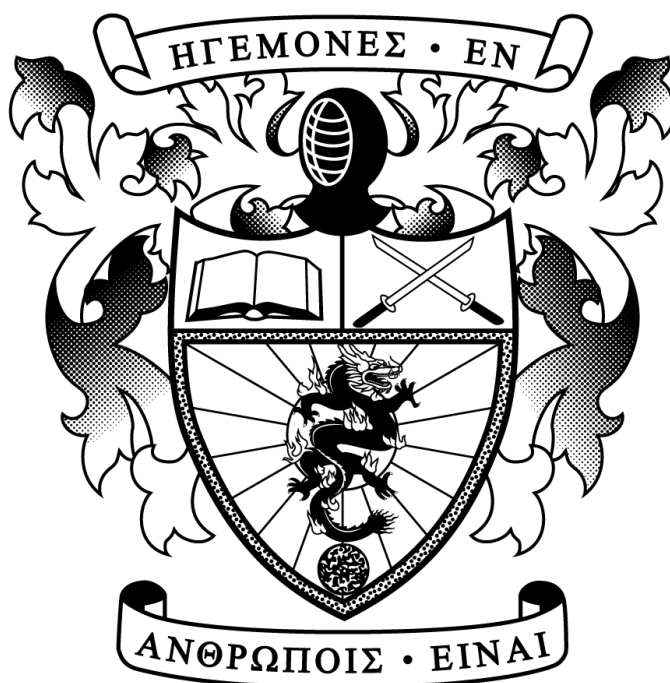


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North Carolina State University
Associate Chapter



CHAPTER CONSTITUTION

Originally Drafted: 11/19/2016
Last Revised: 11/16/2020

ARTICLE I
GENERAL

Section 1. The name of this chapter shall be the Associate Chapter of Lambda Phi Epsilon International Fraternity, Incorporated (“**Lambdas**”). This chapter is located at North Carolina State University (“**NC State**”) in Raleigh, North Carolina.

Section 2. This chapter shall observe February 25, the date of the founding of Lambda Phi Epsilon Fraternity, with appropriate exercises.

Section 3. This chapter shall observe November 19, the charter date of the incorporation of Lambda Phi Epsilon at NC State, with appropriate exercises.

Section 4. This chapter shall be referred to as “Lambda Phi Epsilon at NC State University” in any official, organizational, legal, and/or financial documentation. For all other instances, this chapter shall be referred to “Lambda Phi Epsilon at NC State.”

ARTICLE II
OATH

Section 1. We the Brothers of Lambda Phi Epsilon do solemnly swear to abide by our constitution, to function as a unit, and to achieve the following goals: to provide services in the best interest of our community and university, encourage personal growth, increase Asian awareness, and to aid in each others quest in achieving their fullest potential. Do upon taking this oath acknowledge our bonds of eternal brotherhood.

ARTICLE III
VOTING

Section 1. Only Active Members in Good Standing of this chapter that are present for the discussion shall have the right to vote.

Section 2. A vote will only proceed if greater than 50 percent (“**majority**”) of the Active members of the chapter is present (“**quorum**”).

Section 3. To pass a motion, there must be a majority of quorum vote with the following exceptions:

- A. Reversing a vote that has been previously made
 - i. Must obtain at least 3/4th of the quorum vote.
- B. Bid Night
 - i. First semester first-year students must obtain at least 90 percent of the quorum vote.
 - ii. Any non-first semester first-year students must obtain at least 3/4th of quorum vote.
- C. Amendments

- i. Must obtain at least 3/4th of the quorum vote.

Section 4. All deliberations will last for 10 minutes. If the Active House wants to extend deliberation for another 5 minutes, there must be a motion with a quorum vote.

Section 5. All voting procedures shall be carried out as outlined in the Lambda Phi Epsilon Parliamentary Procedure Manual.

Section 6. Active Members who have had their status changed from New Member (**V.5**) the semester of the current elections will be given the privileges to vote in Cabinet (**VII.2**) elections with the exception of the New Member Educator and the Assistant New Member Educator.

