who joins. **While this session is meant for new members, all are welcome.**

Reimagining New Member Education | 8:00 PM

AEPi International Staff

In this session, we'll encourage open conversation amongst Brothers on their shared experiences and best practices on how to program New Member education during a global pandemic.

WEDNESDAY, JANUARY 27

Health & Safety for Sentinels | 6:00 PM

Director of Chapter Services, Jason Kirschtel

What do you need to know to keep your Brothers and your community safe? In this session, we'll discuss setting crisis management procedures, educating your Brothers and changing the conversation.

FEBRUARY SCHEDULE

**all session times are in Eastern Standard Time (EST)*

TUESDAY, FEBRUARY 2

Minor Board: The Return on Your Investment | 6:00 PM

AEPi International Staff

Work in groups with other AEPi Brothers to add critical programming to your chapter that can change a semester from good to great. **While this session is meant for new members, all are welcome.**

Keeping the Peace: The Critical Role of a Brother at Large | 8:00 PM

Educational Leadership Consultant, Matthew Shipley

A key role in the chapter, Brother at Large works towards good harmony and a sense of security amongst the Brothers in your chapter. Hear about the ins and outs of this important role.

TUESDAY, FEBRUARY 9

Introduction to Health & Safety | 6:00 PM

AEPi International Staff

Every year, members continue to develop safer practices that will ensure the longevity of their chapter. This session will discuss multiple aspects of Health and Safety including, but not limited to, sexual abuse prevention, hazing prevention, alcohol and other drug abuse prevention, bystander intervention and more. **While this session is meant for new members, all are welcome.**

Public Speaking and Persuasive Presentations | 8:00 PM

AEPi International Staff

Whether it's addressing the chapter in your weekly meeting or giving a presentation to the CEO of a company, public speaking and presentation skills are a necessity. Join us for this session to learn tips and tricks on grabbing your audience's attention.

TUESDAY, FEBRUARY 16

Leading Your Chapter: Stepping up on E-board | 6:00 PM

AEPi International Staff

Each Brother in AEPi serves a critical role in the chapter. Many will eventually become executive board members but have to work their way up the ranks to get there. We will discuss best practices to stand out as a leader, become as knowledgeable as possible, and create long-lasting, positive change in your chapter. **While this session is meant for new members, all are welcome.**

AEPi Talks | 8:00 PM

AEPi International Staff

Our Leven Fellows came up with their own unique presentations for this year's #AEPiConclave. Each fellow presented their idea to AEPi International staff, and one was chosen to be presented to you.

THE MISSION OF ALPHA EPSILON PI

The mission of Alpha Epsilon Pi is to provide education, resources and training to the future leaders of the world's Jewish communities. This mission is demonstrated every day through acts of brotherhood, Tzedakah (charity), social awareness and support for Jewish communities and Israel.

Alpha Epsilon Pi was founded to provide opportunities for the Jewish college man seeking the best possible college and fraternity experience. We have maintained the integrity of our purpose by strengthening our ties to the Jewish community and serving as a link between high school and career.

Our heritage stems from one source: young Jewish men banding together in allegiance. The fraternity can be a home away from home, providing the same stabilizing and guiding values that students previously gained from their families. Jewish students search out Alpha Epsilon Pi because it is a Jewish fraternity. In the fraternity's 105-year history, more than 102,000 men have worn the badge of Alpha Epsilon Pi and each year, approximately 3,000 undergraduates perform the Ritual of Initiation, which remains the same ritual adopted decades ago.

Perhaps of greater importance, Alpha Epsilon Pi provides education, resources and training to develop leadership for the future of the Jewish community. Tomorrow's Jewish leaders are in our chapters today. These are the young men who must be counted upon to support Jewish causes and to prepare to be one of tomorrow's Jewish leaders, so that they may aid themselves, their family, their community and their people.

Throughout our history, the fraternity setting has served as a "learning laboratory," a testing ground for young men who later become leaders in business, education, government, religion and science. A goal of our fraternity is to help each student to develop character, responsibility and a proper set of values through living together in brotherhood. Alpha Epsilon Pi prepares young men for their role in life as responsible citizens.

Therefore, our basic purpose is to provide the opportunity for a Jewish man to be able to join a Jewish organization whose purpose is not specifically religious, but rather social and cultural in nature. Alpha Epsilon Pi is a Jewish fraternity and brotherhood in Alpha Epsilon Pi is open to all who are willing to espouse its values and mission.

ALPHA EPSILON PI HEALTH AND SAFETY POLICY

Produced by Alpha Epsilon Pi Fraternity, Inc.

AEPI HEALTH AND SAFETY POLICY

Alpha Epsilon Pi strives to provide a safe and respectful environment for all of our Brothers, guests, neighbors and communities at all times. To do so, we regularly discuss health & safety with all chapter members and, especially, each chapter's leadership. This is done throughout the academic year through ongoing communications, meetings with staff members and volunteers and regular fraternity-sponsored events such as our annual International Convention and regional conclaves.

AEPI's chapters and members follow the Health and Safety Policy below.

As a fraternity dedicated to developing leadership for Jewish communities and based in Jewish values, we take seriously our obligation to "Love Your Neighbor as Yourself." As a Jewish fraternity, one of the values of our teachings we hold most important is that all human beings are fashioned b'tselm Elohim, in the image of G-d.

GENERAL CONDUCT

During their initiation ceremony each member took an oath to act in accordance with the ideals, oath, and ritual of the Alpha Epsilon Pi Fraternity. As such, Alpha Epsilon Pi expects that members act kindly and respectfully toward others. All members are expected to maintain a culture and environment where they and their fellow chapter members can achieve their potential.

Members shall not infringe on others rights of property, privacy, and peaceful enjoyment. Members shall strive to be good neighbors and community members; which shall include, but not be limited to, compliance with Fraternity policy, laws and ordinances, and reasonable University rules and regulations.

CONFLICT RESOLUTION

Members shall endeavor to promptly and peacefully resolve any and all interpersonal conflicts with others using all reasonable courses of action including, but not limited to, personal interaction, use of Chapter processes such as mediation by the Brother-at-Large and Judicial Board, use of University mediation services, and engagement of Alpha Epsilon Pi Fraternity staff.

GENERAL SAFETY

Members shall strive to keep themselves and others out of harm's way and shall not engage in any excessively risky behaviors, nor shall they allow their guests to engage in these behaviors.

Members are expected to maintain safe, secure, and healthy environments for their fellow members and guests.

Members are expected to comply with local building and fire codes and exercise care with regard to security and general safety. They shall make good faith efforts to promote fire safety in their facilities and in any venues that they utilize for chapter functions.

HAZING POLICY

Members, New Members, Alumni, and guests must not permit, encourage, coerce, glorify or participate in Hazing or abuse of members, new members, potential members, or guests.

AEPI HEALTH AND SAFETY POLICY

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter property, for the purpose of recruiting, joining, new member education, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- Be coerced to violate federal, state, provincial, local law, or organizational policy.
- Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

SEXUAL MISCONDUCT

Members, New Members, and guests must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

ASSAULT AND BATTERY

No chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which they are located nor shall they engage in or encourage others to engage in violence against others nor threaten violence against others.

FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES

The Chapter and its Members, New Members, and Guests must comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

No weapons of any kind are ever permitted in a chapter facility or at a chapter event, whether owned or obtained legally or not. This includes, but is not limited to, guns, flame throwers, swords, axes, hatchets, knives (except eating and cooking utensils), ammunition, explosives, bb guns, air rifles, slingshots, bows and arrows, pepper spray, Tasers, or anything else which might be considered

AEPI HEALTH AND SAFETY POLICY

a weapon.

ALCOHOL AND DRUGS

In any activity or event sponsored or endorsed by the organization:

- Members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, manufacture, sell or be provided alcoholic beverages.
- Members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances.
- Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
- The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter premises or at any event except when served at an event outside of the chapter premises by a licensed and insured third-party vendor.
- Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- A chapter must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
- A Chapter must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
- Attendance by non-members at any event where alcohol is present must be by invitation only, and the Chapter must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the chapter premises or host venue.
- Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into a chapter, including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities, and any ritual or ceremony.
- Members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

RETALIATION

Retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of the Risk Management Policy is prohibited.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a

AEPI HEALTH AND SAFETY POLICY

compliance concern, or to deter one from taking such action.

POLICY DISTRIBUTION

Alpha Epsilon Pi shall distribute its Health and Safety Policy to its members on an annual basis. A copy of the Health and Safety Policy is available on www.aepi.org/health-and-safety.

GOOD SAMARITAN POLICY

"I am my Brothers' keeper." A Brother's conduct should proceed from Jewish teachings and ethics, and a sense of goodwill and brotherhood. It is the policy of the fraternity that a Brother should immediately seek emergency assistance when an individual's appearance or conduct would reasonably cause one to be concerned for another person's well-being. A Brother who acts as a "Good Samaritan" shall receive amnesty from expulsion by the fraternity, providing that his actions occurred before emergency responders were otherwise made aware of the situation.

DRIVING AND MOTOR VEHICLE OPERATION

Whenever possible chapters and members should utilize public transportation or transport service (busses, trains, cabs, etc.) when transportation is necessary for fraternity events or activities.

Any individual who drives or otherwise provides transportation in conjunction with Alpha Epsilon Pi activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance and the transportation and consumption of alcoholic beverages. Operators must ensure that vehicles are roadworthy, in proper operating condition, not overloaded and are driven in a safe manner. Operators must ensure that all occupants are properly utilizing seatbelts and other safety equipment.

All members shall only drive motor vehicles for which they are licensed, endorsed, and insured to legally operate and shall not lend or allow others to use vehicles if they do not meet these standards. Members shall not operate any vehicle(s) which require a Commercial Driver's License (CDL), pilot's license of any kind, motorcycle license, or other specialty endorsements as part of any chapter activity nor shall they utilize vehicles for towing or hauling unsecured loads.

All use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Any claims that may arise are the sole responsibility of the vehicle owner and/or driver. Drivers and vehicle owners should be advised that the fraternity does not provide insurance for nor does it assume any liability for claims or injuries to persons, damage to property, or damage to vehicles arising from the use of their personal vehicles in connection with any fraternity activities. All drivers should agree and provide written proof that they have personal automobile insurance with limits that comply with local law on any vehicle which they own or use

Members shall not operate, park, store, or allow others to park or store any motorized vehicle(s) inside of any fraternity premises at any time.

Where chapters maintain "Safe Driver", "Sober Driver", or "Designated Driver" activities, participation should be on a strictly voluntary basis and all drivers and/or vehicle owners should be

AEPI HEALTH AND SAFETY POLICY

provided with a copy of this Driving & Motor Vehicle Operation policy prior to participation.

MEMBERS PERSONAL PROPERTY

The use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. The fraternity assumes no liability or responsibility for any loss or damage to any personal property of members or guests even if used in conjunction with fraternity activities.

CONTRACTUAL AGREEMENTS AND ADDITIONAL INSURED

No chapter, member, or housing organization may enter into any written or oral contract or financial agreement using the name of the fraternity ("Alpha Epsilon Pi"). This includes without limitation such agreements as university agreements, leases, contracts, hold harmless agreements, liability releases, account statements, purchase orders, and hotel or banquet contracts. As the fraternity's insurance does not afford protection for outside parties, no chapter, member, or housing organization may enter into any written or oral agreement under which the responsibility or liability of some party other than the fraternity is assumed. Additional Insured status under the fraternity's insurance requires the prior agreement of both the fraternity and its insurers.

FOCUS ON HAZING PREVENTION

ALPHA EPSILON PI FOCUS ON HAZING

The Health and Safety Policy of Alpha Epsilon Pi shall apply to all member fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of hazing as follows:

Members, New Members, Alumni, and guests must not permit, encourage, coerce, glorify or participate in Hazing or abuse of members, new members, potential members, or guests.

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on [chapter/organizational] property, for the purpose of recruiting, joining, new member education, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- Be coerced to violate federal, state, provincial, local law, or [organizational] policy.
- Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

EDUCATION IS OUR GOAL

If the entire chapter disappeared on initiation day, would the new members be able to lead the chapter immediately? Would they have the event planning skills, budgeting knowledge, or grasp of executive and minor board roles?

The purpose of fraternity education is to educate new members about the fraternity’s history, values, and ritual, as well as the local chapter and about the college or university. It is education about past and present members of the fraternity, and it is an education about what makes a good Brother. The goal of fraternity education is to develop the future leaders of the chapter.

It is the expectation of every member to educate in a constructive and harmless way. Each member should look out for new members regardless of their role in the chapter. It is the expectation of every member to see that the anti-hazing Policies of Alpha Epsilon Pi are not violated.

FOCUS ON HAZING PREVENTION

WHAT NEW MEMBERS EXPECT FROM THEIR EDUCATION

New members desire many things from the fraternity. They expect these things when they become full members, and they expect them during their education period. Here are some examples of what they should be able to expect:

- To make friends
- To have a positive experience with the entire chapter
- To learn about the organization
- To feel wanted and needed
- To be informed as to what the chapter expects from them
- To be respected as individuals and members
- To be helped in adjusting to campus life, college classes, and chapter responsibilities
- To have fair treatment and not be subservient to initiated members
- To do only the work that initiated members do
- To respect older members
- To have initiation requirements, but not to have to earn active status through personal favors, competition or juvenile activities
- To have fun. After all, what did everyone tell them during rush?

If the chapter offers these things, it probably has a successful program; and there are many activities that lead to such a program. Remember, if you have any doubt whether something is hazing or not, don't do it. **Find an alternative.**

AREAS OF CONCERN

The senseless act of hazing not only creates liability risk for the chapter, but also hinders the development of friendships that are the basis of brotherhood.

Every US state with an active AEPi chapter has a law that makes hazing a criminal act. Engaging in Hazing may result in life-altering consequences such as criminal convictions, civil penalties, and reputational damage. Can you imagine what a future employer would think if a hazing record appeared when they google your name? Due to Hazing being classified as a criminal act under most insurance policies, hazing is specifically excluded from coverage—in other words, if you haze, you will not be covered under the insurance policy. The policy will not pay for the cost of an attorney to defend you nor any judgment that might be entered against you. Furthermore, most of these laws state that even if someone agrees to participate, the liability is still on the chapter and/or those who committed the act because of peer pressure or desire to be a part of the group.

Therefore, hazing carries a number of risks, including:

- A civil lawsuit;
- Criminal prosecution for an illegal act;
- Discipline by the national organization;
- Discipline by the college or university; and
- Possible loss of insurance coverage.

General safety is a large factor in determining if traditional new member activities that are considered to be Hazing. Even events that we traditionally considered to be “in good fun” may now be considered hazing due to the propensity for those events to be the source of accidents in the past. For example, serious accidents have occurred during scavenger hunts and road trips and are now considered Hazing

FOCUS ON HAZING PREVENTION

activities by most universities. When planning New member activities safety and security must be taken very seriously.

There should be no consumption of alcohol during the new member education. The two most deadly nights for fraternities are those associated with new members: “Bid Night” and “Big/Little.” Typical hazing activities include passing a bottle (or bottles or other containers) of liquor or other forms of alcohol around among the new members and telling them that they must finish the bottle(s) before they can become members, receive their “big”, or otherwise be accepted. Another deadly practice is that of Bigs and Littles exchanging bottles of liquor, with the understanding that the little must drink the entire bottle. There is a tremendous amount of activities that a brotherhood can run that would not include alcohol but still accomplish the same goals.

HOW TO TELL IF AN EVENT/ACTIVITY IS HAZING?

What you may consider to be a perfectly harmless way of “educating” your new members may in the view of others be an act of hazing or hazing violence that can be criminal. No college/university administration or fraternity condones nor accepts hazing as a normal part of fraternity education. Therefore, if you have to ask whether a university administrator could be present, if your family would be proud of you for organizing this event, or if your fraternity would approve don’t do the event and instead find an alternative. If you don’t know, just ask. The AEPi staff and volunteers are happy to help you evaluate your program.

THE SLIPPERY SLOPE

A major concern with certain activities is that, although the goals may seem lofty and the activity harmless, the chapter is approaching a slippery slope towards more violent and dangerous activities. The “fun” activities today turn into the disasters of tomorrow. This occurs when one member wants to “one-up” the last executive board or misconstrues previously acceptable events. What begins as an innocent prank can lead to a tragedy. Brothers often mindlessly recycle events or use the justification that an event that may be questionable is a “tradition” in this chapter. Please keep in mind that tradition does not equal valuable. Of course, there are good traditions that should stay, but even old traditions can spiral out of control.

The expectation of the chapter is to see that the education process is both enjoyable and rewarding, not only for the new members, but also for the active members. This calls for a precise agenda for membership education, including a list of activities, dates, and times. Activities should be those that both new members and active members want to participate in. By being knowledgeable about the events, schedule, and purpose one will get more out of the activities and the educational experience.

DOES THIS EVENT HAVE VALUE?

Answer these questions about each activity in your new member education program.

- ☐ Is this activity an educational experience?
- ☐ Does this activity promote and conform to the ideals and values of the fraternity?
- ☐ Will this activity increase the new members' admiration for the fraternity and the members of the chapter?
- ☐ Is it an activity that new and initiated members participate in together?
- ☐ Would you be willing to allow parents to witness this activity? A judge? The university president?

FOCUS ON HAZING PREVENTION

- ___ Does the activity have value in and of itself?
- ___ Would you be able to defend it in a court of law?
- ___ Does the activity meet both the spirit and letter of the standards prohibiting hazing?

If there is one question that has a negative answer, the event should be reshaped so that all the answers are positive.

WOULD THIS EVENT BE CONSIDERED HAZING?

It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions, try this for each activity:

- ___ Is alcohol involved?
- ___ Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- ___ Does the activity risk emotional or physical abuse?
- ___ Is there a risk of injury or a question of safety?
- ___ Do you have any reservation describing the activity to your parents or University official?
- ___ Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing, and you should ask yourself what changes can be made to make this event safe and valuable. Sometimes it is better to find a completely new alternative to reach the same result in a safe manner, and that is perfectly fine. Chapter members may push back, but after two or three years of running the safe event/activity there won't be Brothers who remember the old events.

If you need help finding safer alternatives you should ask your ELC and/or a university official how to make the event appropriate for a non-hazing program.

WHY HAZING DOESN'T WORK

Listed below are some misconceptions about hazing and an explanation of what may be the reaction.

DISCIPLINE

Punishments for one or for the whole class are meant to call members out or embarrass them. Oftentimes, one member will be punished for problems caused by the active members or for others in their own class.

This is a military concept used in basic training or boot camp. The concept is simple: force the members of the squad or platoon to discipline the weakest member(s) in order to bring them up to standard. However, Greek organizations are not the military. We have selected our members and they are considered our equals from the day they are given a bid rather than given an inferior rank. The ultimate goal of military training is to prepare each individual to use a weapon and enter military combat whereby our goal is to develop leadership for the Jewish Community. Leave the military concepts to the military.

Punishments also don't typically solve the problem; they only exacerbate it. If there is a problem with one of the new members, their big Brother or an executive board member should check up on him, encourage him, and help to resolve underlying issues. They should explain expectations and why each person and each person's conduct matter to the chapter.

Punishments can lead to some of the best future members to drop out of the process completely. No chapter can afford the strongest member leaving the program because of activities that were not

FOCUS ON HAZING PREVENTION

related to growth and education. Oftentimes, this disgruntled person will go and tell friends, family members, or university administration, all of which can lead to the closure of a chapter.

EXCESSIVE PHYSICAL OR MENTAL DEMANDS

What happens when a new member program is so rigorous or challenging but the active Brothers don't have that same mindset? This will create the attitude that new member education is a hardship and not an educational period and that initiation is the end of one's work for the organization instead of the beginning. This often creates a general lack of participation and/or interest in the membership. "That's a job for a new member, not an active." "Why should I work when I have already earned my spot?"

Furthermore, this system can be so successful in instilling new member group unity that four separate units are created within the chapter, and a true chapter does not exist. In fact, victims of hazing often state that hazing activities only produced mistrust, apathy and alienation. This is much different from the intended goal of trust, loyalty, and respect for the brotherhood. The goal should instead be to interweave the new members in the entire brotherhood by making them feel comfortable with many different Brothers from various cliques, families, or backgrounds so that they have friends in every facet of the brotherhood.

In programs with a lack of sufficient sleep and strenuous activities, the new members can be robbed of the true meaning and appreciation of the events. Also, as scholarship is supposed to have priority, these programs can in fact be very detrimental to one's academic achievement.

Finally, physical injury may occur even in minor physical activity because of weaknesses or issues unaware to everyone prior to the injury. If injury occurs, current officers, the university, and the organization can be sued and held liable.

HOW TO CHANGE FRATERNITY EDUCATION

There is always resistance to change. No matter how imminent the danger or how great the risk, some are always opposed to change. With the fraternity education process, it is no different. People will make statements such as:

"The International (or National) Office is doing this to cover themselves."

"This is not the same fraternity that I joined."

"They're just doing what I did, and I liked it."

"It is a bonding experience."

"You can't make it too easy for them to make it into the fraternity."

These statements all miss the point of new member education. Teaching a member how to run the organization, introducing them to the strongest members, and treating them like a member of the team will all lead to a successful chapter where participation seems to come naturally. Leadership sometimes requires one to take a stand and do the right thing no matter what.

NEW FLORIDA HAZING LAW

ENROLLED

2019 Legislature

CS for CS for CS for SB 1080, 1st Engrossed

20191080er

1
2 An act relating to hazing; amending s. 1006.63, F.S.;
3 redefining the term "hazing"; expanding the crime of
4 hazing, a third degree felony, to include when a
5 person solicits others to commit or is actively
6 involved in the planning of hazing; expanding the
7 crime of hazing, a first degree misdemeanor, to
8 include when a person solicits others to commit or is
9 actively involved in the planning of hazing; providing
10 a short title; providing that a person may not be
11 prosecuted if certain conditions are met; providing
12 immunity from prosecution to persons who meet
13 specified requirements; defining the term "aid";
14 reenacting s. 1001.64(8)(e), F.S., relating to Florida
15 College System institution boards of trustees and
16 related powers and duties, to incorporate the
17 amendment made to s. 1006.63, F.S., in a reference
18 thereto; providing an effective date.
19
20 Be It Enacted by the Legislature of the State of Florida:
21
22 Section 1. Section 1006.63, Florida Statutes, is amended to
23 read:
24 1006.63 Hazing prohibited.—
25 (1) As used in this section, the term "hazing" means any
26 action or situation that recklessly or intentionally endangers
27 the mental or physical health or safety of a student for
28 purposes including, but not limited to: ~~initiation or admission~~
29 ~~into or affiliation with~~

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30 (a) Initiation into any organization operating under the
31 sanction of a postsecondary institution;

32 (b) Admission into any organization operating under the
33 sanction of a postsecondary institution;

34 (c) Affiliation with any organization operating under the
35 sanction of a postsecondary institution; or

36 (d) The perpetuation or furtherance of a tradition or
37 ritual of any organization operating under the sanction of a
38 postsecondary institution.