ARTICLE IV MEMBERSHIP

Section 1. The membership of the Fraternity shall consist of Active Members, Inactive Members, Alumni Members, Study Abroad Members, Annexed Members, Early Alumni Members and New Members. No individual shall be denied membership on the basis of race, creed, National origin, religion, marital status, sexual orientation, age, or disabilities.

- A. An Active Member is an individual who is properly registered and actively pursuing an undergraduate degree from NC State. Active members should always strive to uphold the core values, mission, vision, and purposes of our fraternity.
- B.
 - i. Active Member in Good Standing
 - a. Any member who has been initiated into Lambdas at NC State and is in compliance with chapter finances and attendance.
 - b. A member not in Bad Standing. (**IV.1.A.ii**)
 - c. A member in Good Standing can become the Big Brother of a New Member. (ref)
 - ii. Active Member in Bad Standing
 - a. Has overdue debt to the chapter from the previous semester(s).
 - b. Failed to complete mandatory service hours from the previous semester(s).
 - c. Cumulative GPA is below a 2.5.
 - d. 3 unexcused absences from chapter in the current semester.
 - e. Can not attend brotherhood events (co)hosted by the NC State chapter.
 - f. Can not attend official socials and mixers (co)hosted by the NC State chapter.
 - g. Can not become the Big Brother of a New Member. (ref)
- C. An Inactive Member is an individual who is denied the privileges of an Active Member. Inactive Members are required to pay International Dues unless (1) it is their first semester going inactive, (2) they are burdened by medical circumstances, (3) they are currently a part of a co-op program, (4) they are a study abroad member (**IV.1.D**), (5) it is past their 8th

semester of undergrad, (6) they have withdrawn from the university, or (7) they face other extraordinary circumstances defined by the International Board (“**IB**”). They are required to uphold the core values, mission, vision, and purposes of our fraternity.

- D. An Alumnus Member has satisfied an undergrad and/or graduate program.
- i. Alumnus in Good Standing
 - a. An Alumnus not in Bad Standing
 - b. They are entitled to the privileges of an Active Member. (**IV.1.A.iii**)
 - ii. Alumnus in Bad Standing
 - a. An Alumnus falls into Bad Standing if:
 - 1. Is not participating in a payment plan to pay overdue debt to the chapter from the previous semester(s).
 - 2. Failed to complete mandatory service hours from the previous semester(s).
 - b. Can not attend brotherhood events (co)hosted by the NC State chapter.
 - c. Can not attend official socials and mixers (co)hosted by the NC State chapter.
 - d. Can not attend New Member Education events (co)hosted by the NC State chapter.
 - e. Can not become the Big Brother of a New Member. (ref)
- E. A Study Abroad Member is a current undergraduate student who is enrolled in a study abroad program in the fall and/or spring semester. They are entitled to the privileges of an Active Member. (**IV.1.A.iii**)
- F. An Annexed Member is a brother who was initiated at another university but wishes to engage in the operations of the chapter at NC State. They must abide by the bylaws and procedures of this chapter. They will be considered an Active Member if enrolled.
- G. A New Member is an individual undergoing the Noble Brothers Program in the hopes of becoming an Active Member. They have no privileges of a brother.
- H. An Early Alumnus Member has not satisfied their undergrad/grad program but is granted Alumnus Status. This status is not required and brothers may choose to opt in. (**IV.1.C**)
- i. To Qualify for Early Alumnus Member status one must satisfy a AND b OR c
 - a. Must have completed a full year-long term on the Executive Board or successfully inducted New Members in the positions of New Member Educator or Assistant New Member Educator
 - b. Must be planning to graduate at the end of the semester
 - c. Acquire 90% approval of the Active House
 - 1. This individual must present to the chapter his accomplishments for the Active House to vote
 - 2. This shall follow regular election procedure (VII.3)
 - ii. Reporting
 - a. Reported as inactive to Fraternity & Sorority Life

b. Reported as active to International Board

1. If inactive semester has not been used, it may be used for this

Section 2. If a member wishes to go inactive and receive full reimbursement for internal dues, they must request to do so before the census end date of the semester. After the census date, they shall only be reimbursed should there be any extenuating situations with approval of the sitting Executive Board.

Section 3. The membership of the Fraternity shall terminate upon the receipt of the member's written resignation. Any resignation does not relieve the member of any obligations incurred or commitments made before the resignation.

Section 4. Membership in the fraternity, and all rights therein, may be permanently removed by the disciplinary process. (X)

ARTICLE V EDUCATION

Section 1. Membership of Lambda Phi Epsilon Fraternity shall be accepted and initiated into membership only by and through a college chapter. There shall be no discrimination because of race, color, religion, sexual orientation, age, disability, marital status, citizenship, national origin, genetic information, gender identity, or any other characteristic protected by law and North Carolina State University's Code of Conduct.

Section 2. Bid night discussion. President will take a list of potential big brothers before the start of the discussion. This list will be used as a reference to the amount of bids given in a semester. The potential big brothers on the list will be considered in Big/Little Discussion (V.4.A.). Each Potential New Member will have a time of deliberation until a motion for a vote is made.

(III.3.B.) Upon receiving the required amount of votes, the Potential New Member will be given a bid to have the choice to commence New Member Education. Physical bids must be given out to Potential New Members per Fraternity Sorority Life ("FSL") policy.

A. Re-evaluation

- i. If there is a motion to re-evaluate a Potential New Member(s), there must be a quorum vote in order to proceed.

B. No Big Brother Match

- i. In the event that a New Member is unable to be matched with a Big Brother, the New Member shall have his membership terminated.

Section 3. New Member Education follows the international standard set by the Noble Brothers Program. If any case where the standard is failed to be upheld, it is the responsibility of the chapter to report any activity to FSL and IB.

Section 4. Phi Ceremony.

A. Big/Little Discussion

- i. First, the order of discussion shall be established for the New Members. For each Potential New Member, eligible big brother(s) shall self nominate.
- ii. After all nominations, follow standard elections procedure. New Member Educator(s) shall make the final decision while taking the votes into consideration.

Section 5. Upon the completion of the Lambda Ceremony (refer to Noble Brothers Program), the New Members will have their status changed to Active Member.

Section 6. The participation in New Member Education is up to the discretion of the New Member Educator (**VII.2.E**).

A. Attendance of Education Events

- i. Actives are required to attend all education meetings aside from lessons. Actives will be allowed a maximum of 2 unexcused absences. All other absences must be excused at the discretion of the New Member Educators. Any Active that exceeds 2 unexcused absences past the first 2 will be subjected to a fine.

Section 7. Actives are required to participate in educational topics that the Risk Mitigation Chair will provide (**VII.2.J.vi**). The Risk Mitigation Chair(s) will be in charge of making at least 1 lesson for each topic. In total Actives are required to attend these topics

- A. Sexual Assault/Misconduct Awareness/Prevention (4)
- B. Safe Alcohol/Drug Usage (3)
- C. Greek Stigmas (1)
- D. Dos/Donts of Greek Life (1)
- E. Behavioral Guidelines (1)
- F. Think/Speak/Act (2)

Section 8. The Risk Mitigation Chair(s) will work with chairs for events they host and establish pre-event guidelines to educate those who attend.

- A. All non-Actives who attend the event are required to be briefed on these guidelines before gaining access to the events
- B. The guidelines should detail risks associated with the event and a point of contact for any issues during the event duration

Section 9. The New Member Educators are responsible for ordering Standards and Line Jackets for the class that they are educating.