39
40 The term "Hazing" includes, but is not limited to, pressuring or
41 coercing the student into violating state or federal law;
42 brutality of a physical nature, such as whipping, beating,
43 branding, exposure to the elements, forced consumption of any
44 food, liquor, drug, or other substance, or other forced physical
45 activity that could adversely affect the physical health or
46 safety of the student; ~~or, and also includes~~ any activity that
47 would subject the student to extreme mental stress, such as
48 sleep deprivation, forced exclusion from social contact, forced
49 conduct that could result in extreme embarrassment, or other
50 forced activity that could adversely affect the mental health or
51 dignity of the student. The term Hazing does not include
52 customary athletic events or other similar contests or
53 competitions or any activity or conduct that furthers a legal
54 and legitimate objective.

55 (2) A person commits hazing, a third degree felony,
56 punishable as provided in s. 775.082 or s. 775.083, when he or
57 she intentionally or recklessly commits, solicits a person to
58 commit, or is actively involved in the planning of any act of

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59 hazing as defined in subsection (1) upon another person who is a
60 member or former member of or an applicant to any type of
61 student organization and the hazing results in a permanent
62 injury, serious bodily injury, or death of such other person.

63 (3) A person commits hazing, a first degree misdemeanor,
64 punishable as provided in s. 775.082 or s. 775.083, when he or
65 she intentionally or recklessly commits, solicits a person to
66 commit, or is actively involved in the planning of any act of
67 hazing as defined in subsection (1) upon another person who is a
68 member or former member of or an applicant to any type of
69 student organization and the hazing creates a substantial risk
70 of physical injury or death to such other person.

71 (4) As a condition of any sentence imposed pursuant to
72 subsection (2) or subsection (3), the court shall order the
73 defendant to attend and complete a 4-hour hazing education
74 course and may also impose a condition of drug or alcohol
75 probation.

76 (5) It is not a defense to a charge of hazing that:

77 (a) The consent of the victim had been obtained;

78 (b) The conduct or activity that resulted in the death or
79 injury of a person was not part of an official organizational
80 event or was not otherwise sanctioned or approved by the
81 organization; or

82 (c) The conduct or activity that resulted in death or
83 injury of the person was not done as a condition of membership
84 to an organization.

85 (6) This section shall not be construed to preclude
86 prosecution for a more general offense resulting from the same
87 criminal transaction or episode.

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88 (7) Public and nonpublic postsecondary educational
89 institutions whose students receive state student financial
90 assistance must adopt a written antihazing policy and under such
91 policy must adopt rules prohibiting students or other persons
92 associated with any student organization from engaging in
93 hazing.

94 (8) Public and nonpublic postsecondary educational
95 institutions must provide a program for the enforcement of such
96 rules and must adopt appropriate penalties for violations of
97 such rules, to be administered by the person at the institution
98 responsible for the sanctioning of such organizations.

99 (a) Such penalties at Florida College System institutions
100 and state universities may include the imposition of fines; the
101 withholding of diplomas or transcripts pending compliance with
102 the rules or pending payment of fines; and the imposition of
103 probation, suspension, or dismissal.

104 (b) In the case of an organization at a Florida College
105 System institution or state university that authorizes hazing in
106 blatant disregard of such rules, penalties may also include
107 rescission of permission for that organization to operate on
108 campus property or to otherwise operate under the sanction of
109 the institution.

110 (c) All penalties imposed under the authority of this
111 subsection shall be in addition to any penalty imposed for
112 violation of any of the criminal laws of this state or for
113 violation of any other rule of the institution to which the
114 violator may be subject.

115 (9) Rules adopted pursuant hereto shall apply to acts
116 conducted on or off campus whenever such acts are deemed to

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117 constitute hazing.

118 (10) Upon approval of the antihazing policy of a Florida
119 College System institution or state university and of the rules
120 and penalties adopted pursuant thereto, the institution shall
121 provide a copy of such policy, rules, and penalties to each
122 student enrolled in that institution and shall require the
123 inclusion of such policy, rules, and penalties in the bylaws of
124 every organization operating under the sanction of the
125 institution.

126 (11) (a) This subsection and subsection (12) may be cited as
127 "Andrew's Law."

128 (b) A person may not be prosecuted under this section if he
129 or she establishes all of the following:

130 1. That he or she was present at an event where, as a
131 result of hazing, a person appeared to be in need of immediate
132 medical assistance.

133 2. That he or she was the first person to call 911 or
134 campus security to report the need for immediate medical
135 assistance.

136 3. That he or she provided his or her own name, the address
137 where immediate medical assistance was needed, and a description
138 of the medical issue to the 911 operator or campus security at
139 the time of the call.

140 4. That he or she remained at the scene with the person in
141 need of immediate medical assistance until such medical
142 assistance, law enforcement, or campus security arrived and that
143 he or she cooperated with such personnel on the scene.

144 (12) Notwithstanding subsection (11), a person is immune
145 from prosecution under this section if the person establishes

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146 that, before medical assistance, law enforcement, or campus
147 security arrived on the scene of a hazing event, the person
148 rendered aid to the hazing victim. For purposes of this
149 subsection, "aid" includes, but is not be limited to, rendering
150 cardiopulmonary resuscitation to the victim, clearing an airway
151 for the victim to breathe, using a defibrillator to assist the
152 victim, or rendering any other assistance to the victim which
153 the person intended in good faith to stabilize or improve the
154 victim's condition while waiting for medical assistance, law
155 enforcement, or campus security to arrive.

156 Section 2. For the purpose of incorporating the amendment
157 made by this act to section 1006.63, Florida Statutes, in a
158 reference thereto, paragraph (e) of subsection (8) of section
159 1001.64, Florida Statutes, is reenacted to read:

160 1001.64 Florida College System institution boards of
161 trustees; powers and duties.—

162 (8) Each board of trustees has authority for policies
163 related to students, enrollment of students, student records,
164 student activities, financial assistance, and other student
165 services.

166 (e) Each board of trustees must adopt a written antihazing
167 policy, provide a program for the enforcement of such rules, and
168 adopt appropriate penalties for violations of such rules
169 pursuant to the provisions of s. 1006.63.

170 Section 3. This act shall take effect October 1, 2019.

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FOCUS ON SUBSTANCE ABUSE PREVENTION

AEPI FOCUS ON DRUGS AND ALCOHOL ABUSE

Students go to college looking to further their understanding of the world and grow academically during their time on campus. In many cases this is the first time away from home and comes with substantial independence. Many students on campuses today find themselves as having exposure to drugs and alcohol for the first time. Many struggles with making good choices and issues often arise. It is important to make wise choices to maintain a healthy and safe lifestyle in order to reach your goals of graduating and starting a career. It is also beneficial to be able to identify others in need of help.

The following will serve as a basic foundation for what you may see on campus and what you can do to help.

ALPHA EPSILON PI POLICY ON ALCOHOL AND DRUGS:

In any activity or event sponsored or endorsed by the organization:

- Members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, manufacture, sell or be provided alcoholic beverages.
- Members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances.
- Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (“BYOB”) system.
- The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event except when served at an event outside of the chapter premises by a licensed and insured third-party vendor.
- Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Alcoholic beverages must not be purchased with [organizational] funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- An [chapter/organization] must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
- A Chapter must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a [chapter/organization] may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
- Attendance by non-members at any event where alcohol is present must be by invitation only, and the Chapter must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the [chapter/organizational] premises or host venue.

FOCUS ON SUBSTANCE ABUSE PREVENTION

- Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an [organization,] including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
- Members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly forbidden.

COMMON QUESTIONS CONCERNING SUBSTANCE ABUSE AND CHEMICAL DEPENDENCY:

WHAT IS CHEMICAL DEPENDENCY?

It is a disease or illness like any other. It is a primary disease, *not a symptom* of some other underlying cause. Chemical dependency causes the related problems that occur in the user's or drinker's life.

WHAT CAUSES CHEMICAL DEPENDENCY?

The exact cause remains unknown, but it is *not* caused by lack of willpower, weakness of character, or some flaw in a person's moral structure. It is impossible to predict who will become dependent when exposed to using drugs or alcohol. Due to the ever-present availability of and exposure to drugs and alcohol in our society, evidence is clearly shown that anyone who *can* become dependent, in all probability, *will* become dependent.

CAN OTHER PROBLEMS IN A DEPENDENT PERSON'S LIFE BE TREATED?

No. Not while the dependency remains unaddressed. The disease of chemical dependency rests on a human life in such a way that it effectively blocks the receipt of any other care we might want to deliver to whatever else is wrong with the individual.

ONCE CHEMICALLY DEPENDENT, IS A PERSON LIKELY TO INITIATE RECOVERY BY HIMSELF OR HERSELF?

Probably not. Chemical dependency is predictable and progressive. Untreated, it will *almost always* get worse.

HOW LONG DOES IT LAST?

Once dependent, the person remains so forever. However, dependency can be arrested and will remain so as long as there is abstention from mood-altering chemicals. Relapse is an ever-present danger. Recovery is a *lifelong commitment*.

WHAT WILL HAPPEN IF IT IS LEFT UNTREATED?

Chemical dependency is fatal. If the dependency is not arrested, premature death will result.

FOCUS ON SUBSTANCE ABUSE PREVENTION

CAN THE ILLNESS BE TREATED?

Chemical dependency is treatable, and intervention is the best and most reliable method for initiating treatment. Over 70% of interventions are successful in leading the chemically dependent individual to accept his or her problem and seek treatment.

WHAT ARE THE SYMPTOMS OF CHEMICAL DEPENDENCY?

The symptoms are compulsions to use drugs or drink. The compulsion is evident in using or drinking that is inappropriate, unpredictable, excessive, or constant. (e.g., having a drink at 8 a.m. before class.)

WHAT IS THE DIFFERENCE BETWEEN CHEMICALLY DEPENDENT AND NON-DEPENDENT? I KNOW A FRIEND WHO USED DRUGS ONCE BUT HASN'T SINCE.

A non-dependent person *will stop* using drugs or drinking as a result of a brush with the law, reprimand or an episode with a family problem. A dependent person *will not stop*. *If using alcohol or drugs is causing any continuing disruption in an individual's personal, social, spiritual, or economic life and the person does not stop using, he or she is chemically dependent.*

CAN A PERSON BE HELPED WHILE CONTINUING TO DRINK OR USE?

No. Not even the best psychiatric help can have lasting effects until substance use or drinking stops.

WHY DOESN'T A CHEMICALLY DEPENDENT PERSON SEEK HELP WHEN BAD EXPERIENCES ARE CONTINUALLY OCCURRING?

People with this illness generally do not seek treatment on their own volition because they are not aware of their dependency. They remain utterly unaware of the progress of the disease. This is due, in a large part, to rationalization and delusion. Every bizarre behavior is rationalized away, and as a result of delusion (repression, blackouts and/or recall), the person's ability to remember what has happened during any given drinking or drug using episode is destroyed.

WHAT ARE THE PROGRESSIVE PHASES OF SUBSTANCE ABUSE?

The four phases of substance abuse are listed below:

1. LEARNS MOOD SWING (Experimentation).

Experiences the effects of transferring from normal feelings to euphoric feelings.

2. SEEKS MOOD SWING (Compulsion).

Growing anticipation of effects; preoccupied with experiencing effects; desires regular use; develops tolerance (requires more of a drug to obtain the same level of effect).

3. NEGATIVE REACTIONS (Delusions)

Experiences depression after euphoria; rationalizes all negative behavior and feelings; experiences blackouts.

4. USES CHEMICALS TO FEEL NORMAL (Dependency)

Reality is distorted to the extent that continual use is required to cope with day-to-day living.

WHO IS ABUSING OR MISUSING DRUGS?

You may be surprised to learn that drug abuse or misuse is prevalent throughout society. For instance, the problem may be found in adolescents, housewives, businessmen, young adults (including fraternity members), senior citizens, and whether rich or poor.

FOCUS ON SUBSTANCE ABUSE PREVENTION

WHAT DRUGS ARE BEING ABUSED?

Alcohol, stimulants, marijuana, narcotics, hallucinogens, sedatives, and inhalants are all substances that are commonly abused. Some of these are legal and some are illegal. For those that are legal, there is a propensity for misuse because they are more widely available. The most commonly abused drugs today are marijuana, opioids, cocaine, heroin, benzos, and alcohol. Many of these are known as “feel good” drugs, but their effects can be deadly.

WHY ARE DRUGS BEING ABUSED?

There are numerous reasons for people abusing drugs. Many people abuse drugs for their psychoactive (mind-altering) properties. Others have the wish or belief that drugs can solve their problems; they are pressured by peers to experiment; they want to experiment; they derive enjoyment from taking the drug. Aiding and abetting the abuse is the ease of obtaining some drugs (such as alcohol).

WHAT OPTIONS ARE AVAILABLE FOR PEOPLE WHO WANT TO HELP THEIR CHEMICALLY DEPENDENT FRIENDS?

- University counseling services
- Narcotics Anonymous
- Alcoholics Anonymous

FOCUS ON SEXUAL ABUSE PREVENTION

ALPHA EPSILON PI FOCUS ON SEXUAL ABUSE AND HARASSMENT

The Health and Safety Policy of Alpha Epsilon Pi shall apply to all member fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of sexual abuse and harassment as follows:

ALPHA EPSILON PI POLICY ON SEXUAL ABUSE AND HARASSMENT

“Members, New Members, and guests must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.”

SEXUAL ABUSE PREVENTION

1. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to people of any gender identity, ranging from assault to harassment or the objectification of individuals.
2. A chapter will not sponsor or participate in any activity, including competitive games, community service or philanthropic endeavors, activities associated with recruitment, social events, or events that are abusive or demeaning to human beings.
3. A chapter should educate its members on these issues each semester.

WHAT IS SEXUAL ABUSE?

In order to understand sexual abuse, we must define sexual harassment and rape or sexual assault.

Sexual harassment is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power.

Sexual assault or conduct of rape is defined as an act of sexual contact or penetration with a person against his/her will.

There are many types of sexual abuse. Recognize that sexually abusive behavior occurs on a continuum ranging from harassment to rape.

Verbal abuse or sexist behavior may include but is not limited to:

- Whistling, yelling, taunting
- Humor and jokes about sex or male or female specific traits
- Suggestive or insulting sounds
- Sexual innuendos about your or someone else's personal appearance
- Sexual innuendos about your or someone else's sexual activities
- Demands for sexual favors accompanied by implied or overt threats

Physical abuse may include but is not limited to:

- Any inappropriate touching, pinching or patting
- Brushing against someone else's body
- Coerced sexual intercourse
- Assault

FOCUS ON SEXUAL ABUSE PREVENTION

WHY SHOULD WE BE CONCERNED ABOUT SEXUAL ABUSE?

There are two major reasons why individuals as well as chapters should care and take sexual abuse and harassment prevention seriously.

1. These are not just scenarios or case studies in some faraway place. The National Sexual Violence Resource Center claims that 20%-25% of women and 15% of men will be victims of forced sex during their time in college. These incidents involve brothers and sisters, sons and daughters, friends or boyfriends or girlfriends. A person never wants to hear that a loved one has been abused. As AEPi men we commit ourselves to Tikkun Olam (repairing the world) and should therefore take it upon ourselves to educate, be aware, and to take action when incidents like these are likely to occur.
2. Legal liability and financial exposure are a risk when incidents, situations or occurrences of sexual abuse occur. Victims of sexual assault may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may also be named in a lawsuit if an incident of sexual abuse occurs at an event or function that can be associated with the chapter.

WHAT CAN YOU DO AS AN INDIVIDUAL TO ENSURE HEALTHY SEXUAL RELATIONSHIPS?

- Be aware of social pressures and take a step back and think before making decisions. You should remember that your actions are your own and you are always “wearing your letters.”
- Don't assume that previous permission for sexual activity applies to the current situation.
- Don't assume that just because someone dresses in a "sexy" manner and flirts that she/he wants to engage in sexual activity. Understand that these actions may be misinterpreted.
- Don't get into a vulnerable situation with someone you don't know or trust.
- Don't participate in or allow sexist behavior to occur. Verbal harassment of women, whistles, snide comments and stares are assaults on any woman's or man's sense of well-being. The underlying intention is to intimidate the person. The classic situation: a woman walks by a fraternity house and several of the men yell or taunt the woman.
- Take an equal role in your relationships with the opposite sex.
- Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating.
- Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communications.
- Sexual assault is an extremely serious crime. Sexual intimacy is a free exchange between free people. Intimidation, coercion and force have no place in lovemaking.

WHAT CAN WE DO AS A GROUP TO PREVENT SEXUAL ABUSE?

- Review chapter "traditions" and eliminate sexist, degrading practices that signal to members that it is acceptable to demean or disrespect others. Party themes, t-shirts, and text or email threads are primary areas of concern for men's groups.
- Host educational programs for your chapter. Hold a program on human sexuality.
- Aggressively address problems of substance abuse that lead to other problems.
- Invite a campus counselor to conduct a program on relationships and assertiveness communication and invite other men's or women's groups to join your chapter in the discussion.
- Take a leadership role in the Greek system to condemn sexual harassment and abuse and to promote a safe environment for all.
- Create a positive culture. “Call out” those that use degrading or sexist language, make inappropriate jokes, or allow “locker room talk”



FOCUS ON SEXUAL ABUSE PREVENTION

WHAT CAN YOU DO IF YOU OR SOMEONE YOU KNOW HAS BEEN SEXUALLY HARASSED?

- Although it may seem very difficult, you may feel comfortable enough to stand up to the harasser. If you are in a situation that doesn't feel right, let your harasser know that you feel uncomfortable. Tell him or her that you do not like what he/she is doing.
- Keep written details of each incident. It is important to record date, place, time, and the type of harassment and your response to that harassment.
- Seek out support from friends with whom you can share your concerns.
- Explore your options to file a formal complaint with the university, local authorities, and the International Fraternity. Most universities have a set procedure to be followed concerning sexual harassment complaints.
- Be a supportive friend and do not question the legitimacy of allegations.

WHAT CAN YOU DO IF YOU OR SOMEONE YOU KNOW HAS BEEN RAPED OR SEXUALLY ASSAULTED?

- Contact a close friend or relative with whom you would feel comfortable talking.
- If a friend tells you that she/he has been raped, believe her/him. False claims are rare. It is important to listen to her/him and then encourage her/him to call a crisis center, contact the police and receive medical treatment.
- Call a rape-crisis center or rape-crisis hotline. Rape-crisis centers are staffed with professional counselors who will help you begin to sort through your feelings. Counselors are available 24 hours a day and all calls are confidential.
- Contact the police. By contacting the police, you will have some flexibility in your legal options. You may or may not decide to prosecute. But if you do, the necessary evidence will have been collected. Confidentiality is also observed by the police.
- Get medical treatment. It is important that you receive medical treatment for several reasons.
 - You may or may not decide to prosecute. But if you do, evidence will have been collected by medical personnel.
 - Although you may feel very dirty, do not brush your teeth, urinate, or take a shower before receiving medical treatment. It destroys crucial evidence.
 - Seeking medical help will help prevent any possible consequences of rape such as sexually transmitted diseases or even pregnancy.

WHAT CAN YOU DO IF SOMEONE IN YOUR CHAPTER HAS BEEN ACCUSED OF SEXUAL ASSAULT OR RAPE?

- As in other situations, contact the International Fraternity and the university.
- In most situations, the Brother should be suspended until the case has been resolved. This is for their benefit as well as the chapter's benefit.
- Although a Brother may be ultimately found guilty, AEPi is still a brotherhood and should make sure that the Brother is also being supported and helped along the way. This means, making sure they are still attending classes, that they are in touch with family, and/or that they are seeking the advice of an attorney.
- Every chapter should have a crisis management plan to help deal with the day-to-day activities of the chapter after an incident.

EVENT REMINDERS

ALPHA EPSILON PI FOCUS ON SAFE EVENTS

As college students and members of a social organization, there will be plenty of times where the chapter will hold events. Whether in recruitment, philanthropy, social, athletics, or others, health and safety should be accounted for during both pre-planning and during the event. Something as common as a flat tire can ruin an event if proper protocol isn't followed and the chapter should do the best job they can identify and mitigate all possible outcomes. Keep in mind that even an event that doesn't call for an extensive health and safety plan is still better off with one than without.

The following are some tips and reminders on how to events can be made safer and function more efficiently.

Quick Event Reminders:

1. Just because something isn't labeled an "AEPi" event doesn't mean health and safety policies should not be followed. It is safer and more sensible to assume that any time more than a few members or new members are involved, it will be considered a chapter event. This includes but is not limited to events at off campus houses, group get togethers, tailgates, and group travel. If any activity could be associated with AEPi from an outside observer's perspective, you should follow all H&S policies.
2. BYOB guidelines provide that an individual of legal age may bring one six-pack of twelve-ounce beers or one four-pack of wine coolers to an event for personal consumption. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited. There is no approved method for directly providing alcohol to others. All events where alcohol is served must have a licensed and insured third party vendor responsible for serving. The primary reason for the BYOB or Third-Party Vendor event limitations is that it places the onus or emphasis for consumption on each individual who is of the legal age rather than on the officers, the chapter or the international organization.
3. All events should have a guest list that is prepared at least 24 hours in advance of the event and contains the names of all guests and which Brother invited them. This is the best way to know who attends and which Brother to hold accountable in the event that an issue arises with a guest. The purpose of the guest list is to limit attendance to those persons who know a member and who the member believes to be a reasonable guest. Maintaining a file of past guest lists also benefits the chapter as a record of witnesses in the event something does occur which may end up in court two or more years later.
4. Invite People Who Care. When you invite friends and you truly know everyone attending your event, less problems are likely to arise. When the wrong people attend, including strangers or friends of friends, they are more likely to bring problems with them. Strangers do not typically feel an affinity for the chapter or its members and thus have no reason to treat people or property with respect. At the end of the night, they will just leave and move on with their lives.

EVENT REMINDERS

WHERE TO HOLD THE EVENT

Make a check for basic safety considerations that should be taken into account for choosing a venue and setting up properly. Is there a maximum capacity that must be adhered to? Are there potentially dangerous or private areas that should be secured and off limits? Is there expensive equipment, furnishings, and other items to remove, or that require closely supervised use? Are interior and exterior lighting conditions satisfactory? Are trip and fall hazards minimized? Is safe and adequate parking available? Do cabs and rideshare services service the event venue? Are all exits clear and free from obstruction so that everyone could get out quickly in case of a fire or other emergency?

Events can be especially troublesome if extensive or elaborate decorations are used. Example: A “maze” event hosted by a fraternity involved large canvas mats propped or held in place by boards in the basement of the chapter house. The mats were not fire-resistant, but the real danger was in the maze itself—if a fire erupted, how would people escape in a hurry? Any event that involves construction, digging, water, dirt, scaffolding or stages, ladders, removal or alteration of lighting, or the changing of exits must be carefully reviewed and scrutinized. Keep in mind that buildings and venues are built and maintained in a way that is code compliant and making alterations may impact that compliance.

When your party is held at a distance from campus or in an out-of-the-way or unusual place, consider providing transportation. Consider designated drivers or a shuttle service.

Many Alpha Epsilon Pi members recommend and may require that you hold your party at an establishment that has a liquor license. The establishment is at least in part responsible for providing, handling, and serving alcoholic beverages. The liability is therefore shared between the chapter(s) involved and the establishment. Do not allow members to serve or provide any alcoholic beverages at a Third-Party Vendor event. The Third-Party Vendor Checklist can be used and requires insurance coverage verification from the vendor.

THEMES

Themes themselves may be offensive or may generate offensive behavior. In our college environment today, there are people of virtually every nationality, religious background, socioeconomic status and sexual orientation on a campus. Be extra careful not to inadvertently cause offense. The old argument that a theme is “cute,” “clever” or “a tradition” does not work with people today. Many common party themes of the past are now known to have been inappropriate and we must meet and exceed the standards of behavior expected of us today. If you aren’t sure, ask for an outside opinion.

Be especially alert at events surrounding holidays where drinking and risky behavior is more common. At Halloween parties, St. Patrick’s Day, 4th of July, Cinco de Mayo, Mardi Gras, and others some people tend towards, “Can you top this?” Most of the incidents that involved national fraternities with clearly objectionable costumes at theme parties in the recent past have occurred at holiday events.

WHEN TO HOLD THE EVENT

You should avoid scheduling events when you don't have time to make proper plans. Most incidents occur at events that are thrown together and where proper planning has not been done. If you do not have time to think through the event, put safety procedures in place, and plan appropriately, do not proceed. Once

EVENT REMINDERS

the date has been chosen, set a reasonable starting and ending time. If a Third-Party Vendor is used, arrange for the bar to close at least an hour before the event is scheduled to conclude.

FOOD AND DRINK

Keep in mind that the food and drinks you serve make a statement about you, your chapter, and your event. Non-alcoholic drinks and light snacks allow guests to participate without the pressure of making bad or illegal decisions. A simple recommendation is to have bottles of water available at all times and in plain sight. It is recommended to serve snacks - light sandwiches, dips, meats, cheeses or pizza.

Any event where alcohol is present must follow the BYOB guidelines. These guidelines provide that an individual of legal age may bring one six-pack of twelve-ounce beers or one four-pack of wine coolers to an event for personal consumption. Additionally, the presence of alcohol products above 15% alcohol by volume (ABV) is prohibited

Any event where alcohol is served must have a licensed and insured third party vendor responsible for checking IDs and serving alcoholic beverages. The primary reason for the BYOB or Third-Party Vendor event limitations is that it places the onus or emphasis for consumption on each individual who is of the legal age rather than on the officers, the chapter or the international organization.

The Alcohol guidelines regarding BYOB and Third party vendors mean that no chapter may purchase or provide alcohol to its members or guests. In the past many chapters have used “slush funds” or other methods in an attempt to get around the rules. We will be clear, there is no way around it, no chapter may purchase or provide alcohol to its members or guests.

EVENT COMMITTEE

Assign an appropriate number of members for each event to help enforce rules and maintain a safe environment. Regardless of the event, these members should remain sober to execute tasks like driving to the event, going out to get more food, or other errand to ensure a seamless event. Some chapters will assign at least one executive level officer as a so-called “Event Captain” for each event. His job is to lead the team of hosts that assist in keeping the event compliant with the Health and Safety policies.

As a Brother of Alpha Epsilon Pi, you should remember to act appropriately at all times and keep in mind that everyone has the ability to help ensure that all guests are having a positive experience. Does someone need a dance partner? Is there still food on the buffet? Does someone need help hailing a cab? Likewise, they can respond quickly in the event that someone requires help or medical attention.

No new members should be involved with health and safety practices or procedures, prior to initiation as Brothers. Certain aspects of the job such as being a “Event Captain,” driving, checking guests in at the door or intervening with a problem guest are responsibilities best left to the most experienced members. Put experienced members in charge of these operations. The observers or monitors may need to resolve situations that occur.

EVENT REMINDERS

PRE-EVENTS

Pre-parties, pre-gaming and other “spontaneous” events are events involving the chapter members and/or guests and need to be subject to the same Health and Safety policies that apply to any event. It doesn't matter where or when the events are held—if members are present, it is a chapter function, regardless of what members might call the event. If someone would be likely to perceive the event as a chapter event, i.e., if members or new members are present, then it will be considered a chapter event.

Some undergraduates will go to extreme lengths to attempt to distance a pre-party from the chapter, literally and figuratively. The response is simple: If it looks like a chapter event, it is a chapter event.

OFF-CAMPUS OR “UNOFFICIAL” CHAPTER EVENTS

Some chapters have intentionally participated in gatherings, functions, parties, or events that were held away from the chapter house or off campus in an attempt to circumvent the spirit and intent of Fraternity policies. Most of these events occur at private residences—apartments, rental houses, “annexes” of members or at the residence of a non-member and are classified as “unofficial” because they are “not chapter sponsored.” The risks posed by such events are often more substantial than “official” chapter events. Courts have held that if a certain percentage or number of members are gathered at any location, that gathering can be interpreted as a chapter activity, whether “official” or “unofficial.” Remember that Alpha Epsilon Pi policy uses the term, “...that an observer would associate with.” Most national organizations do not use a hard or precise number or percentage of members to determine if an event is a chapter event. Keep in mind that courts in some states have not placed a number on what constitutes a chapter event.

If the event gives the impression of involving the chapter, any competent attorney will try to prove that the chapter is liable.

Alpha Epsilon Pi International Headquarters will not hesitate to discipline a chapter if Health and Safety policies are violated at an event and/or if there is an incident of any kind at a social event where participants are violating Health and Safety policies. One serious incident could be reason enough to close a chapter.

If a chapter wants to practice sound health and safety, it will not tolerate “unofficial” events sponsored by members, which do not follow Alpha Epsilon Pi policies. Every chapter should practice sound health and safety all the time, regardless of the circumstances.

The bottom line: If fraternities could avoid liability by moving all chapter events off campus or making events “unofficial,” all chapters would have been instructed to do so.

HELPING THE INTOXICATED/IMPAIRED OR INJURED

Even if everything is done to make sure all goes well, remember Murphy's Law: if something can go wrong, it will. If a member or guest is injured in any way medical attention must be sought out immediately.

EVENT REMINDERS

The "something" will sometimes be a member or guest who has consumed too much alcohol or drugs. Since your event is closed and the guest list is used, the intoxicated person is someone that you know.

The safest approach: if someone is "acting drunk," acting in a way that concerns you, is "woozy," "wobbly," having difficulty speaking, thinking, walking, carrying on an intelligent conversation, is listless, or especially if that person is semi-conscious, sleepy or passed out, it is time to get that person to the hospital. We cannot look at a person who needs immediate help and say, "they can 'sleep it off.'" What we do know is that some lives have been saved because Brothers cared enough to take a person to the hospital or to call for help. It is far better to face someone the next morning who is upset about being taken to the hospital than to see that person in a casket a few days later and to have someone ask, "Why didn't someone do something?"

Remember to always do the right thing. Even if you have failed to follow our Health and Safety Policy or failed in following the advice of this pamphlet, doing the right thing to protect someone is always the correct move.

HOSTING AN EVENT WITHIN ALPHA EPSILON PI GUIDELINES, AND SOME COMMON SENSE:

1. HOST A CLOSED EVENT

Members, associates, and dates.

Limit guests to two or three per member, or the number established by your national organization or campus, if one policy is more strict than the other.

2. SERVE FOOD

3. APPOINT HOST TEAM

make sure all attending are well behaved.

Agree not to consume alcohol that day.

Act as sober hosts who agree to make sure party starts and ends on time and that the bar opens and closes on time.

4. DESIGNATED DRIVERS

Make appropriate transportation arrangements with a cab company for rides home for guests.

5. DO NOT SELL, PROVIDE OR GIVE AWAY ALCOHOL

Charging for admission or a cup, a hat, or a container and then providing alcohol is no different than selling by the drink.

The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests.

Do not allow undergraduates or alumni to establish bar tabs for a third-party vendor event.

6. HIRE SECURITY TO CHECK IDS AT THE DOOR

It is advisable to hire professional security (e.g., security firms, off-duty police officers) to work the door and check Ids.

EVENT REMINDERS

Designate those over the legal drinking age in some unique way, such as wrist bracelets.

7. *SET A STARTING TIME AND AN ENDING TIME*

You should consider four hours the limit and stick to the timeline

8. *DO NOT PERMIT DRINKING GAMES.*

9. *IF SOMEONE BECOMES INTOXICATED/IMPAIRED:*

Stay with the person and immediately seek professional help. Do not put yourself in the position of making a life or death decision. Call emergency services immediately.

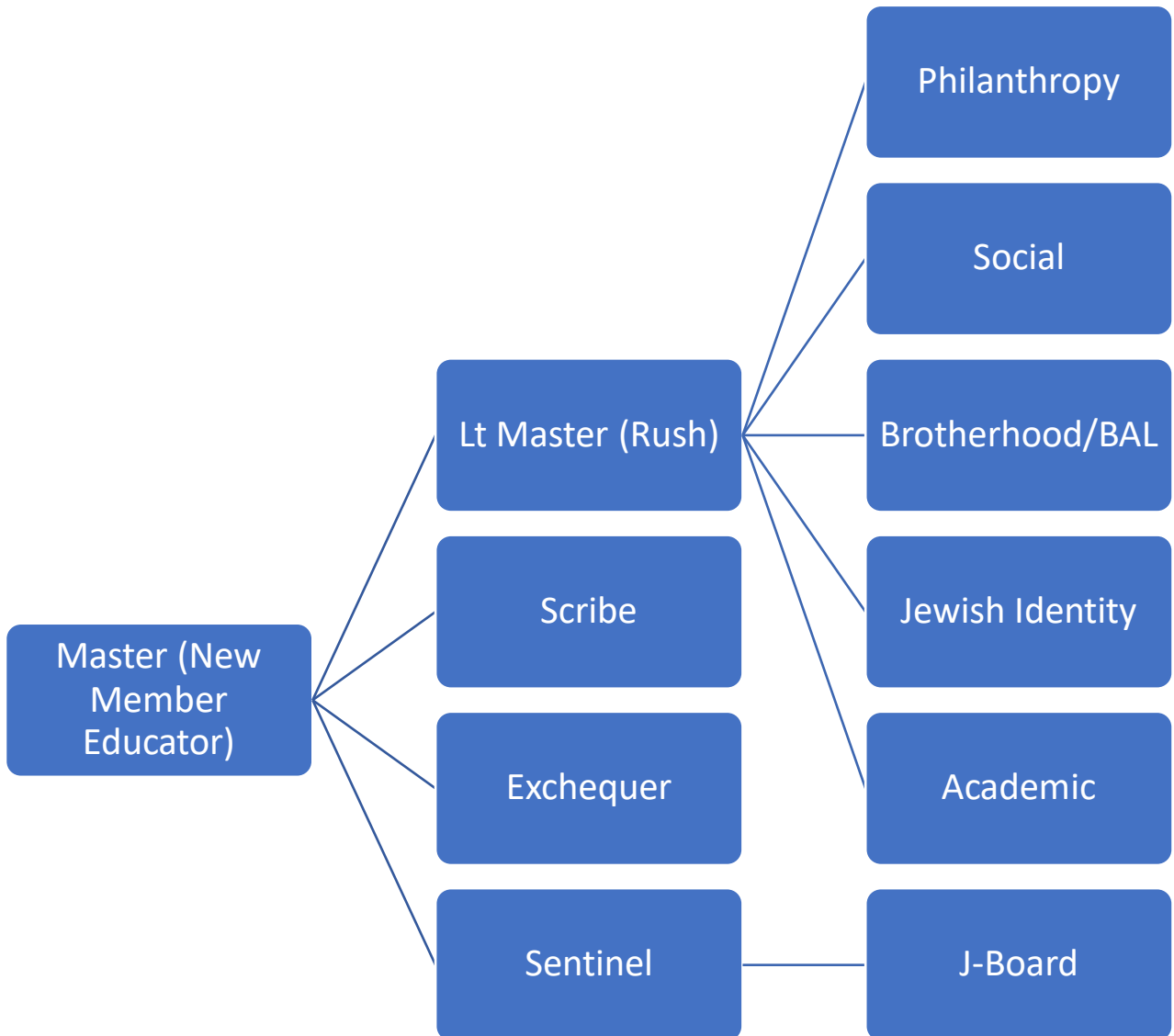
If they have any breathing problems, check for clear air passage, administer mouth-to-mouth resuscitation and call for emergency medical help immediately.

10. *BE A RESPONSIBLE HOST*

Hosting an event will always carry some level of risk that the chapter as an entity, the officers and sometimes the members themselves may be held accountable if an accident occurs. The key thing to remember is to do your part to identify, analyze, limit, control, and monitor risk.

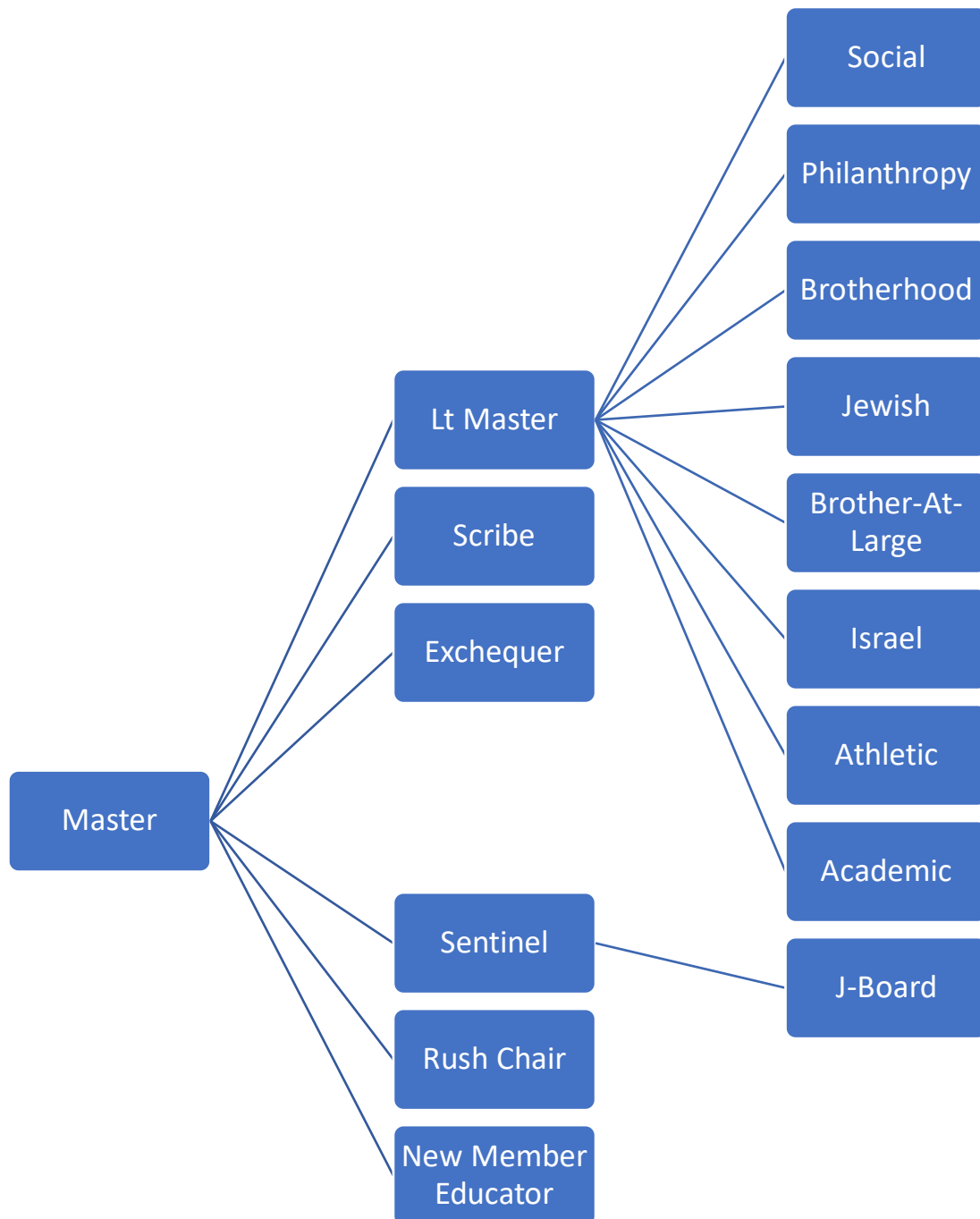
CHAPTER STRUCTURE

Chapter/Colony Under 30 Members – Minimum Recommendation



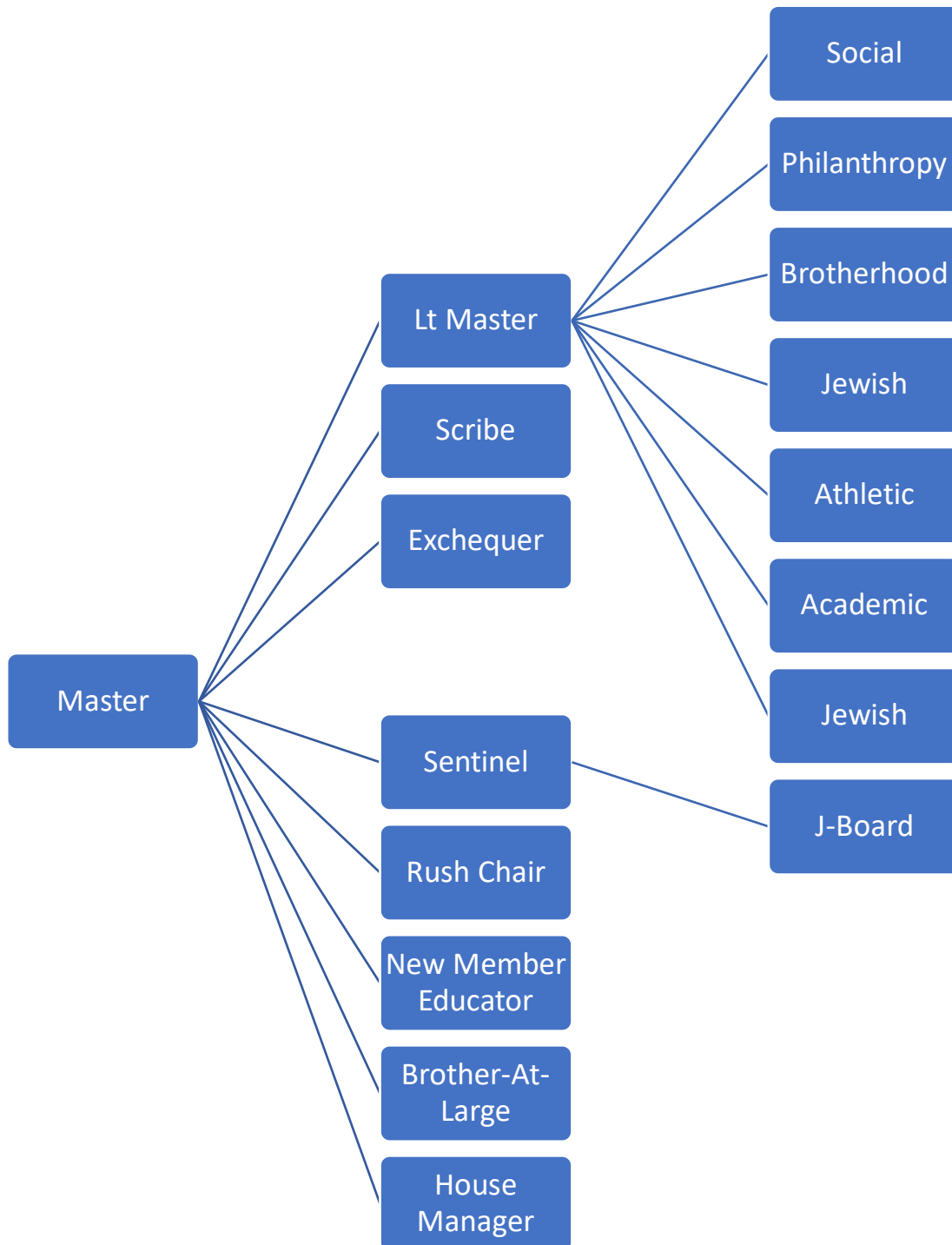
CHAPTER STRUCTURE

Chapter/Colony 31-60 Members – Minimum Recommendation



CHAPTER STRUCTURE

Chapter/Colony 61+ - Minimum Recommendation





Alpha Epsilon Pi

DEVELOPING LEADERSHIP
for the JEWISH COMMUNITY

SENTINEL

EXPECTATIONS OF THE SENTINEL

1. Know and enforce AEPi policies - especially those regarding health & safety including sexual assault prevention, alcohol/substance abuse, hazing prevention, fire safety and security, and Good Samaritan.
2. Be the chief justice of the Judicial Board.
3. Keep ritual gear and all fraternity paraphernalia.
4. Serve as the Sergeant-at-arms and maintain decorum.
5. Know Robert's Rules of Order and serve as parliamentarian.

SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Develop Health and Safety Procedures. Each chapter should follow the general guidelines recommended by the fraternity, but there should be chapter-specific plans set in place to for various needs that are unique to each community.
- Educate the chapter about procedures. It is one thing to have strong policies, but if the rest of the chapter is unaware or untrained, it is unlikely anything will be followed.
- Bring in campus professionals to discuss health and safety. There are multiple professional members of campus who can speak on subjects such as bystander intervention, sexual assault prevention, hazing prevention, alcohol/drug safety and more.
- Ensure new members have completed Greeklife.edu. All members of Alpha Epsilon Pi are expected to complete this program in order to promote healthy habits and continue education around health and safety.
- Manage the Judicial Board. The rules and regulations of an individual chapter are best maintained through a strong J-Board. In order to hold members accountable, it may be necessary to bring them up in front of the J-Board so that it can set action items for a Brother not maintaining his current duties.
- Guard the chapter's ritual equipment. Since AEPi's founding in 1913, the ritual has been nearly unchanged. It is the role of the Sentinel to take care of and bring the ritual equipment for any events that call for it.
- Maintain rules and regulations during meetings. Whether an e-board or chapter meeting, the Sentinel should enforce rules set by the chapter. If presented with the threat of violence, the authorities should be notified immediately.