- A. All Standards must be ordered after the Phi Ceremony
- B. All Line Jackets must be ordered after the New Member Presentation for that class or Lambda Ceremony and before the start of the new semester.
- C. The cost of these should be charged to the Bigs, and all transactions must be recorded by the New Member Educators

ARTICLE VI MEETINGS

Section 1. This chapter shall hold at least one (1) Chapter meeting per week during the academic semester, at which quorum shall be present. In the event that it cannot be held, it will be postponed or canceled with the discretion of the Executive Board.

Section 2. The Executive Board will be required to have at least one (1) meeting per week outside of the weekly chapter meetings.

Section 3. The standard time and location of Chapter meetings per semester will be determined by the Active House prior to the commencement of the academic semester.

Section 4. The dress code for chapter meetings will include: Line jacket, standards (the letters that are awarded upon completion of Lambda ceremony) Anyone who does not adhere to the dress code will be subjected to a fine. (X.4.A)

Section 5. Chapter meetings shall follow this order:

- A. *Brotherhood Oath*
- B. *Heart-to-heart*
- C. *Reports from the Executive Board*
 - i. *Order of reports will mirror constitutional order of officers.*
- D. *Reports from the Cabinet*
 - i. *Order of reports will mirror constitutional order of officers.*
- E. *Open floor*
- F. *Adjournment (the Journey)*

Section 6. Any Active Member who misses three (3) scheduled meetings without an acceptable excuse shall be subject to fall into bad standing.

Section 7. In the event that the President or Internal Vice President is absent from chapter meetings, the next officer in order of the constitution shall preside over the meeting.

Section 8. Any event (including Chapter) hosted by the chapter will be mandatory and will require a 48-hour notice or else the member will be fined (X.4.A). Under extraneous situations, the Executive Board will have sole discretion whether a fine will be pardoned.

ARTICLE VII CHAPTER OFFICERS

Chapter officers are required to uphold duties and responsibilities to the following:

Section 1. Executive Board.

A. President

- i. The President shall maintain close contact with the work of chapter officers in order to coordinate and expedite business of the chapter.
- ii. The President shall facilitate chapter discussions. He will keep track of the time allocations for deliberations and voting. In the case of a tie, the President will have the responsibility of the deciding vote.
- iii. The President shall have the power to call special meetings for all chapter officers.
- iv. The President shall represent the chapter at mandatory meetings throughout the university and any national gatherings.
- v. The President shall endorse or take responsibility for all events held by the organization.
- vi. The President shall be the main contact for administrative purposes of the University and IB.
 - a. Forms, letters, releases and public announcements shall be handled or include the cooperation of the president.
- vii. The President shall have the power to delegate tasks to the Internal Vice President or External Vice President.
- viii. The President shall take responsibility when a catastrophic event that may risk the group's presence or reputation on campus occurs.
- ix. The President shall have the responsibility to fill vacant positions of the Executive Board and Cabinet.

B. Internal Vice President

- i. The Internal Vice President shall act as President in his absence.
- ii. The Internal Vice President shall be responsible for maintaining operation efficiency within the chapter and for the following chairs:
 - a. Academic Chair
 - b. Brotherhood Chair
 - c. Fundraising Chair
 - d. New Member Educator(s)
 - e. Philanthropy Chair
 - f. Risk Management Chair
- iii. The Internal Vice President shall assist each chair he is responsible for by:
 - a. Setting measurable goals each new term (GPA, volunteer hours, fundraising amount, etc.)
 - b. Determining the number of events to host for each chair.
 - c. Determining the numeric estimate of costs for each event.
 - d. Reviewing the manual and any additions or changes at the conclusion of their respective terms
- iv. The Internal Vice President shall maintain a close watch on the organization's efficiency, participation and general concerns, requiring changes to the organization as needed.
- v. Each month, the Internal Vice President must organize one roundtable discussion concerning the chapter and a discussion topic of their choosing.