JUDICIAL BOARD

JUDICIAL BOARD MANUAL

Recommendations for a Successful and Effective Judicial Board

A committee other than the Executive Board should administer internal discipline. The time consuming process of hearings, tracking down brothers that owe the chapter money, and exacting fines can distract the Executive board from its routine business. Additionally, since the chapter elected the Executive board, its decisions can be viewed as biased, which may lead to a deterioration of its overall power and authority.

The Judicial Board is autonomous, and will only recognize complaints that the Executive Board feels represent the breaking of a bylaw or policy of the chapter. It is this ruling upon, and clarification of, the unwritten rules of the chapter that is one of the key reasons for the existence of the Judicial Board. For non-standard offenses such as inappropriate actions on the part of a brother while he is representing the chapter or any of a host of other incidents that are believed to violate a bylaw of the chapter, but are not under the jurisdiction of any particular officer or brother, it is the responsibility of each brother notify the Executive Board. This can be done in one of two ways. A brother can submit a name to a member of the Executive Board in a signed, written description of the situation or a brother may appear in person before the Board to describe the circumstances surrounding the submission of a brother's name.

JUDICIAL BOARD MANUAL

The Judicial Board

The Judicial Board should be comprised of 7 members, specifically 2 sophomores, 2 juniors, 2 seniors and 1 chairman (usually the sentinel). Members will be chosen by the Sentinel and approved by majority vote of the executive board. The seven members should represent all interests in the chapter so that the Board will be as unbiased as possible. The Board should be chosen before the start of the semester to prevent having biased members chosen for an individual hearing. To be eligible to serve on the Judicial Board, one must have been a brother of the chapter for at least one semester.

The Executive Board

There are two purposes for the Executive board:

1. The executive board will be in charge of approving a judicial board by 50% vote of the entire executive board.
2. The executive board will also serve as an appeals pallet for those who feel they were not treated fairly by overturning a Judicial Board ruling by a 2/3 E-Board vote.

The Master

The Master is not directly responsible for the execution of the hearing other than to provide guidance in an advisory role. He is to allow the autonomous function of the Sentinel to oversee and guide the hearing in an efficient manner and should only step in and speak should its regulation become out of hand. The Master does chair the approval and appeals process as part of the function of the executive board. He may act as a witness during a Judicial Board. If the Master is the defendant, the Lt. Master takes his place for the approval and appeal through the executive board and acts in an advisory role during the Judicial Board.

The Sentinel

The Sentinel assembles a qualified and fair judicial board, which is approved by the executive board, and presides as the chief justice of the hearing maintaining order and control. He may act as a witness during the Judicial Board. At the beginning of the semester, he appoints a Brother, confirmed by the executive board, to act on his behalf should he be unavailable or be the defendant.

The Brother-at-Large

The Brother at Large will act as the brotherhood investigator in all cases regarding unbrotherly conduct. If a brother wishes to personally bring up someone for a judicial board, they will act as a witness to the hearing, but the Brother at Large will conduct the investigation regarding any accusations made and prosecute the case on behalf of the Brotherhood. He may act as a witness during the Judicial Board. At the beginning of the semester, he appoints a Brother, confirmed by the executive board, to act on his behalf should he be unavailable or be the defendant.

JUDICIAL BOARD MANUAL

The Defendant

The defendant is the brother accused of unbrotherly conduct. Examples include physically harming another brother, ungentlemanly acts committed against a guest, drinking and driving, substance abuse, etc. It is up to the discretion of the executive board to determine whether or not the act is questionable and should be heard by a judicial board.

Bringing a Member to Judicial Board

- A brother may be brought to a judicial board hearing by a simple majority vote by the executive board or by an individual brother who requests one to executive board.
- Executive board votes on the necessity for Judicial Board.
- Brother at Large should be able to manage individual problems in most cases without a Judicial Board.
- If a hearing is deemed necessary:
 - Sentinel assembles the Judicial Board and finds a reasonable time to meet and gives the defendant advance notice in a reasonable amount of time.
 - Sentinel notifies the defendant Brother; they are put onto immediate suspension until Judicial Board if the issue has potential harm to the house, another Brother, or themselves as deemed by the executive board.
 - Brother-at-Large starts to take testimony of all witnesses and participants and takes direct notes of all brothers involved.

Requesting a Hearing

- a. Through individual brothers – one may get permission through the executive board to have a hearing for un-brotherly conduct between brothers.
- b. Through the executive board – one may get permission through the executive board for un-brotherly conduct.

JUDICIAL BOARD MANUAL

THE HEARING

Agenda:

- a. Brothers involved speak:
 - i. Brothers involved speak in turn. No interruptions. Max of 2-3 minutes each.
 - 1. Brother at Large goes first – states case against the defendant
 - 2. Defendant speaks second
 - ii. Counter arguments. Max of 1 minute.
 - iii. Questions and Answers
 - iv. Groups Leave.
- b. If any outside witnesses wish to speak:
 - i. Allowed inside when groups leave.
 - ii. 1-2 minutes max time to speak
 - iii. Question and answers
- c. Discussion
 - i. Responsible or Not Responsible verdict. Are they responsible of the accusation made?
 - 1. If responsible: Discussion of possible punishments due to involvement and reasoning behind action.
 - a. Vote on Final Decision/punishment if necessary
 - 2. If not responsible: Discussion is over. Did not violate any chapter by-laws or brotherhood expectations. No punishment given.
- d. Master and Sentinel give verdict to Brothers involved

JUDICIAL BOARD MANUAL

The Judicial Board Decision Process

The Judicial Board holds formal hearings to obtain facts about the incidents that have occurred. The accused, the victim, and the witnesses are all called before the Board to give their accounts of the story. It is the responsibility of each Brother to appear before the Board at the pre-arranged time. If a Brother does not appear at the agreed upon time, provided the Brother was given adequate and reasonable notice in advance, the Board will assume that he waives his defense, and will rule based only upon the information that has been previously presented to it.

The Judicial Board is not a legal court of law. It must objectively decide its cases and it must avoid accusing individuals of actual crimes. It can, though, accuse someone of action unbecoming a brother. Rulings like this are extremely helpful in assisting a chapter to better define and create its Code of Conduct.

Once all testimony has been heard, the Judicial Board must then decide if the accused brother has violated a chapter by-law (or the chapter Code of Conduct). The Judicial Board must also decide upon a discipline, if the accused brother is first found to have violated a chapter policy.

When a brother feels the decision is unfair, he may reserve the right to an appeal. A Judicial Board decision can be brought up for appeal by a majority vote of the chapter (the brother and chapter must then realize that the entire case becomes chapter knowledge). The decision can then be overturned by a two-thirds Executive Board vote. If the accused Brother is then found to have violated chapter policy, the chapter must decide upon punishment. It must be understood that in order for the concept of a Judicial Board to be successful, it must have the full support of both the Executive Board and the chapter. Because of this, Judicial Board decisions are rarely overturned.

- a. Rules regarding Judicial Board members:
 - i. What is said in Judicial Board does not leave the room under any circumstances. Even if you feel the meeting is run poorly or the evidence is clear cut. All witnesses, Judicial Board members, and brothers involved do not speak of what happens within discussion.
 - ii. The only people allowed to speak of what happened in the hearing are the Sentinel and the President.
 - iii. Act responsibly or be removed.
 - iv. There are no abstentions. You must vote responsible or not responsible.
 - v. Ignorance of law or possible injuries is not an excuse. All brothers are responsible for own actions.

JUDICIAL BOARD MANUAL

- vi. The Sentinel is to act impartial during meeting to run an efficient meeting. Sentinel is allowed to vote and speak during discussion of verdicts, but should refrain when the defendant is there. He may ask clarification questions if necessary.
- vii. The Master or any delegate brother approved prior by the Master are the only ones allowed to be present during discussions of the verdict. Their purpose is to be there for procedure to ensure the case is run properly.
- viii. Any violation of the rules can and possibly will result in loss of position as well as possible further punishments.
- ix. This is not a not responsible until proven responsible system. When something is brought to Judicial Board, there is most likely enough evidence to believe the accused are responsible. It is your duty to double check the accusations made, and find a suitable punishment for the crime.
- x. We are given the chance to be autonomous. As Judicial Board members you make the best decision for the chapter because you are given that privilege. Failure to govern one's self can result in a higher authority governing for us.(Supreme Board, Police, School, etc.)

JUDICIAL BOARD MANUAL

AFTER THE HEARING

Will Judicial Board decisions be announced to the Chapter?

- A. Unfortunately, although most of us would like to know that punishments are handed out to people, this defeats one of the main purposes of the Judicial Board. The activities of the Judicial Board are very time consuming and if rulings were debated with the chapter at each brothers meeting, the meetings would get out of control. The brotherhood must have faith in its representatives on the Judicial Board to make the right decisions. If the Judicial Board is made up of a cross-section of the chapter, its decisions should be fair. Also, in time, standard disciplines for repetitive offenses will be developed as an outgrowth of the Judicial Board's efforts and these clarifications will be announced to the chapter on a regular basis.
- B. Although specific cases and decisions will not be announced to the chapter, the brotherhood must be able to learn from the rulings of the Judicial Board. In order to achieve this, the Judicial Board chairman or his representative will announce at the brother's meetings, suggested guidelines of conduct the brothers should be aware of based upon the cases that the Judicial Board dealt with the week before. In this way, a chapter Code of Conduct will begin to develop without compromising the confidentiality and integrity of the Judicial Board meetings themselves.
 - a. Appeals:
 - i. The Executive Board shall act as an appeals court in the event that the defendant decides the punishment does not fit the crime. 2/3rds of executive board can overturn the Judicial Board. The defendant is the only one who can ask for an appeal. The plaintiff is not able to appeal the decision made.

SUMMARY

When the Judicial Board is used correctly it allows the Executive Board to deal with its primary responsibility of managing the chapter while shielding the Executive Board from unnecessary conflict. Additionally, the creation of a separate body allows for the members of the Judicial Board to be chosen purely for their ability to serve on such a board, thus allowing them to be much more specialized than Executive Board members would be.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

ROBERTS RULES OF ORDER

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

ROBERTS RULES OF ORDER

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

ROBERTS RULES OF ORDER

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

ROBERTS RULES OF ORDER

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

SUCCESSFUL CHAPTER MEETING

Running a Successful Chapter Meeting

Alpha Epsilon Pi

As Master, one of your basic responsibilities is to run chapter meeting. Chapter meeting is when the members of your chapter get together to conduct basic Fraternity business, find out what is going on, voice their opinions, and spend a little bit of time together reflecting on Fraternity life. Chapter meeting should occur once a week at the same time and location each week. Many chapters choose to meet on Sunday nights to give brothers the weekend to do their work and plan ahead so that they can dedicate a few hours to the Fraternity. However, meeting can be whenever you want it to be so long as a large majority of your chapter is able to make it and stay throughout.

Having regular and effective chapter meetings is one of the most important things your fraternity can do. A chapter that has great attendance at their meetings and gets business accomplished in an effective manor will have a stronger and more active brotherhood from the get-go.

As Master, it is up to you to plan ahead before each meeting to know what is going to be discussed, what announcements need to be made, what motions need to be voted on, and what elections (if any) need to take place. It is up to you to keep meeting moving at a steady pace and with a structured flow so that it will not drag on, Brothers will know what is coming next, and so everyone gets their turn to speak. To help you do this, you should utilize Robert's Rules of Order. Robert's Rules are age-old guidelines that are designed to aid your discussion and limit unnecessary arguments while providing your members ample opportunity to speak. Please take note of the attached Robert's Rules of order brief and make sure your members (especially the new ones) know the basics.

Your Scribe should take detailed minutes (notes) of each meeting and should distribute them to all members afterward. This will allow you to keep records of your meetings so that you can check back at later times and allows your members, who were not able to make the meeting, to still know what is going on.

SUCCESSFUL CHAPTER MEETING

Meeting Structure

*The Master and the Executive board should be seated facing the rest of the brotherhood. Following a consistent flow will help keep your meeting organized, the following is a great outline:

- I. **Call to Order** - Master notifies members that the meeting is about to begin.
- II. **Roll Call** - Scribe should take verbal attendance of entire Chapter to find out what brothers are present. This is important because quorum, (a majority of brothers = 50% +1) is required before any Chapter business can be discussed. Also, it is important to figure out how many brothers are in attendance at any given meeting to determine how many brothers it takes to pass a motion at that meeting = (50% of total in attendance + 1)
- III. **Approval of Previous Meeting's Minutes** - This should be a motion raised by a member of the group and voted on by the Chapter (usually a very quick vote) - This is done mostly as a formality but allows brothers to voice-up if they thought there was a mistake in the notes taken at the previous meeting.
- IV. **Executive Board Reports** - Each member of Eboard is to report on what they have been working on and make any necessary announcements that pertain to their position. Reports should be given in reverse rank order with Lt. Master going second to last and Master going last.
- V. **Minor Board Reports** - Members of Minor Board that wish to give reports should do so when the Lt. Master is called on to report (before the Master's Report). Chairman should definitely give a report if they have an upcoming event.
- VI. **Old Business** - finish any discussions from previous meetings and vote on any tabled motions.
- VII. **New Business** - Members can raise new motions or open new discussions. Also, hold any necessary elections.
- VIII. **Announcements** - This is a time for any brother to make an announcement to the entire brotherhood. This can be anything from talking about an incident that happened to promoting an event going on.
- IX. **Adjournment** - Master ends meetings

Good and Welfare - One of our strongest traditions. Every meeting should end with a session of Good and Welfare. This can either be done before a meeting is adjourned or as an optional component after meeting so that brothers who do not wish to attend do not have to do so. Good and Welfare is a time for any brother to say anything that is on his mind. It is that brother's time to share his feelings, emotions, and thoughts. The idea of Good and Welfare is that when someone is speaking, no one else says anything; it is a time for everyone to listen to the one brother that is speaking. Everything that is said at a Good and Welfare is said 'in confidence', meaning it may not leave the room and is not to be discussed at all. When a Chapter takes Good and Welfare seriously, their members always share a much deeper connection, a much stronger relationship, and a much better understanding of what it truly means to be a part of a brotherhood.

SUCCESSFUL CHAPTER MEETING

Basics of Robert's Rules:

***Master acts as Chairman. No one should speak until Master calls on him and gives them the floor. The Master is to remain impartial during the debate and should only vote to break a tie. Obviously, the Master can state an opinion if it is for the well-being of the entire Fraternity or if he finds the motion inappropriate (breaks law, International Fraternity Bylaws, house lease, etc.). These Rules are meant to help discussion, if they instead hinder it then there is no need to use them.**

Making a Motion: If a brother wants to change or add a rule of the Assembly's bylaws or constitution, that person should say: "I move that _____"

- Chairman then asks if there is a Second to the motion
- Motion fails if not seconded
- Chairman: "It has been moved and seconded that _____" - restates motion so that brothers understand it.
- Assembly discusses motion - Chairman calls on brothers to speak and makes sure discussion remains pertinent to motion.
 - Whichever brother raised the motion should be the first to have the floor.
 - Chairman should continue to call on brothers in a Pro/Cons fashion, meaning someone that is for the motion and then someone that is against it and so on.
 - If someone does not think the motion should be discussed at the present meeting, they can "Motion to table" which makes the motion part of 'Old Business' to be discussed at a future meeting. This vote requires a Second and a majority vote to pass.
- When debate is dying down or when brothers are tired of discussing a motion, a brother can "Move to call to question" which means they are moving to end the discussion by sending the original motion to a vote.
 - Seconded without dissent → vote on the original motion.
 - Seconded with dissent → assembly votes on whether or not to call to question
- Voting
 - Can be done by hand count, role call, acclamation (Aye! or nay!), or by private ballot voting. Motions take a simple majority of the present brothers to pass unless the motion affects the Chapter's bylaws in which case it takes a 2/3 vote.

Commonly used Vocabulary

- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Yield:** defer to another assembly member (e.g. someone has critical information regarding the topic of discussion)

Common Procedural Motions

- **Amend:** When a motion is raised, a brother can make a secondary motion to Amend it by inserting or striking out words or paragraphs:
 - "Friendly amendments" are accepted by the original motion maker
 - "Unfriendly amendments" are rejected by the original motion maker, but can be attached to a motion by majority vote of the assembly
- **Suspend the Rules:** Allows a violation of Roberts Rules or the bylaws
- **Overturn the Chairman's decision:** reverse the chairman's (presumably the Master's) decision on hearing a motion or the procedure of a motion (e.g. the chairman wants an hand vote and a member would prefer a closed ballot vote)

SUCCESSFUL CHAPTER MEETING

EXAMPLE MINUTES

Sunday Brotherhood Meeting
Alpha Epsilon Pi – _____ Chapter/Colony
(Month, Day, Year)
Minutes

- 1) Meeting called to order at ____ pm
- 2) Roll Call/Attendance – Read by Scribe, state number of brothers in attendance
- 3) Motion to Approve Last Weeks Minutes
- 4) Officer Reports (*Your Eboard might be slightly different than that listed below, but start from the lowest rank and work up toward Master, take notes of each report.*)
 - a. House Manager –
 - i. Possible report on condition of house, remodeling, etc
 - b. New Member Educator –
 - i. Possible upcoming Pledge Events, issues in programming, education
 - c. Rush Chair –
 - i. Possible give list of names, list of events coming up!
 - d. Brother at Large –
 - i. Possible issues within house, Bro of the Week awards
 - e. Sentinel –
 - i. Possible Health and Safety issues, Jboard, Next Ritual Meeting, Stay quiet during meeting, etc.
 - f. Exchequer –
 - i. Possible issues with account. Brothers who owe money. Bad standing list, announcements about dues
 - g. Scribe –
 - i. Attendance issues, listserv announcements, upcoming newsletters
 - h. Lt. Master – (*Lt. Master calls on his Chairmen to give their reports before he gives his own*) Example announcements:
 - i. Minor board apps due Friday
 - ii. Athletics/IM's Chair
 - iii. Social Chair
 - iv. P.R. Chair
 - v. Brotherhood Events
 - vi. Academics
 - vii. Jewish Identity
 - viii. Philanthropy
 - ix. Alumni
 - x. Historian
 - i. Master – (Name)
 - i. Recap of important info. School info. National info.
- 5) Old Business
 - a. Review any motions from the previous week and vote on them
- 6) New Business
 - a. Brothers may present new motions to be voted on, introduce new motions to be tabled until next meeting, hold any necessary officer nominations/elections.
- 7) Announcements - *Note all brothers' announcements*
- 8) Meeting adjourned at _____

SUCCESSFUL CHAPTER MEETING

10 Ways to Improve Your Chapter Meeting:

1. **Start on time, end on time** - Meeting should begin at the same time each week and your brothers should know that. As Master, it is your job to keep meeting moving without hindering discussion. Try your best to make sure meeting does not drag on. If you can end meeting around the same time each week, your brothers will know how much time they need to set aside.
2. **Send motions out on listserv** - If you send motions out a few days before meeting, brothers can discuss them outside of meeting. This allows brothers to formulate their opinions before meeting, which speeds things up, and helps avoid fighting during meeting.
3. **Have dinner together before meeting** – This allows brothers to catch up and usually puts them in a jolly mood.
4. **Spice it up** - Make meeting fun and entertaining: give out a Brother of the Week award, tell positive accomplishments, have your Sentinel ask a AEPi Ritual Trivia Question. Brothers should look forward to meeting.
5. **Incentivize attendance** - Give brothers money off dues for consistent attendance at meeting.
6. **Set a proper tone** - What happens at meeting will affect the tone of the chapter. Try to avoid fighting and big arguments. Discussion is healthy but personal attacks and harsh arguing are not.
7. **Set attendance expectation** - A brother's basic responsibilities are to pay dues and come to chapter meeting. An ideal target should be 80% of your chapter at each meeting.
8. **Utilize your Sentinel** - Sentinel should sit in the back of the room and keep brothers quiet.
9. **Lead by Example** - Eboard should stay quiet and attentive, your brothers will follow.
10. **Pump up your brothers** - As Master, you should give the occasional pump-up speech to get your guys excited for upcoming events. If you need some inspiration check out 'Remember the Titans', 'Miracle', 'Braveheart', 'Hoosiers', or even 'Robin Hood Men in Tights'.

VIRTUAL ELECTION GUIDE

Virtual Elections

Below are instructions for your chapter to conduct elections virtually.

We suggest using Zoom for holding elections. You will need a Zoom Pro account in order to proceed

Nominations should occur 1 week before elections or as outlined in your constitution.

You can do this virtually during your weekly meeting time or have Brothers submit nominations directly to the Master

Zoom

Create the event:

1. Create an account (zoom pro)
2. Go to <https://zoom.us/meeting/schedule>
3. Go to settings and make sure polling and the waiting room are turned on
4. Click schedule a new meeting
5. Under topic, put Chapter name- Exec Board Elections
6. Select the date and time
7. Meeting ID can be automatically generated
8. Turn on registration requirement
 - a. Under registration, select required
 - i. Keep for minutes and records
 - b. Refer to "13" for information on adding fields
9. Under meeting options, select mute participants upon entry. Unselect record meeting if selected
10. Click save
 - a. This will automatically create a link for people to join
11. After you save the meeting, scroll to the bottom of the page with the link and click add poll
12. Select add poll and create 1 poll per position with the candidates as the options
 - a. Click the box to make the voting anonymous
 - b. Create a different poll for each Officer position
 - c. You will be able to edit the poll in the meeting in case a candidate drops down or someone runs of the floor
13. Edit registration questions by selecting "edit" under "registration options"
 - a. Select fields under questions, or add custom fields
 - i. Suggested fields:
 1. First Name
 2. Last Name
 3. Non .edu email address
14. Make sure the scribe sends out the link to the Brothers

The meeting:

VIRTUAL ELECTION GUIDE

1. Have Brothers join the meeting during the normal meeting time and remain muted.
 - a. Recommend that cameras are on so that the Sentinel can monitor who is voting
2. Review normal election procedures including time limit for speeches, question and answers, discussion, and voting strength and quorum
3. Select the order in which candidates for each position will speak
4. Prior to the first speech, move the other candidates to the waiting room until it is their turn to speak
5. If the speech is running over the allotted time, mute the speaker if needed
6. Allow Brothers to unmute themselves when called on to ask questions
7. When the candidate is done, move him to the waiting room, and admit the next candidate
8. Once all the candidates have spoken, launch the poll, allowing each Brother to vote once
9. Once the poll concludes, “x” out of the window
 - a. Do not select share results
10. Inform the Master of the victor, then announce to the Chapter
11. Repeat

*In order to confirm the results of the election, the outgoing Master, Scribe, and Sentinel should meet after elections to review the results.

1. Go to the Zoom website
2. Select “reports”
3. Select “meeting”
4. Select “poll report”
5. Select “generate” next to the meeting

CRISIS MANAGEMENT PLAN

CRISIS MANAGEMENT PLAN of _____

Call 911 immediately.

After 911 has been called, the additional steps that should be taken.

- The Chapter President (or officer next in line if the President is not present) takes charge.
- Cooperate fully with the needs of any public safety organization (police, medical or fire personnel).
- Contact appropriate officials (Advisor, Headquarters, University, etc.).
- Restrict access to the chapter house. The President (or officer in charge) must have complete control of the situation and be aware of who is in the area. Permit only your members and appropriate officials to enter.
- Assign one or more responsible members to calmly guard the door.
- Do not tamper with any part of the area involved in the incident, specifically things that might be construed as evidence or areas involved with the incident.
- Assemble your members in a group (in case of fire, assemble outside, in front near the street). All should remain calm. Remind members that only the President or Chapter Advisor can speak for the Fraternity — members are not to speak to anyone (including friends, girlfriends, parents, the university) about the crisis.
- Do not discuss details, speculate on events or otherwise elaborate on the situation.
- Submit all requested information about the incident to the proper authorities.

DEALING WITH THE MEDIA

- Depending on the circumstances, the National Headquarters may take over any direct contact with the media including the issuance of a press statement.
- If contacted, only the President or Chapter Advisor should speak for the chapter if the National Headquarters provides this direction.
- Avoid “no comment” as it leads to speculation. Instead, make a simple statement: “We are aware that an incident occurred and are cooperating fully with all parties who are investigating.”

SERIOUS INJURY OR DEATH OF A MEMBER

- DO NOT NOTIFY THE PARENTS. Medical or police personnel who are trained in this will notify the family. After you know that the family has been notified, it is appropriate for a chapter representative to call and share your concern.
- In the event of a death, do not remove any personal items from the room. Do not let members enter the room. Allow only authorized personnel to enter the room. If possible,

CRISIS MANAGEMENT PLAN

keep the door locked. Ask the family what their wishes are in regard to the member's possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a difficult time for them and they may want privacy.

- If the family allows member attendance, provide details for members.
- In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

FOLLOW-UP

University staff is usually available for member counseling and general assistance. Individual and group counseling is strongly recommended following any crisis. The National Headquarters will often have mental health and/or counseling resources available for members.

CONTACT INFORMATION

It is recommended the organization provide contact information in this section (e.g. Executive Director/CEO, Communications staff/volunteer, staff/volunteers who should be called in a crisis).

HOTLINES TO CALL FOR HELP

Emergency

9-1-1

CDC Health Topics (Immunizations, STDs, and more)

800-CDC-INFO (232-4636)

Find Substance Abuse and Mental Health Treatment

800-662-HELP (4357)

National Domestic Violence Hotline

800-799-SAFE (7233)

National Suicide Prevention Lifeline

800-273-TALK (8255)

National Sexual Assault Hotline

800-656-HOPE (4673)

SAMPLE COVID-19 PROTOCOLS

Alpha Epsilon Pi Fraternity - _____Chapter



ΑΕΠΙ

Fall 2020 COVID Policies & Best Practices

Move-in:

- All members must get a COVID test within 24 hours of moving in. Until the results are returned the member and any people assisting them with move-in must wear a mask in the house
 - Proof of negative test must be sent in on google form which will be accessed by a QR code posted in each suite
- We will be spreading out move in to limit the number of people moving in each day
- Each brother is allowed to have a maximum of two people assisting them with move in who do not have a lease at the house
- In order to sign up for your move-in date, please fill out the spreadsheet that was emailed to you by Michael Factor

In-House Policies/Best Practices:

- **IN THE CASE THAT YOU TEST POSITIVE FOR COVID-19, IMMEDIATELY CONTACT (Master) AND (House Manager)**
- **The nearest testing facility to the house is at _____, across the street from _____. Testing is free, easy, and nonintrusive**
- **Members are asked to get tested twice a week and results submitted to a google form. Upon receiving results, the member will receive 2 points.**
- **At the end of each month, we will create a list of names of people who tested twice a week for that month. From that list, we will draw one name at random to win a \$20 gift card of their choosing.**
- Every meal will be served individually plated, instead of buffet style
- In the case of a positive test from within the house, we have made arrangements with an external building to house people who test negative

SAMPLE COVID-19 PROTOCOLS

so they can avoid living in their suite with the person who has tested positive

- If there is a positive test from within the house, each member of the house will need to be tested and we will send out a message to each guest on the guest list that they should likely be tested as well
- There will be a sign-in sheet to monitor who comes into the house other than tenants in case we need to perform contact tracing, we ask that all guests of the house swipe their iCards when entering the house
 - If writing guests names down becomes an issue we will move to a check-in policy where each member will have to text the guest's name to **(House Manager)**
- Each resident will be sent a mask and a keychain which can be used to grab door handles and faucets, in order to prevent touching these items.
- We will not be hosting gatherings of more than 50 people at one time in the same room, in order to follow the guidelines set by Governor _____
- The COVID committee will regularly monitor the testing and guest google forms
- These policies are subject to change based on case numbers within the campus community

Sanitation/Cleaning:

- Each suite will be provided with sanitizing wipes and masks. We currently have a stock of 5,000 wipes and over 1,000 masks.
- At each major entrance to the house, there will be a hand sanitizer station installed. We ask each member to use the station upon entering the house.
- Every Saturday each suite must clean and sanitize their common living space, as well as bathrooms. Every Sunday, a major board member will check to make sure the suite cleaned the day prior. If a suite is not clean enough to the standards that the executive board has set, we will be having a cleaning service come and clean their suite, in order to maintain cleanliness. This will be charged to the individuals who live in those suites
- The COVID committee will regularly sanitize regular touchpoints

Mask Requirements

- All guests need to be wearing masks in the house
- Seniors and Out of House brothers need to be wearing masks in the house
- All brothers in suites other than their own need to be wearing masks

SAMPLE COVID-19 PROTOCOLS

- Do not drink, smoke, eat, etc. in suites other than your own in order to wear masks at all times in other suites
- Failure to follow these masks requirements will lead to a fine: \$25 for first case, \$50 for all following cases
- Disclaimer: This in order so hopefully in 3 weeks when COVID has run its course on campus, we can scale back our policies. But be prepared to follow these policies in the long term if needed

*Disclaimer: This sample was taken from an Undergraduate Chapter. All names have been removed for their privacy. Please use as a guide to help you create your Covid policies.

HOLMES MURPHY FRATERNAL PRACTICE

EVENT PLANNING GUIDE



The goal of this guide is to help you think critically around event planning. Prior to planning an event, we encourage you to review the risk management policy of your respective organization and campus expectations so you have a full understanding of the policy and expectations around event planning.

While following the guidelines outlined in the guide will help to make any event safer, we recommend they be expressly followed when alcohol is present while on chapter premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity.

For any questions around event planning, policy clarification, contract review, etc. please reach out to your national/international organization for further assistance. Throughout the guide the phrase "suggested organizational guidelines" is used which infers what many organizations might use as policy / procedure language; however, it is best to compare this information to your national/international risk management policy.

WHAT CONSTITUTES AN EVENT?

Defining an "event" is often challenging; however current suggested organizational guidelines define this as "while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity."

Determining if the Event is on "Chapter Premises"

Is the event being hosted in your chapter house or a university-provided meeting space? ☐Y ☐N

If so, every event you host there is considered a chapter event.

Is the event being hosted in an on or off campus location where you traditionally hold your events? ☐Y ☐N

If so, events you host there would probably be considered a chapter event.

Applying the "Reasonable, Objective Observer" Standard

The following factors are considered when determining whether an event could be considered an event by a reasonable, objective observer.

Is the event being hosted or planned by one or more members of the chapter and supported by the Executive Council? ☐Y ☐N

Is the event financed by the chapter and/or being hosted on chapter property? ☐Y ☐N

Is the event being hosted or planned by one or more members and supported by members/associate/new members? ☐Y ☐N

Does the Executive Council have prior knowledge of the event? ☐Y ☐N

Is the event listed or advertised on the chapter website or social media accounts [e.g. Facebook, Twitter, etc.]? ☐Y ☐N

Do online invitations refer to the organization [e.g. Facebook events]? ☐Y ☐N

Is the event listed on a chapter calendar [public or private]? ☐Y ☐N

Will the event be announced at a chapter meeting? ☐Y ☐N

Will members of the Executive Council be in attendance? ☐Y ☐N

Will the event be marketed over the chapter listserv? ☐Y ☐N

Are members attempting to rename the event in order to give the appearance that it isn't associated with the fraternity? ☐Y ☐N

If guests were stopped on their way to the event, would they say they were going to a the "XYZ" event? ☐Y ☐N

Is the event actively or passively endorsed by a majority of the active chapter? ☐Y ☐N

Have members of the chapter lied about the event? ☐Y ☐N



EVENT DETAILS

1. Who is planning the event?

Organization:

Name:

Officer Title:

Email:

Phone:

2. Name of event:

3. Location of event:

☐ Chapter Property (Either fraternity or university owned)

☐ Rented Facility (Hotel, Restaurant, etc.)

☐ Member(s) Residence

☐ Other:

4. Date of Event:

5. Beginning time of event: ☐ AM ☐ PM

Ending time of event: ☐ AM ☐ PM

6. Purpose of event:

☐ Recruitment

☐ Social/Mixer

☐ Formal

☐ Philanthropy

☐ Service

☐ Other:

7. Which best describes the event below? Check all that apply.

☐ Dry event (no alcohol)

☐ Member Event Only

☐ Fundraiser

☐ BYOB

☐ Member and Date Event

☐ Event with more than one fraternal organization

☐ New member event

☐ Sport

☐ Third Party Vendor at chapter facility

☐ Parent Event

☐ Event with non-fraternal organization

☐ Recruitment

☐ Service

☐ Event with one other fraternity/sorority

☐ Event with more than one other fraternity/sorority

☐ Event with one other non-fraternal student group

☐ Event with more than one non-fraternal student group

8. The activities below could be considered high risk events. Does the planned event contain any of the following?

☐ Bring your own gun (trap/skeet shooting)

☐ Sky diving/ parasailing/bungee jumping

☐ Boxing tournament

☐ Building of temporary structures

☐ Pools

☐ Mechanical Bulls

☐ Bounce Houses/Inflatables

☐ Slip & Slides/Any other water feature

☐ Obstacle course

☐ Contact sports (e.g. football, rugby)



- ☐ Bonfires
- ☐ Tug-o-war
- ☐ Rock Climbing
- ☐ Team building events that include make-shift ropes courses, trust falls, blindfolded guided walks (etc.)

- ☐ Events take place at heights more than one to two feet from the ground
- ☐ Event with live animals present (e.g., rodeo, petting zoo).

☐ Other:

9. Have any written contract or agreement been signed for any part of this event? ☐ Y ☐ N

- ☐ Food caterer:
- ☐ Security guards:
- ☐ Bus/transportation company:
- ☐ Third party vendor:
- ☐ University facility:
- ☐ Hotel venue:
- ☐ Sports field:
- ☐ DJ:
- ☐ Band:
- ☐ Artist:
- ☐ Restroom and Waste Management:
- ☐ Other:

HOW WILL ALCOHOL GET TO THE EVENT?

Common organizational recommendations allow chapters to host events with alcohol in one of two ways. *Please consult your national/international risk management policy for additional guidance and policy information.*

☐ BYOB [Bring Your Own Beverage]

Everyone brings their own alcohol, including members, new members, guests, and alumni who are over the age of 21

☐ Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]

Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.

☐ Dry Event [No alcohol will be present]

MAKING BYOB EVENTS WORK

[See [BYOB Checklist](#)]

- 1 // Are there any university or Fraternity/Sorority policies that deal with BYOB events on campus? ☐ Y ☐ N
Are there any university or Fraternity/Sorority policies that deal with BYOB events off campus? ☐ Y ☐ N

If so, what do those policies say? [Do they require a specific check-in procedure? Do they limit the number of drinks a guest can bring?]

- 2 // All members and guests should be "carded" at the door to verify their age. Who is checking members' and guests' IDs at the door?

- ☐ Chapter members
☐ New members [NOT recommended unless chapter members are also participating]
☐ The campus police provide someone to check IDs
☐ The chapter has hired a security company [see [Security Vendor Checklist](#)]

- 3 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- ☐ Wristbands that have been dated and marked for that event
☐ Specific hand stamp that is unique to the event
☐ Other [Describe]:

- 4 // How many drinks will you allow each person of legal drinking age to bring to the social event?
Common organizational recommendations state no hard liquor and a reasonable limit on the amount and types of alcohol (i.e. 6-pack of beer, 1 bottle of 750 ml wine, four pack of wine coolers/ciders/malt beverages, etc.)

Beer: #
Wine Coolers: #
Ciders: #
Wine: #
Malt Beverages: #
Other: #

- 5 // How will you manage the service distribution center?

Where will the service distribution center be located?

Common organizational recommendations suggest you establish one centralized location [not a member's room] for checking in and distributing alcohol.

How many sober members will be assigned to work the service distribution center?

Which best describes the sober monitors? Check all that apply:

- ☐ Chapter members
☐ New members
If you utilize new members, it is recommended it is in conjunction with members.
☐ The university provides someone to distribute alcohol
☐ The chapter has hired a vendor to distribute alcohol

How many drinks will a member or guest be permitted to take at a time?



6 // How will members and guests check in and collect their alcohol?

☐ Ticket System

Each member/guest is given one ticket per drink s/he checks in at the party.

The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the attendee is written on the tickets.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

☐ Punch Card System

Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.

The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the member/guest is written on the punch card.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

☐ Other [Describe]:

7 // How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event?

8 // Will leftover alcohol be discarded or made available for pick up the next day by those who brought it to the event?



PLANNING A THIRD-PARTY VENDOR EVENT

What is a Third-Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. *Third Party Vendors are NOT individuals who work as bartenders.*

Planning the Event

1 // Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events on campus?

☐Y ☐N

Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events off campus?

☐Y ☐N

If so, what do those policies say? [Do they require a particular amount of insurance? Do they limit the type of alcohol that can be purchased?]

2 // Have you reviewed your chapter's contract with the Third Party Vendor? *It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Inter/national fraternity requirements.

The contract with the Vendor should:

CERTIFICATE OF INSURANCE:

Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. (You can request a copy of the certificate of insurance.)

The certificate of insurance should also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and hired and non-owned auto liability coverage."

The certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the inter/national fraternity with whom the local chapter is affiliated.

LICENSE:

Be properly licensed by the appropriate local and state authority to sell liquor on the premises where the function is to be held. (You can request a copy of this license.)

CONTRACT:

The contract should only be executed in the name of the undergraduate chapter (ex. Beta Kappa Chapter of XYZ Fraternity).

The venue should assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- a) Per-drink sales only, collected by the vendor, during the function;
- b) Checking identification card upon entry;
- c) Not serving minors;
- d) Not serving individuals who appear to be intoxicated;
- e) Maintaining absolute control of all alcoholic containers present;
- f) Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);

- g) Removing all alcohol from the premises;
- h) Facility provides security for the event.

In addition; the contract should NOT include the following:

- a) Drink specials for members/guests as part of the room rental fee
- b) A set amount of free alcohol [e.g. 10 free pitchers, 40 free well drinks, two free drinks per member, etc.]
- c) A minimum amount of alcohol sales during the event
- d) Free drinks for officers and organizer or drink specials

Contractual indemnification language should be in favor of the chapter or at a minimum it should provide mutual indemnification. (Think of it this way, if you hire a catering company that is responsible to check IDs and serve alcohol, the vendor should defend the chapter if they fail to do what they were paid to do, which results in a claim or lawsuit.)

Confirm the TPV's liability policy includes a Waiver of Subrogation Clause favoring the Chapter.

The Chapter should be added as an Additional Insured on a primary basis to each TPVs Liability and Auto Policy.

Obtain proof that Workers Compensation coverage is in place for their employees.

Obtain a Certificate of Insurance from TPV confirming required coverages and Additional Insured protection is in place.

3 // All members and guests should be "carded" at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

- ☐ The Third-Party Vendor *[Recommended]*
- ☐ The chapter has hired a security company [see [Security Vendor Checklist](#)]
- ☐ Chapter members
- ☐ New members *[NOT recommended unless chapter members are also participating]*

4 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- ☐ Wristbands that have been dated and marked for that event
- ☐ Specific hand stamp that is unique to the event
- ☐ Other *[Describe]:*

BUILDING A GUEST LIST

- 1 // Are there any university or Fraternity/Sorority policies that limit the number of guests per member for chapter events? ☐ Y ☐ N

If so, what do those policies say?

- 2 // Do the math. Suggested organizational guidelines are **two to three guests** per member/new member at events.

How many members and new members do you plan to have at the event?

How many guests per member /new member will you allow at the event?

This is the total number of guests you can invite to your social event.

The total number of attendees [members and guests] should not exceed fire code capacity for the venue.



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- 3 // Figure out how members will add names to the guest list. [see [Building A Guest List](#)]

☐ Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests' names.

Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility.

Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member].

☐ Numbered Invitations

Distribute numbered invitations to each member/new member to give to his guests.

These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member/new member's name on it and the numbers of the invitations they were given.

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

☐ Closed Facebook Event

Create a closed [non-recurring] event with a specific start and end time.

Do NOT allow friends to extend the guest list.

Set the Privacy to "Invite Only."

A designated officer [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.

Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

☐ Other [Describe]:

- 4 // How many hours in advance will the guest list be closed?

Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.

MANAGING THE EVENT

Theme

1 // Does the event have a theme? ☐ Y ☐ N

If yes, what is the theme?

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- ☐ Does NOT rely on the stereotypes of certain groups.
- ☐ Does NOT encourage offensive dress or costumes.
- ☐ Does NOT stereotype men or women.
- ☐ Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- ☐ Is NOT centered on making fun of a particular group of people, culture, or organization.
- ☐ Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

Sober Monitors [see [Sober Monitor Resource](#)]

1 // Who will your officer in charge be for the event?

2 // How many sober monitors will you have at the event?

Suggested organizational guidelines are one sober monitor for every 15 attendees.

3 // What is the system/process for selecting sober monitors?

Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.

4 // List the names / phone numbers for the assigned sober monitors.

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5 // How will you identify sober monitors during the event so a member/guest could easily recognize them?

6 // What are the responsibilities of the sober monitors during the event?

- ☐ Check members' and guests' IDs at the door to verify their age
- ☐ Manage the guest list at the door
- ☐ Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- ☐ Monitor members' and guests' policy compliance
- ☐ Other [Describe]:

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Transportation

1 // Will you provide transportation to and from the event? ☐ Y ☐ N

If so, how?

☐ Licensed transportation vendor [e.g. charter bus]

☐ Campus safe ride program

☐ Pre-paid cab service

☐ Designated driver program [consult the risk management policy of your organization prior to selecting this option // see [Designated Driver Guidelines](#)]

☐ Other [Describe]:

2 // What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

Construction/Decorations

1 // Will there be any special construction/decorations for this event? ☐ Y ☐ N

If yes, please describe:

Persons and/or company performing construction and contact information:

Company Name: Contact:

Prevention Questions

1 // How many entrances will there be to the party?
It is safest to only have ONE entrance to the event.

2 // Is this event is planned to exceed five hours in duration? ☐ Y ☐ N
Please explain why this event will exceed five hours.

3 // Will ample food, other than snacks and non-alcoholic beverages be available? ☐ Y ☐ N

Who will provide the food?

What food/beverages will be served?

4 // Are glass bottles prohibited from the event? ☐ Y ☐ N

5 // Will this event involve any physical activity? ☐ Y ☐ N

6 // Will doors to residential living be locked / secured during the event? ☐ Y ☐ N

7 // Will you stop the service of alcohol at least one hour before the event ends? ☐ Y ☐ N

8 // Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? ☐ Y ☐ N

9 // Will you ensure no illegal drugs and controlled substances are at the event? ☐ Y ☐ N

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- 10 // Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? ☐ Y ☐ N
- 11 // Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur? ☐ Y ☐ N
- 12 // Please describe any specific prevention plans for the above areas.

Crisis Management Plan

- 1 // Do you have a crisis management plan in place for the event? ☐ Y ☐ N [see [Crisis Management Plan](#)]

If yes, please describe:

- 2 // Will emergency services be readily available at the event? ☐ Y ☐ N

- 3 // Who is the officer in charge to contact emergency services?

Name: Phone:
 Title: Email:

- 4 // If the need for assistance arises, who will be responsible for contacting:

- ☐ Emergency personnel
- ☐ Chapter President
- ☐ Chapter Advisor
- ☐ House Corporation President
- ☐ Fraternity Headquarters
- ☐ University Officials

Name: Phone:
 Title: Email:

Additional Resources: <http://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>

Educational credit goes to FIPG, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource.

No portion of this resource should be used for commercial purposes.

ALPHA EPSILON PI



MODEL CONSTITUTION

MODEL CONSTITUTION

CONSTITUTION OF THE (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY)

OF THE ALPHA EPSILON PI FRATERNITY

Last Amended: (Month) (Date), (Year)

PREAMBLE

To foster and promote Brotherly Love, to inaugurate a spirit of cooperation and helpfulness, to create a better understanding among our Brothers, to encourage vigorous participation at the (University) and in the greater communities of (State), to develop leadership for the global Jewish community, we - the (Chapter/Colony Designation) (Chapter/Colony) of the Alpha Epsilon Pi Fraternity - are united in the common perpetuation of these ideals, and do hereby ordain and establish this Constitution.

ARTICLE I ESTABLISHMENT

SECTION 1.

This (Chapter/Colony) shall be commonly known as (Chapter/Colony Designation) (Chapter/Colony) of Alpha Epsilon Pi Fraternity.

SECTION 2.

The (Chapter/Colony) shall be (a/an) (State) unincorporated association.

SECTION 3.

This (Chapter/Colony) shall be subject to all policies and regulations of Alpha Epsilon Pi Fraternity, Inc. [in accordance with its Charter.] No part of this Constitution, (Chapter/Colony) policy, or action of this (Chapter/Colony) shall be in violation of the articles of the Supreme Constitution of the Alpha Epsilon Pi Fraternity.

ARTICLE II BROTHERHOOD

SECTION 1.