C. External Vice President

- i. The External Vice President shall oversee all external affairs of the fraternity.
 - a. They shall maintain communication with other active chapters recognized by the International Board.
 - b. They shall maintain communication with the International Board in the absence of the President.
 - c. They shall maintain communication with other organizations in relation to collaborations with the chapter.
 - i. They are required to reach out and organize two (2) social events with other organizations per semester.
- ii. The External Vice President must act as President in the absence of the Internal Vice President and the President.
- iii. The External Vice President shall be responsible for maintaining operation efficiency within the chapter and for the following chairs:
 - a. Culture Chair
 - b. Performance Chair
 - c. Publicity Chair
 - d. Recruitment Chair
- iv. The External Vice President shall assist each chair he is responsible for by:
 - a. Setting measurable goals each new term (GPA, volunteer hours, fundraising amount, etc.)
 - b. Determining the number of events to host for each chair.
 - c. Determining the numeric estimate of costs for each event.
 - d. Reviewing the manual and any additions or changes at the conclusion of their respective terms

D. Treasurer

- i. The Treasurer shall keep and maintain adequate and correct accounts of the fraternity's finances and business transactions and report them during chapter.
- ii. The Treasurer shall create a budget for each semester they are in term.
 - a. They shall also give the Fundraising Chair a goal for how much to raise each semester.
- iii. The Treasurer shall oversee all affairs of chairs requiring financial management and aid. They will assist chairs in creating budgets for their respective events. The approval of the budget shall be decided by the entire Executive Board.
- iv. The treasurer shall enact fines as instructed by any Executive Board Member
- v. The treasurer is allowed and expected to give guidance and insight into the enacting of fines
- vi. Only a majority vote from the Executive Board Members can overturn a fine decision
- vii. The Treasurer shall ensure that all brothers pay their dues in full and on time, and notify the President or Executive Board to take action in the case of delinquency.
 - a. In a situation where a brother is unable to pay their dues in full or not in time from circumstances, given a reasonable excuse, the Treasurer shall

work with the brother to create a viable payment plan or extension to pay off dues.

b. For delinquencies of fines (X.4).

E. Secretary

- i. The Secretary shall keep minutes of all meetings.
 - a. He will record the time and location of the meeting, the names of those absent, and the proceedings thereof.
 - b. He must send out minutes to the Active House within a week of the meeting.
- ii. The Secretary shall be responsible for the storage, maintenance and revisal of all documentation, both internal and external.
 - a. Documents may include: bids, records, standards paperwork, certificates, minutes, transition manual etc.
 - b. He will keep record of any changes to the constitution including what was changed and the date of when it was changed.
 - c. Maintain and organize all documents for organizational standards via binder or online submissions.
 - d. At the conclusion of the term of the minor cabinet, he will receive the Chapter Hard Drive and review as well as edit the changes made in the past term.
- iii. The Secretary shall be responsible for keeping the calendar and contacts list updated.
- iv. Responsible for fulfilling the standards required by Fraternity and Sorority Life.
- v. Must schedule appointments with the Greek Advisor in order to check up on standards. Optionally, meetings may be attended alongside the President.
- vi. The Secretary is responsible for the regular release and maintenance of the Alumni Newsletter.
 - a. The Alumni Newsletter is a bulletin sent to the members of the Chapter under Alumni status that includes all upcoming Fraternal events including but not limited to: volunteering opportunities, internal and external workshops, brotherhood events, cultural events, fundraising opportunities, reveals of local organizations, recruitment events, and New Member Education events.
 - b. The Alumni Newsletter must be sent out biweekly and is required to have all Fraternal events that will happen in the upcoming two weeks after the newsletter is released.
 - i. The Alumni Newsletter should not put focus on events that have already passed.

Section 2. Cabinet.

A. Academic Chair

- i. The Academic Chair must facilitate good academic standings and uphold the academic integrity of the fraternity.

- ii. The Academic Chair must provide a location to study on a weekly basis for brothers that do not meet the minimum 2.8 GPA standard.
- iii. The Academic Chair must ensure that members who are not in good academic standing (2.8 GPA minimum) must create an academic engagement plan with the Academic Chair and submit the form with the Standards Chair.
- iv. The Academic Chair has the responsibility to aid members with their academics.
- v. The Academic Chair must provide study rooms throughout the semester for each day of the week.
- vi. The Academic Chair must host an academic or professional development workshop twice per semester.