Any male student in regular attendance at the (University) or a local college without a Chapter or Colony of Alpha Epsilon Pi, who is pursuing a course leading to an undergraduate degree or its equivalent, and who is eligible, as provided in the Supreme Constitution of Alpha Epsilon Pi, may be elected to Brotherhood in this (Chapter/Colony).

SECTION 2.

Active Brothers in Good Standing of this (Chapter/Colony) shall be the Brothers who have been duly elected into the (Chapter/Colony), who are registered and in regular attendance at (University) or a local college without a Chapter or Colony of Alpha Epsilon Pi, are not in arrears, and meet the responsibilities outlined herein.

SECTION 3.

A Brother of another Chapter/Colony of Alpha Epsilon Pi will be admitted as a Brother of this (Chapter/Colony), provided he:

- (a) meets the requirements of Article II, Section 1;
- (b) receives a letter signed by the Brother Master of his previous Chapter/Colony stating he left his previous Chapter/Colony in Good Standing;
- (c) accepts the responsibilities of Brothers as provided herein; and
- (d) a simple majority of Brothers present vote in favor of his admission into this (Chapter/Colony) at a regular or special meeting of the Chapter.

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ARTICLE III DUTIES AND RESPONSIBILITIES OF BROTHERS

SECTION 1.

All Brothers of this (Chapter/Colony) shall fulfill certain duties and responsibilities as members:

- (a) All Brothers shall be required to attend every regular and special meeting of the Fraternity, as well as every Ritual event and any other event for which attendance has been required by the Executive Board.
- (b) Dues shall be due, in full, from every Brother, each (Semester/Quarter) under terms proposed by the Exchequer and approved by the Executive Board.
- (c) Brothers shall conduct themselves in compliance with the oath that was taken upon Initiation as a member of Alpha Epsilon Pi Fraternity and with the ideals of Alpha Epsilon Pi Fraternity as prescribed in its Rituals, motto, oath, Constitution, Bylaws, and policies.
- (d) [If the Chapter or a house corporation organized for the benefit of the Chapter owns or leases a "Chapter House," as designated by Alpha Epsilon Pi Fraternity, Inc. all Brothers shall live therein, until filled to capacity. The Executive Board of the Chapter shall establish an order of priority to determine the right/obligation to live in the Chapter House.]
- (e) Service on the Judicial Board shall be mandatory if elected to serve as provided herein, unless excused by the Sentinel.
- (f) Every Brother shall be required to fulfill the standards and rules set forth in the (Chapter/Colony) Bylaws.
- (g) Brothers shall be responsible for following any rule or guideline the Executive Board enacts.

SECTION 2.

Any Brother not fulfilling these duties and responsibilities may be brought before the Judicial Board for violating the (Chapter/Colony) Constitution, and may be subject to judicial action including, but not limited to, fines, or suspension/expulsion from the Fraternity in accordance with the Supreme Constitution of Alpha Epsilon Pi and Article XIII, as determined by the (Chapter/Colony) Executive and/or Judicial Boards.

ARTICLE IV SELECTION OF BROTHERS

SECTION 1.

New Members shall be selected by a vote of the Rush Committee, pursuant to Article XI, Section 9.

SECTION 2.

Only New Members who successfully complete the New Member Education program shall be eligible for Initiation.

SECTION 3.

New Members may be removed from the New Member Class by a vote of five (5) active Brothers or twenty percent (20%) of the Brotherhood, whichever is greater, at a meeting of the Chapter.

ARTICLE V THE EXECUTIVE BOARD

SECTION 1.

The duties and powers of the Executive Board shall be as follows:

- (a) They shall consider any matter necessary for the operation of the (Chapter/Colony).
- (b) They shall have the power to act on behalf of the (Chapter/Colony) as a legal entity.
- (c) They shall have the power to set and enact policy binding upon all Brothers.
- (d) They shall recommend to the Brotherhood at a regular meeting the amount of dues to be levied.
- (e) They shall have the power to suspend Brothers, pursuant to Article XIII.

SECTION 2.

In addition to the duties and powers of the Executive Board listed herein, each officer shall have additional duties and powers relating to the office they hold, pursuant to Article VII.

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SECTION 3.

Executive Board voting shall be governed by the following:

- (a) A quorum of the Executive Board shall be eighty percent (80%) of the voting members, as defined in **Article VI**.
- (b) Each voting member of the Executive Board shall have a single vote of equal weight.
- (c) A simple majority of the voting members of the Executive Board are necessary to pass any course of action of this Board.
- (d) A two-thirds ($\frac{2}{3}$) vote of the **(Chapter/Colony)** shall be required to overturn a decision of the Executive Board.

SECTION 4.

Meetings of the Executive Board shall be held prior to the regular meeting of the **(Chapter/Colony)** and whenever deemed necessary by the Brother Master.

SECTION 5.

Any Brother may attend a meeting of the Executive Board, but he may not take part in the discussion unless invited to do so. He shall have no voting power and may be requested to leave by the Brother Master.

SECTION 6.

Items deemed confidential by the Executive Board shall remain so.

SECTION 7.

All Executive Board offices will have a term length of one year, unless the officer is elected in a special election pursuant to **Article X, Section 5**. Officers may be reelected for subsequent terms.

ARTICLE VI

COMPOSITION OF THE EXECUTIVE BOARD

SECTION 1.

The elected officers of this **(Chapter/Colony)** shall be the Brother Master, Lieutenant Master, Scribe, Exchequer, Sentinel, Brother-at-Large, House Manager, Rush Chair, and New Member Educator.

SECTION 2.

The composition of the Executive Board shall be determined based upon the number of active Brothers in Good Standing within the **(Chapter/Colony)**. It shall be as follows:

- (a) When the Brotherhood has fewer than 30 active Brothers, the Executive Board shall be composed of the Brother Master, Lieutenant Master, Scribe, Exchequer, and Sentinel.
- (b) When the Brotherhood has between 31 and 60 active Brothers, the Brother-at-Large and House Manager shall be added to the Executive Board.
- (c) When the Brotherhood has more than 61 active Brothers, the Rush Chair and New Member Educator shall be added to the Executive Board.

SECTION 3.

Any of the officers listed in **Article VI, Section 2** who do not serve on the Executive Board, based on **(Chapter/Colony)** size, shall be considered non-voting Members of the Executive Board and will report to the Brother Master. Any such officers will be allowed to serve on the Judicial Board, pursuant to **Article XII, Section 2**.

ARTICLE VII

DUTIES AND POWERS OF OFFICERS

SECTION 1. DUTIES AND POWERS OF THE BROTHER MASTER

- (a) He shall be the presiding officer at all meetings.
- (b) He shall be the delegate to the Supreme Council at the International Convention and shall act as chairman of the delegation.
 - a) If he is unable to attend Convention, he shall delegate another Brother to serve as Chief Delegate.

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- (c) He may call a special meeting of this (Chapter/Colony) or Executive Board at his discretion.
- (d) He shall be chairman of the Executive Board.
- (e) He shall be a second signatory on all financial accounts.
- (f) He shall have such powers and duties as delegated to a presiding officer under parliamentary procedure.
- (g) He shall represent the (Chapter/Colony) in all organizations to which the (Chapter/Colony) is affiliated.
- (h) He shall have final decision making authority on matters pertaining to the Chapter's Health and Safety.
- (i) He shall have the ability to invoke emergency powers when necessary for the wellbeing of the Chapter and the Health and Safety of its members and guests.
- (j) He shall remain a Brother in Good Standing for the duration of his term.
- (k) He shall live in the Chapter House for the entirety of his term.

SECTION 2. DUTIES AND POWERS OF THE LIEUTENANT MASTER

- (a) He shall assist the Brother Master in the conduct of the (Chapter's/Colony's) business.
- (b) In the absence of the Brother Master, he shall perform all functions and duties of that office.
- (c) He shall be an ex-officio member of all Committees and shall chair the Minor Board.
- (d) He shall have the power to appoint each Committee Chairman of the Minor Board and shall supervise all Committee Chairmen.
- (e) He shall have the power to remove a Committee Chairman with approval of the Brother Master.
- (f) He shall ensure the responsibilities of the (Chapter's/Colony's) leadership are duly fulfilled as described by this Constitution.
- (g) He shall remain a Brother in Good Standing for the duration of his term.
- (h) He shall live in the Chapter House for the entirety of his term.
- (i) He shall perform all duties assigned to him by the Brother Master.

SECTION 3. DUTIES AND POWERS OF THE SCRIBE

- (a) He shall record and keep an accurate record of the minutes and attendance of all regular and special meetings of the (Chapter/Colony) and the Executive Board, and shall make them available to the Brotherhood.
- (b) He shall keep and file all Committee reports.
- (c) He shall keep an accurate roster of all Brothers in the (Chapter/Colony) and of all pertinent information relating thereto.
- (d) [He shall keep an accurate record of each Brother's points, as described in the Chapter Bylaws.]
- (e) He shall be custodian of Fraternity stationery, seals, and official communications.
- (f) He shall conduct the correspondence of the (Chapter/Colony) and shall report the same at the regular meetings of the (Chapter/Colony).
- (g) He shall be responsible for taking notes at Judicial Board hearings.
- (h) He shall remain a Brother in Good Standing for the duration of his term.
- (i) He shall live in the Chapter House for the entirety of his term.
- (j) He shall perform all duties assigned to him by the Brother Master.

SECTION 4. DUTIES AND POWERS OF THE EXCHEQUER

- (a) He shall receive all monies payable to the (Chapter/Colony) and shall make all payments for the Chapter once approved, in writing, by the Brother Master or Executive Board.
- (b) He shall be responsible for keeping track of all (Chapter/Colony) funds and maintaining records according to standard fiscal accounting practices.
- (c) He shall report the current state of (Chapter/Colony) accounts:
 - (i) At each Executive Board and regular meeting of the Chapter, he shall submit a statement of receipts and disbursements in accordance with standard reporting of accounts.
 - (ii) At each regular meeting of the (Chapter/Colony) he shall report a summary of receivables, income, disbursements, and current assets/liabilities.
- (d) He shall prepare a (Chapter/Colony) budget to be approved by the Executive Board prior to each fiscal year, pursuant to Article XV, Section 1.
- (e) He shall prepare individual written membership contracts for each and every Brother in the (Chapter/Colony).
- (f) He shall file taxes on behalf of the (Chapter/Colony).
- (g) He shall remain a Brother in Good Standing for the duration of his term.

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- (h) He shall live in the Chapter House for the entirety of his term.
- (i) He shall perform all duties assigned to him by the Brother Master.

SECTION 5. DUTIES AND POWERS OF THE SENTINEL

- (a) He shall be designated the health and safety officer of the (Chapter/Colony) and shall be responsible for educating the (Chapter/Colony) on the Alpha Epsilon Pi Health and Safety Guidelines. He shall monitor risk management in the (Chapter/Colony) and report violations to the Brother Master and Executive Board.
- (b) He shall assemble and preside over the Judicial Board.
- (c) He shall be guardian of the entrance at all regular and special meetings.
- (d) He shall assist the Brother Master in maintaining decorum at all meetings.
- (e) He shall perform the duties of parliamentarian for matters relating to parliamentary procedure and shall familiarize himself with the rules of parliamentary procedure for this purpose, including Robert's Rules of Order.
- (f) He shall be guardian and custodian of all Ritual paraphernalia and knowledge pertaining to the Ritual of the Fraternity, including all Fraternity badges and New Member Pins.
- (g) He shall remain a Brother in Good Standing for the duration of his term.
- (h) He shall live in the Chapter House for the entirety of his term.
- (i) He shall perform all duties assigned to him by the Brother Master.

SECTION 6. DUTIES AND POWERS OF THE BROTHER-AT-LARGE

- (a) He shall serve on the Executive Board, acting on the (Chapter's/Colony's) behalf on all matters before the Executive Board, and shall serve as liaison between the (Chapter/Colony) and the Executive Board.
- (b) He shall act as ombudsman for the (Chapter/Colony).
- (c) He shall plan and coordinate events related to the Brotherhood.
- (d) He shall act as a mediator if a conflict should arise within the Brotherhood.
- (e) He shall remain a Brother in Good Standing for the duration of his term.
- (f) He shall live in the Chapter House for the entirety of his term.
- (g) He shall perform all duties assigned to him by the Brother Master.

SECTION 7. DUTIES AND POWERS OF THE HOUSE MANAGER

- (a) He shall be designated the representative of the (Chapter/Colony) to the landlord of the (Chapter's/Colony's) house.
- (b) He shall be in charge of all matters relating to the maintenance and upkeep of the (Chapter/Colony) house, including all house and (Chapter/Colony) assets.
- (c) He shall administer any policies required of the (Chapter/Colony) by the landlord and/or the Executive Board as well as those applicable by local, state, and federal law.
- (d) He shall take an inventory of all the (Chapter/Colony) property at the beginning and the end of his term of office and file the same with the Scribe.
- (e) He shall prepare and submit a written report of his activities and recommendations at every regular (Chapter/Colony) meeting.
- (f) He may assemble and preside over a House Committee.
- (g) He shall in his capacity as the (Chapter/Colony) House Manager, collect any rents, deposits, utilities or other monies owed on behalf of the (Chapter/Colony).
- (h) [He shall set, assign, and monitor the Chapter chore list/system and will report any negligent Brothers to the Judicial Board.]
- (i) He shall remain a Brother in Good Standing for the duration of his term.
- (j) He shall live in the Chapter House for the entirety of his term.
- (k) He shall perform all duties assigned to him by the Brother Master.

SECTION 8. DUTIES AND POWERS OF THE RUSH CHAIR

- (a) He shall be responsible for ensuring that the (Chapter/Colony) recruits New Members of the highest quality, in conformity with the policies and mission of the Fraternity.
- (b) He shall be responsible for planning, coordinating, and executing the (Chapter's/Colony's) rush program.
- (c) He shall serve as chairman of the Rush Committee.
- (d) He shall prepare and submit a schedule and outline of all planned rush events to the Executive Board for approval prior to the beginning of each (Semester/Quarter).

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- (e) He shall remain a Brother in Good Standing for the duration of his term.
- (f) He shall live in the Chapter House for the entirety of his term.
- (g) He shall perform all duties assigned to him by the Brother Master.

SECTION 9. DUTIES AND POWERS OF THE NEW MEMBER EDUCATOR

- (a) He shall be responsible for preparing New Members to be outstanding Brothers.
- (b) He shall be responsible for planning, coordinating, and executing the (Chapter's/Colony's) New Member Program.
- (c) He shall prepare and submit a schedule and outline of all planned events to the Executive Board for approval prior to the beginning of each (Semester/Quarter).
- (d) He may assemble and preside over a New Member Committee.
- (e) He shall educate New Members as to the ways and traditions of the Alpha Epsilon Pi Fraternity.
- (f) He shall be responsible for the safety and security of the New Member Class.
- (g) He shall have joint authority, along with the Brother Master and Sentinel, over Brothers present at New Member Education activities.
- (h) He shall remain a Brother in Good Standing for the duration of his term.
- (i) He shall live in the Chapter House for the entirety of his term.
- (j) He shall perform all duties assigned to him by the Brother Master.

ARTICLE VIII

NOMINATIONS AND ELECTIONS OF OFFICERS

SECTION 1.

Any Brother in Good Standing shall be eligible for election to an office.

SECTION 2.

Nomination of officers shall be held once a year at the first (Chapter/Colony) meeting of (Election Month). Election of officers shall be held at the next regular meeting following the nominations.

SECTION 3.

Nominations shall be made (in writing and presented to the Executive Board/verbally) by a Brother in Good Standing for any Brother other than himself. Floor nominations may be made on the election day by any Brother of the (Chapter/Colony).

SECTION 4.

Prior to voting, all candidates for a position shall leave the room, being brought in one at a time by the Sentinel to speak. Each candidate shall be given (Minutes) to address the Brotherhood and shall remain in the room to answer questions from the Brotherhood, before leaving the room, making way for the next candidate. Once all candidates have been allowed to speak and answer questions, all candidates will wait outside while the remaining Brothers discuss the election.

SECTION 5.

Voting shall be only by secret ballot. Votes may be cast only by Brothers in Good Standing who are present for the entirety of that position's elections. The Sentinel will make note of any Brothers who left during the course of each positions' respective speeches and questions, and subsequent discussion and will be responsible for ensuring that any Brothers who left will not be allowed to cast a vote for that position.

SECTION 6.

A simple majority of the eligible votes cast shall be necessary to determine an election. Only ballots designating a single nominated candidate shall be eligible votes. The outgoing Brother Master, Sentinel, and Scribe shall tally the votes. If one of these men is running for office, the outgoing Exchequer and/or outgoing Brother-at-Large shall take his place.

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SECTION 7.

In the event that a vote does not achieve a candidate of simple majority the lowest vote getting nominee will be dropped from the list of eligible candidates and the vote repeated.

SECTION 8.

- (a) In the event of a tie between three or more candidates, a runoff election shall be administered, removing the candidate with the fewest votes from the voting.
- (b) In the event of a tie between two candidates, each candidate will be independently asked a single, additional, relevant question by the Brother Master and be allowed to answer, all pursuant to **Article VIII, Section 4**, after which time the Brotherhood shall vote again. If this does not yield a majority vote, the process shall be repeated, *ad infinitum*, until a majority is reached and a winner can be named.

SECTION 9.

A candidate running unopposed shall follow election proceedings and must win a vote of confidence with a simple majority of the Brotherhood vote. Should an unopposed candidate fail to achieve a vote of confidence, the position will be considered vacant, and will be filled pursuant to **Article X, Section 5**.

SECTION 10.

The order of the officials being elected shall be the order of officials as they are listed in **Article VI, Section 1**.

SECTION 11.

In the case in which a Brother does not obtain the position in which he ran, he may drop down to the next position and run without a nomination.

ARTICLE IX INSTALLATION OF OFFICERS

SECTION 1.

Officers shall be installed and given the oath of office during the last **(Chapter/Colony)** meeting of **(Chosen Month)**.

SECTION 2.

The outgoing Brother Master shall oversee and run the installation of the new officers, in accordance with the Ritual of the Fraternity.

SECTION 3.

The order of installation shall be as follows:

- (a) Lieutenant Master
- (b) Scribe
- (c) Exchequer
- (d) Sentinel
- (e) Brother-at-Large
- (f) New Member Educator
- (g) Rush Chair
- (h) House Manager
- (i) Brother Master

ARTICLE X REMOVAL AND REPLACEMENT OF OFFICERS

SECTION 1.

If members of the Chapter feel that an officer must be removed from office, they shall first bring their concerns to the Brother-at-Large for mediation. The Brother-at-Large should listen to their concerns and anonymously address them with the officer in question. If, after a reasonable amount of time, the Brothers still feel that the officer must be removed from office, a petition for an officer hearing, signed by at least twenty-five percent (25%) of all active Brothers must be presented to the Sentinel. If the Sentinel is the officer in question, the Brother Master will fulfill

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the duties of the Sentinel as detailed herein. This petition must include detailed charges of which the officer is accused including, but not limited to, abuse of power, failure to perform the duties of his office, or conduct unbecoming of a Brother. Upon receiving such a petition, the procedure for the officer hearing shall be as follows:

- (a) The Sentinel will first confirm with the Brother-at-Large that he was approached by at least one Brother who signed the petition with the concerns listed within, that the Brother-at-Large discussed the concerns with the officer in question, and that the behavior was not corrected.
- (b) The Sentinel will ask the undersigned Brothers if any/all of them wish to speak at the hearing or if they wish to remain anonymous.
- (c) The Sentinel will read the petition at the next regular or special meeting of the Chapter, sans names, at the next meeting of the Brotherhood.
- (d) Any of the undersigned Brothers who wished to speak will be given a chance to speak on the topics listed in the petition.
- (e) When the Brothers listed on the petition are finished, the officer in question shall be allowed to respond to the charges contained in the petition.
- (f) Following the officer's statement, there will be a question and answer period from the Brotherhood, moderated by the Sentinel.
- (g) Following the question and answer period, the officer in question will leave the room, wherein a pro-con period will occur, moderated by the Sentinel.
- (h) Following the pro-con period, a vote by secret ballot will take place, with results counted by the Brother Master and Sentinel. If either the Brother Master or Sentinel is the officer in question, the Lieutenant Master shall take their place in counting the votes.
- (i) If a vote of at least three-fourths ($\frac{3}{4}$) in favor of removal is returned, the officer shall be removed from office and the office shall be considered vacant, pursuant to [Article X, Section 5](#).

SECTION 2.

The Executive Board shall not have the ability to remove a Chapter officer from office. A named, three-fourths ($\frac{3}{4}$) majority of the Executive Board may, however, recommend that an officer be removed from office during a regular or special meeting of the Chapter, in place of the signed petition listed in [Article X, Section 1](#), which shall initiate the officer hearing described therein.

SECTION 3.

The Brother Master will have the ability to invoke the emergency powers of his office in order to suspend any Brother for issues related to normal Chapter operations or for matters relating to Health and Safety. He will also have the emergency power to remove a Chapter officer from office, either temporarily or permanently, for issues related to normal Chapter operations or matters relating to Health and Safety.

SECTION 4.

In the event that an officer resigns, is removed from office, or in any other way becomes unable to perform his duties, this office shall be considered vacant.

SECTION 5.

In the case of a vacant office, the Brother Master shall appoint a temporary replacement for that office; this can be any Brother of the Brother Master's choosing, other than the original office holder who vacated the office or another current Executive Board member. An election to fill the office shall take place at the next possible meeting of the [\(Chapter/Colony\)](#), in accordance with [Article VIII, Sections 3-9](#), with the nomination window opening immediately upon vacancy. If the vacant office is that of the Brother Master, the Lieutenant Master shall temporarily serve as the interim Brother Master until an election can be held.

ARTICLE XI MINOR BOARD

SECTION 1.

The Minor Board shall consist of the Lieutenant Master and all Committee Chairmen. Brothers serving in ad hoc positions, pursuant to [Article XI, Section 21](#), shall also be considered officers of the Minor Board.

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SECTION 2.

The Minor Board shall meet at least once a month during school terms to present the progress of (Chapter/Colony) activities. A report of this meeting is to be made to the Executive Board by the Lieutenant Master.

SECTION 3.

Committee Chairmen shall be appointed on a (Semester/Quarter) basis, not in conjunction with the Executive Board elections.

SECTION 4.

Committee Reports shall be given at each meeting of the (Chapter/Colony) and shall contain the progress and activities of each Committee.

SECTION 5.

Members of the Executive Board are not permitted to serve as Committee Chairmen.

SECTION 6.

There shall only be one chairman per Committee.

SECTION 7.