B. Brotherhood Chair

- i. The Brotherhood Chair must organize at least two mandatory events per semester and at least one mandatory alumni event.
 - a. At least one of the two mandatory events per semester must be a retreat to an external location agreed upon by the active house.
 - b. Retreats must be open to alumni and all alumni must be contacted for an invitation to the retreat.
- ii. The Brotherhood Chair must act as the bridge between the chapter and the alumni with regards to chapter developments.
- iii. When a conflict arises between brothers, it is the job of the Brotherhood Chair to organize a meeting between the two parties in order to mediate and come to a mutually agreed upon conclusion.

C. Culture Chair

- i. The Culture Chair will work closely with the External Vice President in contacting Asian American Pacific Islander Desi American (APIDA) Committee.
- ii. The Culture Chair must plan an event for APIDA month.
- iii. The Culture Chair will be required to plan a minimum of two events per semester.
- iv. The Culture Chair will be responsible for chapter education on culture, race, and ethnicity.
 - a. The format of education will be determined how the Culture Chair sees fit, but should be done at least twice a semester in the form of an organized discussion.

D. Fundraising Chair

- i. The Fundraising Chair must meet with the members of the executive board in order to formulate a fundraising goal to raise per semester as well as a budget.
- ii. The Fundraising Chair must have at least two events per semester and each event will have a fundraising goal
 - a. Funds raised past the goal will be put towards the Point System (**VII.2**)
 - b. If requested by Actives a fundraising event can be held to be put towards chapter dues for only those who help participate in the event
- iii. The Fundraising and Standards Chair must cooperate in order to formulate a projected budget report to present to FSL.

E. New Member Educator (V)

F. Performance Chair

- i. The Performance Chair is responsible for coordinating public performances (dances/strolls/steps) thus enhancing the public image of the fraternity.
- ii. The Performance Chair must coordinate set rehearsal schedules with brothers that perform the respective dance/stroll/step.
- iii. The Performance Chair is responsible for maintaining the good public image of the fraternity through performances at cultural events, reveals, and probates.

G. Philanthropy Chair

- i. Definitions:
 - a. Philanthropy: The desire to promote the welfare of others.
 - b. Community Service: Work that is done without compensation to help people in the community.
- ii. The Philanthropy Chair must organize community service and other philanthropic events in accordance with either of the above values.
- iii. The Philanthropy Chair must provide at least 24 hours of opportunities for service throughout the semester
 - a. There is a mandatory 12 hours of community service required for each member.
- iv. The Philanthropy Chair must keep track of members' community service hours and hold members accountable for completing required hours of community service.
- v. The Philanthropy Chair must organize at least two events per semester.
 - a. The Philanthropy Chair must initiate and implement one community service project (donation of time) each semester.
 - b. Initiate and implement one philanthropic event in which over 75 percent of your members raise money or goods to donate
 - i. Submit goals per member
 - ii. Submit a receipt of donation (picture, check, letter)
- vi. The Philanthropy Chair must meet with the executive board in order to organize budgets for each event.

H. Publicity Chair

- i. The Publicity Chair must decide how the organization should utilize social media platforms to promote the organization and its events.
- ii. The Publicity will also act as the historian and will take photos of official Brotherhood events.
 - a. Must keep and organize media such as pictures and videos in the appointed Chapter Hard Drive.
 - b. Shall give the Chapter Hard Drive back to the Secretary at the end of his term to be inspected further.
- iii. Will be in charge of the publicity chair committee which consists of a webmaster, historian, and a design chair.