Committee Chairmen have the power to appoint as many Brothers as necessary to his specific Committee.

SECTION 8.

There shall be the following standing Committees:

- (a) Rush Committee
- (b) Philanthropy Committee
- (c) Community Service Committee
- (d) Social Committee
- (e) Alumni Committee
- (f) Parent Committee
- (g) Jewish Identity Committee
- (h) Israel Activities Committee
- (i) Civic Engagement Committee
- (j) Professional Development Committee
- (k) Athletic Committee
- (l) Academic Committee

SECTION 9. THE RUSH COMMITTEE

- (a) This Committee shall plan and direct the rush program of the (Chapter/Colony) and ongoing recruitment efforts.
- (b) This Committee shall have at least three voting members, not to include the Rush Events Chair, nominated by the chair and confirmed by the Executive Board. They shall vote on giving bids to prospective members. Votes of this Committee may be vetoed by the Brother Master.
- (c) This Committee shall have charge of all arrangements and entertainment necessary in rushing prospects.
- (d) One member of the Committee will be chosen as the Rush Events Chair. As a part of this Committee, he will report to the Rush Chair, but will focus on the planning and execution of rush events, rather than the selection of prospective members. It will be his responsibility to ensure that rush events operate smoothly, both before and after events. The Rush Events Chair will be a non-voting member of the Rush Committee.
- (e) A prospective New Member may receive a bid by a majority vote of the Rush Committee.

SECTION 10. THE PHILANTHROPY COMMITTEE

- (a) This Committee shall plan and direct the philanthropic activities of the (Chapter/Colony).
- (b) This Committee shall raise monies to be donated to the designated charity chosen by Alpha Epsilon Pi International for each school year and other charities deemed appropriate by the (Chapter/Colony).

SECTION 11. THE COMMUNITY SERVICE COMMITTEE

- (a) This Committee shall plan and direct the community service activities of the (Chapter/Colony).

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- (b) This Committee shall set a schedule for regular, proactive volunteering and shall be responsible for selecting and recruiting Brothers for community service events.
- (c) This Committee shall set a minimum number of community service hours per (Semester/Quarter) and shall keep track of each Brothers' accumulated community service hours.

SECTION 12. THE SOCIAL COMMITTEE

- (a) This Committee shall organize all social activities the (Chapter/Colony) wishes to conduct.
- (b) This Committee shall be in charge of social interactions with other campus organizations.
- (c) This Committee shall work with the Sentinel to ensure that all Brothers and guests are following Health and Safety Guidelines.
- (d) This Committee shall work with the Executive Board to educate Brothers on social policies.

SECTION 13. THE ALUMNI COMMITTEE

- (a) This Committee shall maintain contact and cordial relations with the alumni of this and other Chapters and Colonies.
- (b) This Committee shall maintain a list of alumni and their contact information for (Chapter/Colony) use.
- (c) This Committee shall be responsible for the creation and distribution of an informational newsletter, called the (Newsletter Name), to alumni on a (Semesterly/Quarterly) basis.
- (d) This Committee shall be responsible for hosting alumni reunion events.

SECTION 14. THE PARENT COMMITTEE

- (a) This Committee shall be responsible for communicating with parents, either via social media or the Chapter newsletter.
- (b) This Committee shall plan and host parent(s) weekend(s) during the (Semester/Quarter).

SECTION 15. THE JEWISH IDENTITY COMMITTEE

- (a) This Committee shall plan and direct the Jewish activities of the (Chapter/Colony).
- (b) This Committee shall promote Jewish culture and values.
- (c) This Committee shall promote Jewish activities of other local and campus organizations such as Chabad and Hillel to members of the (Chapter/Colony).
- (d) This Committee shall endeavor to create a Jewish home away from home for the Brothers and members of the campus community.
- (e) This Committee shall work with the Brother-at-Large and Israel Activities Chair/Committee to plan and host events around Jewish Holidays.
- (f) This Committee shall coordinate with the International Headquarters for events throughout the Jewish year.
- (g) This Committee shall assist the Jewish Identity Chair in applying for all applicable grants from the Alpha Epsilon Pi Foundation.

SECTION 16. THE ISRAEL ACTIVITIES COMMITTEE

- (a) This Committee shall organize the Brotherhood to combat the BDS movement on campus.
- (b) This Committee shall help to develop and host pro-Israel events around campus.

SECTION 17. THE CIVIC ENGAGEMENT COMMITTEE

- (a) This Committee shall be responsible for coordinating student government involvement.
- (b) This Committee shall be responsible for coordinating local government involvement.
- (c) This Committee shall be responsible for coordinating local civic involvement.
- (d) This Committee shall work with the Israel Activities Committee to plan and host pro-Israel events for the local community.
- (e) This Committee shall plan and host events with members of the campus/local Police and Fire Departments.

SECTION 18. THE PROFESSIONAL DEVELOPMENT COMMITTEE

- (a) This Committee shall be responsible for assisting the Brotherhood in their professional development.
- (b) This Committee shall work with the Alumni Committee to connect Brothers with (Chapter/Colony) and local alumni.
- (c) This Committee shall coordinate workshops with professional development speakers.
- (d) This Committee shall help Brothers find summer internships.

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SECTION 19. THE ATHLETIC COMMITTEE

- (a) This Committee shall coordinate (Chapter/Colony) participation in intramural athletics.
- (b) This Committee shall coordinate exhibitions of pride in university athletics such as attendance at athletic events.
- (c) This Committee shall assist the Athletic Chair in organizing sports related activities for the Brotherhood, such as fantasy sports, March Madness tournaments, etc.
- (d) This Committee shall assist the Athletic Chair in coordinating attendance at sporting events/outings.

SECTION 20. THE ACADEMIC COMMITTEE

- (a) This Committee shall set academic standards for Brothers and shall promote strong academic performance.
- (b) This Committee shall coordinate (Chapter/Colony) academic services such as tutoring, study groups, and quiet study hours for the benefit of (Chapter/Colony) members.
- (c) This Committee shall organize and maintain a library of class materials and text books for use by future Brothers.
- (d) This Committee shall collect GPAs from all Brothers on a (Semesterly/Quarterly) basis.
- (e) This Committee shall set and direct the (Chapter's/Colony's) academic probation program.
- (f) This Committee shall work with the New Member Educator to ensure that New Members meet the necessary academic requirements.

SECTION 21.

Leadership positions and/or Committees not specified in this Constitution shall be known as ad-hoc positions and/or Committees which may be created and eliminated by an act of the (Chapter/Colony) or Executive Board and are to be appointed by the Lieutenant Master.

ARTICLE XII JUDICIAL BOARD

SECTION 1.

The Judicial Board shall be presided over by the Sentinel. It shall convene hearings on (Judicial Board Schedule) or when called by the Sentinel in order to adjudicate difficulties among Brothers, actions contrary to the interests of the Chapter, or those that go against (Chapter/Colony) policies. The Judicial Board shall thoroughly investigate any matter that is brought to their attention, determine guilt or innocence, and levy consequences.

SECTION 2.

In actions under the power granted to the Judicial Board by Article XII, Section 1, the Judicial Board shall be composed of ten (10) Brothers. The following Brothers will be eligible for selection to the Judicial Board:

- (a) Brothers in Good Standing as in Article II, Section 2;
- (b) non-Executive Board members; and
- (c) non-voting members of the Executive Board.

SECTION 3.

Judicial Board members shall be elected in (Election Month) of each year, following the Executive Board elections, in accordance with the following process:

- (a) Each active Brother in the (Chapter/Colony) will submit five (5) names of their fellow active Brothers that they wish to serve on the Judicial Board. These Brothers must be eligible to serve on the Judicial Board as defined in Article XII, Section 2.
 - (i) If an ineligible Brother is submitted for consideration, this submission will be ignored.
- (b) All active, eligible Brothers shall be ranked by the number of votes received, with the Brother receiving the most votes at the top of the list and the Brother with the fewest votes will be at the bottom of the list.
- (c) The Judicial Board will comprise the top ten (10) names of the ordered list, from which members of the Jury for each hearing will be selected.
 - (i) In cases of a tie, the alphabetic order of the middle name shall be used to decide the order.
 - (ii) In cases where ten (10) names are not drawn for service on the Judicial Board, the Sentinel shall appoint the remaining Brothers to fill the quota of ten (10) members.

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SECTION 4.

An individual Brother or the Executive Board may levy charges against members by submitting them in writing to the Sentinel. The Sentinel will determine the severity of the issue and proceed with the case or recommend an alternate course of action, such as mediation by the Brother-at-Large. In a case in which the Sentinel is brought up on charges to the Judicial Board, the Executive Board shall appoint an alternate to preside over the hearing. In this instance, any mention of the Sentinel in the remainder of **Article XII** would be substituted for the appointed alternate.

SECTION 5.

Once determined to be an eligible case for a Judicial Board Hearing, the Sentinel shall select a date for the hearing and a Jury of five (5) members of the ten (10) members of the Judicial Board to hear the case. Those involved in the case or those with significant conflicts of interest as determined by the Sentinel shall be ineligible to sit on the Judicial Board Jury for that case. Members of the Judicial Board who are not able to attend the hearing will likewise be ineligible to be selected for the Jury. From the remaining members of the Judicial Board, the Sentinel will pick the five (5) highest ranking Brothers based on the order listed in **Article XII, Section 3(c)** to serve as the Jury for the hearing.

SECTION 6.

Once a date and Jury for the hearing are selected pursuant to **Article XII, Section 5**, the Sentinel shall inform the following people of the hearing time, the charges being levied, and the Jury selected for the case:

- (a) the Accuser(s);
- (b) the Accused;
- (c) the five (5) members of the Jury selected for the hearing; and
- (d) the Executive Board.

SECTION 7.

- (a) Either the Accuser(s) or the Accused may petition the Sentinel if they feel that a member(s) of the selected Jury cannot be impartial in their hearing of the case. In such an instance, the Sentinel shall inspect the selected Jury and, as he feels necessary, remove the juror(s) in question and select the next available juror on the Judicial Board. Similarly, the Sentinel may inspect the selected Jury and decide that he feels they are capable of being impartial.
- (b) If either the Accuser(s) or the Accused believe the Jury is still incapable of being fully impartial in their hearing of the case, they may appeal the decision to the Executive Board on these grounds, following the trial.

SECTION 8.

The hearing shall be held, in private; only the Accuser(s), Accused, Sentinel, and members of the Judicial Board Jury may be present. A copy of the **(Chapter/Colony)** Constitution and Bylaws must be available for reference during the hearing. The Scribe shall be present for the entire hearing and shall take minutes of the proceedings but will not speak or vote. Procedure of Judicial Board Hearings shall be as follows:

- (a) The case shall be introduced to the Judicial Board Jury by the Sentinel.
- (b) The Sentinel shall read the formal charges against the Accused, stating what offense the Accused is accused of.
- (c) The Accuser will present any evidence of the alleged offense.
- (d) The Accused shall then be given the opportunity to defend himself against the charge(s) or to plead guilty.
- (e) The Sentinel shall open the floor to questioning. Individual members of the Judicial Board Jury and the Sentinel may ask questions, one at a time, to the Accuser or Accused.
- (f) All answers must be directed toward the Judicial Board. The Accuser and Accused are not to directly address one another.
- (g) The Sentinel shall be responsible for all regulation of the questioning period.

SECTION 9.

When the hearing has ended, the Sentinel shall excuse the Accuser and Accused. The Sentinel shall remain in the hearing room with the Jury. The Judicial Board Jury shall discuss the case and determine whether the Accused is “responsible” or “not responsible” based on a preponderance of evidence. The Sentinel shall not interfere with the deliberations, other than to preserve decorum. If the Accused is found to be responsible, the Sentinel shall present a

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recommendation for consequences that are in line with (Chapter/Colony) tradition and previously adjudicated cases. The Jury shall discuss the recommendations and decide the consequence for the case. The determination of responsible or not responsible, along with the Jury's chosen consequence shall be the verdict in the case.

SECTION 10.

After the Judicial Board Jury has reached a consensus, the Jury shall be dismissed. Sentinel shall deliver written notice of the verdict to the Accuser(s), Accused, and the Executive Board within twenty-four (24) hours.

SECTION 11.

The Judicial Board shall refer all matters pertaining to suspensions or expulsion of Brothers to the Executive Board with their recommendation and a request for further consideration.

SECTION 12.

A Brother may be brought up on charges to the Judicial Board for failure to comply with the punishment levied by the initial Judicial Board Jury. In this case, the Judicial Board Jury retains the right to levy a more severe punishment against the Accused.

SECTION 13.

Following a hearing, the Accused may appeal their verdict to the Executive Board. The appeal process shall be as follows:

- (a) The Executive Board shall hear separately from the Accused and the Sentinel.
- (b) The Executive Board will confer to discuss whether they believe the Judicial Board was correct in their determination of guilty vs. innocent.
 - (i) If the Executive Board believes that the Accused is, in fact, not responsible, they can commute the verdict, alleviating the Accused of the consequences included in the verdict.
 - (ii) If the Executive Board believes that the Accused is, in fact, responsible, they reserve the right to uphold the consequences selected by the Judicial Board or serve the Accused with a more severe consequence but may not lessen the consequence selected by the Judicial Board.

ARTICLE XIII SUSPENSION AND EXPULSION

SECTION 1.

Disciplinary charges may be brought against any Brother by the Executive Board for any conduct which is possibly harmful to the Chapter, or which violates this Constitution or the rules and regulations of the Chapter, or for any other charge the Executive Board may consider. Such charges shall be made in writing to the Judicial Board.

SECTION 2.

Judicial Board verdicts with a recommendation for suspension or expulsion, or failure by a Brother to pay the (Chapter/Colony) promptly for all financial obligations are sufficient grounds for suspension or expulsion and shall be referred to the Executive Board. Violation of the Fraternity Oath, the Fraternity Ritual, or conduct hostile to the best interests of the (Chapter/Colony) or Fraternity are also grounds for suspension or expulsion and shall be referred to the Executive Board.

SECTION 3.

If a Brother is under criminal investigation by an official law enforcement agency or the University, or if the Executive Board receives credible evidence that a Brother may have committed a crime, said Brother shall immediately be suspended, pending the conclusion of a criminal investigation by a third party. If the Brother in question is a Chapter officer, he shall temporarily relinquish his office until the end of his suspension, the office shall be considered vacant, and it shall be temporarily filled in accordance with Article X, Section 4.

SECTION 4.

The Executive Board shall have the right to suspend any Brother by a majority vote of the Executive Board.

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SECTION 5.

The Executive Board may fix the period of the suspension. If at any time it feels the suspended Brother has remedied the causes of his suspension, or that he has been sufficiently punished, the suspension may be lifted by a majority vote of the Executive Board. The Executive Board may further extend the period of suspension if they deem it necessary.

SECTION 6.

A suspended Brother shall be deprived of his right to attend (Chapter/Colony) meetings, his right to vote at (Chapter/Colony) meetings, his house privileges, his social privileges, and shall return his Fraternity badge to the Exchequer.

SECTION 7.

Charges and procedure pertaining to expulsion shall be made as specified in the Supreme Constitution of Alpha Epsilon Pi Fraternity.

SECTION 8.

Before the Executive Board can recommend a Brother for expulsion, the Brother in question must be brought before the Judicial Board for a conduct hearing and minutes from the Judicial Board hearing must be presented to the Executive Board for review. The Executive Board will meet to discuss the Brother in question and shall vote on whether the Brother in question should be recommended for expulsion to the Supreme Board of Governors. In order to recommend the Brother for expulsion, a vote of three-fourths ($\frac{3}{4}$) must be reached. If the Executive Board votes in favor of recommending the Brother for expulsion, they must present the Supreme Board of Governors with their recommendation, along with the minutes for both the Judicial Board and Executive Board meetings on the matter.

SECTION 9.

The (Chapter/Colony) shall immediately inform the International Fraternity Headquarters, in writing, of any Brothers who have been suspended or recommended for expulsion.

ARTICLE XIV MEETINGS

SECTION 1.

Regular meetings of this (Chapter/Colony) shall be held weekly during the school term unless notice of cancellation or postponement is sent to the Brotherhood at least one (1) day prior.

SECTION 2.

Meetings shall comply with the format outlined in the Ritual manual of Alpha Epsilon Pi. Meetings shall begin promptly as scheduled, except when extraordinary conditions prevent it.

SECTION 3.

No voting by proxy shall be allowed at any regular or special meeting.

SECTION 4.

Robert's Rules of Order shall govern all meetings, except where the foregoing rules and regulations provide otherwise or this restriction is lifted by the Brother Master or presiding officer of the meeting, or by a simple majority of those present.

SECTION 5.

A simple majority of the active Brothers in Good Standing shall constitute a quorum.

SECTION 6.

Special meetings may be called at the discretion of the Brother Master, after notifying all active Brothers.

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SECTION 7.

The Brother Master shall, if presented with a petition, signed by at least twenty-five percent (25%) of the active Brothers, setting forth the reason therefore, call a special meeting of the (Chapter/Colony).

SECTION 8.

The Order of Business at all regular meetings shall be as follows. The Order of Business may be changed at the discretion of the Brother Master.

- (a) Ritual Opening/Call to Order
- (b) Invocation
- (c) Roll Call
- (d) Reading and Approval of Minutes of Previous Meeting
- (e) Communications
- (f) Officers' Reports
- (g) (Committee Chairmen Reports)
- (h) Old Business and General Orders
- (i) New Business
- (j) Adjournment of Business Portion
- (k) (Elections - If Necessary)
- (l) (Installations - If Necessary)
- (m) Announcements
- (n) Good and Welfare
- (o) Adjournment

SECTION 9.

At the conclusion of the (Chapter/Colony) meeting, the Brother Master shall pass off the gavel for Good & Welfare. No other Brother shall talk besides the Brother holding the gavel during Good and Welfare.

SECTION 10.

The following will be read together at the conclusion of the meeting after Good & Welfare, "We, as Brothers of the (Chapter/Colony Designation) (Chapter/Colony) of the Alpha Epsilon Pi Fraternity, vow to uphold the values set forth for us by the Immortal Eleven: Honesty, Perseverance, Faith, Mutual Helpfulness, and Humility. May these sacred values guide us in life always and forever. ESPONDA."

ARTICLE XV FINANCES

SECTION 1.

The (Chapter's/Colony's) annual budget must be approved by the Executive Board, no later than (Budget Approval Month) first of each year.

SECTION 2.

The Exchequer will recommend an amount for (Chapter/Colony) dues and assessments to the Chapter, based on the budget approved by the Executive Board. (Chapter/Colony) dues and assessments for the following term must be approved by a majority vote of the Brotherhood, no later than the second to last (Chapter/Colony) meeting of the term.

SECTION 3.

All Brothers must adhere to the financial policies of the (Chapter/Colony). Any Brother, who is in arrears in any amount in his financial obligations, shall, at once, be presented to the Judicial Board by the Exchequer. Unless a valid reason is given by him, the Judicial Board shall suspend the Brother in arrears.

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ARTICLE XVI GENERAL PROVISIONS

SECTION 1.

Any Resolution, Bylaw, or other legislation passed by majority vote at a meeting of the (Chapter/Colony) shall be compiled and considered a part of the (Chapter's/Colony's) Bylaws.

SECTION 2.

Any Article or Section of this Constitution may be temporarily suspended by a two-thirds ($\frac{2}{3}$) vote of the Brothers at any meeting of the (Chapter/Colony).

SECTION 3.

The Brotherhood may not suspend the entirety of the (Chapter/Colony) Constitution.

SECTION 4.

Amendments to this Constitution must be submitted in writing, signed by at least three Brothers, and presented and read at a regular meeting of the (Chapter/Colony). The proposed amendment may then be voted upon at the next regular meeting. A two-thirds ($\frac{2}{3}$) vote of all active Brothers shall be necessary to pass the amendment.

SECTION 5.

Replacement of this Constitution requires Ratification of a new Constitution. Ratification of a new Constitution to replace this Constitution shall be viewed as a special amendment to the entire Constitution and shall require a vote of three-quarters ($\frac{3}{4}$) vote of all active Brothers to approve.

SECTION 6.

Spelling and grammatical corrections, the nature of which do not significantly alter the original meaning of the passage in question, do not require a vote by the (Chapter/Colony) and can be made with approval of the Brother Master.

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BYLAWS OF THE (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY)

SECTION 1. DUES POLICY

- (a) All Brothers who cannot be paid in full by the first regular meeting of the term must sign a payment plan contract with the Exchequer establishing a plan to pay their dues in full in a timely manner.
- (b) Any Brother who is not paid in full or who does not have a payment plan in place by the first meeting of the term shall be considered in arrears.

SECTION 2. MEETING POLICY

- (a) No laptops shall be allowed for use during a meeting with the exception of the Scribe and Exchequer for meeting purposes only, unless otherwise allowed by the Brother Master.
- (b) Any Brother has the right to leave any regular (Chapter/Colony) meeting, two hours from the Call To Order of the meeting without penalty.

SECTION 3. ACADEMIC POLICY

- (a) All Brothers must maintain a (GPA) cumulative GPA or else be placed on academic probation.
- (b) All Brothers must maintain a minimum (GPA) (Semester/Quarter) GPA or else be placed on academic probation.
- (c) All Brothers on academic probation must report to the Academic Chairman and be placed on contract. Any Brother failing to meet these guidelines will be suspended from the (Chapter/Colony).

SECTION 4. RETURNED CHECKS POLICY

- (a) There will be a \$(Fine) fine for any check that needs to be returned to any Brother and reissued.
- (b) All Brothers who write checks that are returned will be suspended until his arrears are paid.

SECTION 5. MEETING ATTENDANCE POLICY

- (a) It is mandatory for all Brothers to attend weekly and special (Chapter/Colony) meetings and all Fraternity Rituals, unless Brother is excused beforehand by Brother Master.
- (b) Each Brother will be allowed (Number of Absences) unexcused absences from regular (Chapter/Colony) meetings in any given term.
- (c) Being tardy two times shall constitute one absence whereas a tardy is defined by being fifteen minutes late after call to order.
- (d) Each unexcused absence beyond those allowed by Section 5(b) of these Bylaws will be penalized in accordance with Section 8 of these Bylaws.

SECTION 6. RUSH ATTENDANCE POLICY

- (a) All Brothers must attend all (Chapter/Colony) rush events, unless excused beforehand by Rush Chair.
- (b) Scribe will take attendance at all rush events and record which, if any, Brothers are missing.
- (c) Brothers with an unexcused absence at a rush event will not be allowed to take a Little Brother from the current New Member Class.
- (d) Brothers with an unexcused absence at a rush event will be penalized in accordance with Section 8 of these Bylaws.

SECTION 7. PHILANTHROPY ATTENDANCE POLICY

- (a) Attendance is mandatory at all (Chapter/Colony) Philanthropy Events unless excused prior to the event by the Philanthropy Chairman.
- (b) Scribe will take attendance at all philanthropy events and record which, if any, Brothers are missing.
- (c) Brothers with an unexcused absence from the (Chapter/Colony) philanthropy event will be penalized in accordance with Section 8 of these Bylaws.

SECTION 8. UNEXCUSED ABSENCES

- (a) Brothers with unexcused absence(s) from meetings, rush, or philanthropy events may choose between one of the following as a consequence for their absence(s):
 - (i) perform (Hours) hours of community service for each unexcused absence;

MODEL CONSTITUTION

- (ii) perform (Hours) hours of housework for each unexcused absence; or
 - (iii) pay a fine in the amount of \$(Fine) for each unexcused absence.
- (b) Brothers who choose to perform community service must report their hours, along with documentation of such, to the Scribe.
- (c) Brothers who choose to perform housework must log their hours with the House Manager and report the same to the Scribe.
- (d) All unexcused absences may be appealed to the Executive Board, in writing, to the Sentinel.
- (e) When a Brother receives an unexcused absence, that Brother is immediately placed on full Suspension until their hours are completed, the fine is paid, or an appeal is filed.

SECTION 9. CHAPTER BIG AND LITTLE BROTHER POLICY

- (a) Each New Member shall be paired with a “Big Brother,” whose purpose shall be to mentor and counsel the New Member through the process of becoming an active Brother and beyond.
- (b) Any active Brother in Good Standing, with the exception of the New Member Educator and Brothers ineligible in accordance with Section 6(c) of these Bylaws, is eligible to take on the privilege of Fraternal mentorship as a Big Brother.
- (c) The New Member Educator shall select the Big and Little pairings, taking into equal consideration the desires of the New Members and active Brothers.
- (d) Big and Little pairings shall be revealed to the New Members and (Chapter/Colony) at the Chapter’s Big Brother Ceremony.

[SECTION 10. CHAPTER LIVE-IN POLICY]

- (a) All Brothers who have fulfilled their university on-campus housing requirement shall live in the Chapter House as designated by Alpha Epsilon Pi Fraternity Inc., the (Chapter’s/Colony’s) house corporation, or the (Chapter/Colony) Executive Board [and participate in the meal plan], unless excused from living in by the Brother Master, with written approval from Alpha Epsilon Pi Fraternity Inc. or the house corporation.
 - (i) The Brother Master shall not excuse anyone from living in the Chapter House unless the house is filled or is given written permission to do so by Alpha Epsilon Pi or the house corporation.
 - (ii) The Brother Master shall determine who may be excused from living in the house based upon the (Chapter’s/Colony’s) points system, as outlined in Section 11 of these Bylaws.
- (b) Any Brother choosing to live outside of the Chapter House that is not excused by the Brother Master may be subject to increased dues and judicial action including, but not limited to, fines, or suspension/expulsion from the Chapter, as determined by the (Chapter/Colony) Executive and/or Judicial Boards.

[SECTION 11. (CHAPTER/COLONY) SENIORITY/PRIORITY POLICY]

For all Chapter matters in which the question of seniority/priority is a factor, the following system shall be used to determine seniority.

- (a) (Insert Chapter/Colony Points System)
- (b) Seniority will be determined by the number of points each Brother has, as provided herein, in order from most points to fewest points.
- (c) In the event of a tie between two or more Brothers with the same number of points, the Brother who has been an active member of the Chapter longer, based on the number of (Semesters/Quarters) they have been an initiated Brother, shall be given seniority. If two or more Brothers are still tied, the Brother who has (Tie-Breaking Policy) shall be given seniority.

[SECTION 12. CHORES SYSTEM]

- (a) The Chapter shall use an assigned schedule of chores in order to maintain a clean and presentable Chapter House.
- (b) Each (Semester/Quarter), the House Manager will develop a list of chores sufficient to provide chores for all in-house Brothers. He shall further set minimum completion standards, defining what constitutes completion for each chore. It shall be up to the House Manager’s sole discretion whether a chore is considered completed.
- (c) Each semester, the House Manager will determine a time on Sunday that he is able to check the completion of weekly chores, which shall be considered the due date and time for weekly chores. He will also determine when all non-weekly chores shall be due. Non-weekly chores may include, but are not limited to, daily meal cleanups, pre-event chores, or seasonal chores. Before any chores can be due for the

MODEL CONSTITUTION

(Semester/Quarter), the House Manager shall inform the Brotherhood of decided due days and times for chores.

- (d) On Sunday, the House Manager will make a full walk through of the house and determine if all weekly have been completed. The House Manager will check the completion of the non-weekly chores each week at the designated time for them to be due.
- (e) Any Brother whose assigned chore is dependent on another chore being done first may be given a grace period, as decided by the House Manager, if the preceding chore has not been completed on time. Any such Brother who finds that he cannot complete his assigned chore due to a preceding chore not being completed shall immediately inform the House Manager of such.
- (f) Any chore not completed on time to the completion standards given by the House Manager will result in the Brother assigned to that chore being fined \$(Fine), increasing \$(Fine Increase) for each subsequent offense during the (Semester/Quarter). The House Manager shall immediately notify said Brother of the pending fine.
- (g) Any Brother who is fined for failing to complete his assigned chore will have twenty-four (24) hours to complete the chore and report the same to the House Manager, who will then confirm completion and remove the fine. Failure to complete the chore within twenty-four (24) hours will result in the fine remaining on the Brother's account, even if the chore is completed.
- (h) Any Brother who fails to complete (Number of Chores) on time in any given (Semester/Quarter) may be recommended to the Judicial Board by the House Manager.
- (i) The Judicial Board process shall be the only means by which to dispute fines for incomplete chores.

MEMBERSHIP CONTRACT TEMPLATE

(Academic Year) Membership Contract of the (Chapter Designation) Chapter of Alpha Epsilon Pi Fraternity

This contract is made herein between _____ (Member) and the (Chapter designation) Chapter of Alpha Epsilon Pi Fraternity (Chapter), an unincorporated association. The original contract, made this _____ day of _____ (month), _____ (year), at the sole option of the Chapter, shall automatically renew each academic term that Member matriculates at (University name) (University).

In exchange for consideration of membership, Member understands and agrees to the obligations of membership in the Chapter. These obligations include those of a financial nature, standards of personal conduct, and minimum levels of participation as outlined below.

BIOGRAPHICAL INFORMATION

The following information is verified to be true and accurate. In the event that any of this information should change, it is the undersigned's responsibility to inform the Chapter in writing of the change and new information.

MEMBER'S LEGAL NAME: _____

EMAIL ADDRESS (non.edu): _____

CELL PHONE NUMBER: _____

COLLEGE ADDRESS: _____

CITY, STATE, ZIP: _____

PARENT/GUARDIAN NAME: _____

EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

MOBILE PHONE NUMBER: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

PARTICIPATION

Member agrees to attend all events deemed mandatory by the Chapter's Executive Board, unless excused for good cause by the Executive Board, the Undergraduate Interfraternity Council, or Alpha Epsilon Pi Fraternity (the International Fraternity). Member agrees to participate as outlined under the "Responsibilities of Brothers" section of the Chapter Constitution, which may include attendance at meetings, service on a Judicial Board, community service, and compliance with minimum standards.

Member agrees that they shall live in the chapter house once they are eligible to do so based on university dormitory requirements and will continue to do so unless excused from living in the chapter house by the Chapter Master based upon the criteria set forth in Chapter's Constitution and Bylaws (Governing Documents).

Upon request of the Executive Board or International Fraternity, Member agrees to voluntarily recuse himself from all Fraternity activities in the event that he is under investigation or charged with any violation of law or University conduct, until he is reinstated by either the Executive Board or International Fraternity.

MEMBERSHIP CONTRACT TEMPLATE

CONDUCT

Fraternity Ideals

Member understands and agrees that his personal conduct will, at all times, comply with the oath he took upon initiation as a Member of Alpha Epsilon Pi. This includes the ideals of the International Fraternity as prescribed in its rituals, motto, oath, Constitution, and Bylaws.

Rules & Regulations

Member understands and agrees that he will act in accordance with the rules and policies set forth by the University Student Code of Conduct, the Undergraduate Interfraternity Council, the International Fraternity, the Chapter's Governing Documents, and those set forth by the Executive Board of the Chapter.

Law

Member agrees that his conduct will comply with the laws of the local municipality, the state government, and the federal government.

Insurance

Member understands that the International Fraternity carries certain insurance for the benefit of the International Fraternity, Chapter, and Members. Member understands that failure to comply with the conduct to which he has agreed may jeopardize that insurance coverage.

FINANCIAL

Member agrees that they shall be responsible for the timely payment of dues, late fees, fines, damages, and any expenses incurred by the Chapter on Member's behalf for the duration of his membership.

Dues

For the (Academic Year) academic year, all active Brothers of the Chapter will be required to pay dues as follows.

\$	per Academic Term for In-House Brothers
\$	per Academic Term for Out-of-House Brothers
\$	per Academic Term for (Grade Level)
\$	per Academic Term for New Members (First Academic Term)

Member dues may be subject to change occasionally, per the dues policies in the Chapter's Governing Documents.

All dues shall be paid by (Fall Due Date) [, (Winter Due Date),] and (Spring Due Date) unless a payment plan has been agreed to in writing by the Chapter Exchequer and attached to this agreement.

Additional Fees for Optional Events

Active Brothers may be required to pay additional fees for optional events outside the scope of normal dues. These events shall be limited to:

- Formal/Semi-Formal
- Regional Conclaves
- AEPi International Convention

Fines & Damages

Fines and Damages may be assessed as outlined in the Chapter's Governing Documents for non-performance of the obligations of membership. Member agrees that non-performance on any clause of this contract may cause damages to the Chapter which may be difficult to estimate. Member agrees to pay all fines and damages that may be assessed by the Executive Board or Judicial Board in accordance with Governing Documents within fifteen (15) days.

In the event there is any damage to any property owned, rented, or leased by the Chapter, the Chapter shall attempt to determine the responsible Member and shall bill them for the cost of damages. In the event damage was caused by a guest, the Member who was responsible for the guest agrees to pay the full cost of the repair or replacement of the damaged item(s). In the event that the Chapter cannot determine the responsible Member(s) after reasonable attempts, the cost or repair or replacement of the damage may be charged pro-rata to each Member.

MEMBERSHIP CONTRACT TEMPLATE

Late Fees & Collection Costs

Member agrees to pay late fees in the amount of **five** percent (**5**%) of the amount due for any delinquencies in excess of **fifteen** (**15**) days, **ten** percent (**10**%) for any delinquencies in excess of **thirty** (**30**) days, and **fifteen** percent (**15**%) for any delinquencies in excess of **sixty** (**60**) days. If Member's account is delinquent of the agreed payment date, Member will be placed on suspended status and will not be entitled to any privileges of membership including, but not limited to, attendance at events, until the account has been paid in full or a new date is agreed to by the Exchequer prior to delinquency. Member hereby agrees to pay for all collection costs and legal fees that Chapter may incur in the pursuit of their delinquent account.

LIABILITY

The undersigned Member agrees to release, indemnify, defend, and hold the **(Chapter designation)** Chapter harmless from any and all liability for claims, damages, or injury to or death of any person, or for damage to property, real or personal, known or unknown, tangible or intangible, financial or otherwise, arising out of, in connection with or caused by the negligence, intentional act, or omission of the undersigned Member, and his guests or invitees.

ARBITRATION

Member agrees that any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association. The place of arbitration shall be **(City of University)**. Judgement on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

AMENDMENTS, REVISIONS, AND COUNTERPARTS

The terms outlined in this contract may be changed at the Chapter's discretion utilizing the procedure outlined in the Chapter's Constitution.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A signed copy of this Agreement or any other transaction document transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other transaction document for all purposes.

SIGNATURES

Member warrants that he has read this contract and fully understands and agrees to follow the terms and conditions for Fraternity Membership as outlined herein. Member further warrants that they are over the age of majority.

_____ Member Printed Name	_____ Member Signature	_____ Date
_____ Master/Exchequer Printed Name and Position	_____ Master/Exchequer Signature	_____ Date

MEMBERSHIP CONTRACT TEMPLATE

Instructions - Listed by section, in order of how they appear in the document

1. Title - Insert Academic Year and Chapter designation
2. Intro paragraph 1 - Insert Chapter designation
3. Intro paragraph 2 - Insert University name
4. Participation - Change "Responsibilities of Brothers" to corresponding section in Chapter's Constitution
5. Financial - Dues - Insert Academic Year
6. Financial - Dues - Insert Chapter dues amounts
7. Financial - Dues - Remove inapplicable dues types (out of house, by grade, etc.) as needed
8. Financial - Dues - Insert due dates for dues
9. Financial - Dues - Remove winter due date section if semester school
10. Financial - Late Fees & Collection Costs - Update late fees and past dues (word and numerical)
11. Liability - Insert Chapter designation
12. Arbitration - Insert municipality where Chapter/school is located

Things to go over with Chapter

- ☐ Chapter agreements must be in line w/ Supreme Constitution and Bylaws
- ☐ Chapter agreements must be in line w/ Chapter Constitution and Bylaws
- ☐ Discuss adjusting listed additional fees, Chapter fines, and late fees to match Chapter policy or vice versa
- ☐ Discuss adding a Chapter specific payment plan for members
- ☐ Discuss any other Bylaws or policies the Chapter may want included in member contract
- ☐ Discuss how to keep these on file for local Chapter records
- ☐ Discuss if Chapter wants to issue once at initiation or annually with updated info
- ☐ Make sure Chapter understands that they need to collect non-.edu email addresses and why

NEW MEMBER CONTRACT TEMPLATE

(Academic TERM) New Member Contract of the (Chapter Designation) Chapter of Alpha Epsilon Pi Fraternity

This contract is made herein between _____ (New Member) and the (Chapter Designation) Chapter of Alpha Epsilon Pi Fraternity (Chapter), an unincorporated association at (University Name) (University). The original contract is made this _____ day of _____ (month), _____ (year), at the sole option of the Chapter.

In exchange for consideration of Alpha Epsilon Pi (International Fraternity) membership, New Member understands and agrees to the obligations of New Member Education in the Chapter. These obligations include those of a financial nature, standards of personal conduct, and minimum levels of participation as outlined below.

BIOGRAPHICAL INFORMATION

The following information is verified to be true and accurate. In the event that any of this information should change, it is the undersigned's responsibility to inform the Chapter in writing of the change and new information.

NEW MEMBER'S LEGAL NAME: _____

EMAIL ADDRESS (non.edu): _____

CELL PHONE NUMBER: _____

COLLEGE ADDRESS: _____

CITY, STATE, ZIP: _____

PARENT/GUARDIAN NAME: _____

EMAIL ADDRESS: _____

HOME PHONE NUMBER: _____

MOBILE PHONE NUMBER: _____

HOME ADDRESS: _____

CITY, STATE, ZIP: _____

PARTICIPATION

Purpose of New Member Education

The purpose of New Member Education is education about and integration into the Chapter. New Member Education focuses on topics that inform the New Member of the structure, values, and expectations of Brotherhood in the fraternity and the Chapter so that they may make an informed choice as to accepting permanent membership. Likewise, New Member is given the opportunity to get to know his fellow New Members, and the Brothers of the Chapter. New Member agrees to commit to learning about the fraternity, its Chapters, its traditions, its members, the University, its history and traditions, Greek Life at the University, and/or Greek Life in general and the history thereof.

Hazing

"Hazing" is any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization. Alpha Epsilon Pi is a non-hazing fraternity. The Fraternity's full hazing policy, along with the rest of the International Fraternity's Health

NEW MEMBER CONTRACT TEMPLATE

and Safety Policy, can be found on the International Fraternity's website at www.aepi.org/health-and-safety. If, at any time, New Member feels like he is being hazed, feels uncomfortable with a New Member Education Event, witnesses a fellow New Member being hazed, or is unsure if they or a fellow New Member are being hazed, they should immediately contact the International Fraternity at 1-800-223-2374 or by email at office@aepi.org.

Other Fraternal Organizations

New Members may join Professional or Service Fraternities if they so choose. New Member shall not, however, have fraternal negotiations with any other social fraternity while affiliated with the International Fraternity and Chapter.

Attendance

New Member agrees to attend all New Member and Chapter events deemed mandatory by the Chapter's Executive Board, unless excused for good cause by the Executive Board, the Undergraduate Interfraternity Council. New Member agrees to participate as outlined in the Chapter's New Member Program, which may include attendance at meetings, educational opportunities, community service, and compliance with minimum standards.

Recusal

Upon request of the Executive Board, New Member agrees to voluntarily recuse himself from all Fraternity activities in the event that he is under investigation or charged with any violation of law or University conduct, until he is reinstated by either the Executive Board or International Fraternity.

CONDUCT

General Conduct

New Member understands and agrees that his actions no longer reflect solely on himself as an individual, but rather reflect upon the entire Fraternity, and that his personal conduct will, at all times, comply with the oath he took upon induction as a New Member of Alpha Epsilon Pi.

Rules & Regulations

New Member understands and agrees that he will act in accordance with the rules set forth by the University Student Code of Conduct, the Undergraduate Interfraternity Council, the International Fraternity and its Health and Safety Policy, the Chapter's Constitution and Bylaws (Governing Documents), and those set forth by the Executive Board of the Chapter.

Law

New Member agrees that his conduct will comply with the laws of the local municipality, the state government, and the federal government.

Insurance

New Member understands that the International Fraternity carries certain insurance for the benefit of the International Fraternity, Chapter, Members, and New Members. New Member understands that failure to comply with the conduct to which he has agreed may jeopardize that insurance coverage.

EXPECTATIONS OF BROTHERHOOD

If, at the end of the New Member Program, New Member is offered membership in the Chapter and Fraternity, there will be certain expectations associated with membership. These include, but are not limited to, adherence to the Fraternity oath and ideals, paying dues in full and on time (see Financial section), participation in Chapter meetings and events, service to the Chapter and community. Members are also obligated to live in the Chapter's designated Chapter house unless the house is at capacity or Member is excused from living in by Chapter Master based upon the criteria set forth in the Chapter's governing documents.

FINANCIAL

New Member understands and agrees that they shall be responsible for the timely payment of dues, fines, damages, late fees, and any expenses incurred by the Chapter on New Member's behalf for the duration of his New Member Education.

Dues

NEW MEMBER CONTRACT TEMPLATE

For the (Academic term) academic term, all New Members of the Chapter will be required to pay dues as follows.

\$ per Academic Term for New Members

All dues shall be paid by (Dues Due Date) unless a payment plan has been agreed to in writing by the Chapter Exchequer and attached to this agreement.

All active Members of Chapter are also required to pay membership dues each academic term until they matriculate. Dues for the current term are as follows:

\$ per Academic Term for In-House Brothers
\$ per Academic Term for Out-of-House Brothers
\$ per Academic Term for (Grade Level)
\$ per Academic Term for New Members (First Academic Term)

Additional Fees for Optional Events

From time to time, New Members may be asked to pay additional fees for optional events outside the scope of normal dues. These events shall be limited to:

- Formal/Semi-Formal
- Regional Conclaves
- AEPi International Convention

Fines & Damages

New Member(s) may be assessed damage charges as outlined in the Chapter's Governing Documents for any damages related to misconduct by New Member(s). In the event that damage was caused by a guest of a New Member, the New Member who was responsible for the guest agrees to pay for the full cost of repair/replacement of damaged item(s). New Member agrees to pay all fines and damages that may be assessed by the Executive Board or Judicial Board in accordance with Governing Documents within fifteen (15) days.

Late Fees & Collection Costs

New Member agrees to pay late fees in the amount of five percent (5%) of the amount due for any delinquencies in excess of fifteen (15) days, ten percent (10%) for any delinquencies in excess of thirty (30) days, and fifteen percent (15%) for any delinquencies in excess of sixty (60) days. If New Member's account is delinquent of the agreed payment date, New Member will be placed on suspended status and will not be entitled to any privileges of membership including, but not limited to, attendance at events, until the account has been paid in full or a new date is agreed to by the Exchequer prior to delinquency. New Member hereby agrees to pay for all collection costs and legal fees that Chapter may incur in the pursuit of their delinquent account.

LIABILITY

The undersigned New Member agrees to release, indemnify, defend, and hold the (Chapter designation) Chapter harmless from any and all liability for claims, damages, or injury to or death of any person, or for damage to property, real or personal, known or unknown, tangible or intangible, financial or otherwise, arising out of, in connection with or caused by the negligence, intentional act, or omission of the undersigned New Member, and his guests or invitees.

ARBITRATION

New Member agrees that any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association. The place of arbitration shall be (City of University). Judgement on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

AMENDMENTS, REVISIONS, AND COUNTERPARTS

The terms outlined in this contract may be changed at the Chapter's discretion utilizing the procedure outlined in the Chapter's Constitution.



NEW MEMBER CONTRACT TEMPLATE

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A signed copy of this Agreement or any other transaction document transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other transaction document for all purposes.

SIGNATURES

New Member warrants that he has read this contract and fully understands and agrees to follow the terms and conditions for involvement in the Chapter's New Member Program as outlined herein. New Member further warrants that they are over the age of majority.

_____ New Member Printed Name	_____ New Member Signature	_____ Date
_____ Master/New Member Educator Printed Name and Position	_____ Master/New Member Educator Signature	_____ Date

NEW MEMBER CONTRACT TEMPLATE

Instructions - Listed by section, in order of how they appear in the document

1. Title - Insert Academic Term and Chapter designation
2. Intro paragraph 1 - Insert Chapter designation
3. Intro paragraph 2 - Insert University name
4. Financial - Dues - Insert Academic Year
5. Financial - Dues - Insert New Member dues amount
6. Financial - Dues - Insert due date for New Member dues
7. Financial - Dues - Insert Member dues amount
8. Financial - Dues - Remove inapplicable dues types (out of house, by grade, etc.) as needed
9. Financial - Late Fees & Collection Costs - Update late fees and past dues (word and numerical)
10. Liability - Insert Chapter designation
11. Arbitration - Insert municipality where Chapter/school is located

Things to go over with Chapter

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- ☐ New Member agreements must be in line w/ Chapter Constitution and Bylaws
- ☐ Discuss adjusting listed additional fees and late fees to match Chapter policy or vice versa
- ☐ Discuss adding a Chapter specific payment plan for New Members
- ☐ Discuss any other Bylaws or policies the Chapter may want included in New Member contract
- ☐ Discuss how to keep these on file for local Chapter records
- ☐ Make sure Chapter understands that they need to collect non-.edu email addresses and why

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