I. Recruitment Chairs

- i. The Recruitment Chairs are responsible for planning events during the recruitment period of the semester.
- ii. A primary recruitment chair will be elected with additional responsibilities outside of the recruitment period of the semester
 - a. The primary recruitment chair will organize 2 additional events in the middle of the semester in collaboration with other chairs. These events will have the purpose of being more social and interactive rather than informational or to raise awareness.
- iii. Optionally, they are responsible for making a recruitment video and posting it on social media. This may be worked on with the publicity chair.
- iv. The number of recruitment chairs will be as follows:
 - a. Fall: 1 Primary Recruitment Chair and 3 Recruitment Chairs
 - b. Spring: 1 Primary Recruitment Chair and 2 Recruitment Chairs

J. Risk Mitigation Chairs (3)

- i. The Risk Mitigation Chairs are responsible for ensuring the safety and well being of any and all: brothers, potential new members, or outside parties attending fraternity hosted or sponsored events
- ii. Three Risk Mitigation Chairs shall be elected with responsibilities divided among themselves
- iii. The primary Risk Mitigation Chair will be elected for a year-long term
- iv. The primary Risk Mitigation Chair has to be active for at least one semester to run for the chair
 - a. This requirement does not apply to the other risk mitigation chairs
- v. Has to be familiar with the rules & regulations surrounding Greek Life internally and externally
 - a. NC State Fraternity and Sorority Life Standards and Policies
 - b. Lambda Phi Epsilon International Board Constitution
- vi. Help the New Member Educators in managing the risk aspects of education
- vii. Educating the active house of risks relating to Greek Life
- viii. Educating the chapter of the following topics in the method they see fit:
 - a. Sexual Assault/Misconduct Awareness/Prevention
 - b. Safe Alcohol/Drug Usage
 - c. Greek Stigmas
 - d. Dos/Donts of Greek Life
 - e. Behavioral Guidelines
 - f. Think/Speak/Act
- ix. Coordinating Round Table discussions with the Internal Vice President
- x. Working with chairs to determine potential risks and have proper prevention measures in place
- xi. Executive Board will fulfill these chairs duties in case of vacancy

K. Alumni Advisor

- i. The alumni advisor is nominated by the current or previous alumni advisor, or by the Executive Board. Once the alumni advisor is nominated, the sitting Executive Board will confirm them.
- ii. The alumni advisor's primary responsibility is to advise the chapter and offer input on behalf of the alumni of the chapter. They will assist the Brotherhood Chair in keeping the chapter alumni up to date on current chapter business and proceedings. They are also expected to communicate any concerns or points of attention that the alumni members may have.
- iii. The alumni advisor is expected to assist the Risk Mitigation Chair regarding communication of the mandatory member education all alumni members are required to complete.
- iv. The alumni advisor would assist with verifying the status and progress of each alumni regarding their mandatory education.
- v. If an alumni fails to complete their education for that semester, the alumni advisor will assist the Risk Mitigation Chair in communicating the terms of accountability and potential sanctions.

L. Program Coordinators

- i. The program coordinators will be elected after the Phi Ceremony and will oversee the teaching and coordination of New Member Presentations (also known as "Reveals" or "Probates")
 - a. There will be 3 program coordinators elected
- ii. Program Coordinators must present a timeline for practices with New Members, and also script (or itinerary) for the New Member Presentation before Lambda Ceremony
- iii. Program Coordinators are responsible for the creation of any graphics or media that would be used to advertise the New Member Presentation
- iv. Program Coordinators must have at least 7 scheduled practices with the New Members in preparation for the New Member Presentation
- v. On the day of the New Member Presentations, Program Coordinators will present with the New Members and MC the New Member Presentation

Section 3. Elections will be held in November of that respective for the Executive Board and once a semester for minor board members. All brothers of Lambda Phi Epsilon at NC State excluding those going inactive the following semester may run for an officer position. Each position will be elected by majority vote. The President shall run elections. 2/3rd of the Active House must be present in order to initiate elections.

- A. The date(s) and time(s) of each election session will be determined by a 2/3rd vote of the Active House.
- B. The structure of each nomination/election process will be determined by a 2/3rd vote of the Active House.

- C. If a specified time is voted up on and scheduled for an election session, extending that time after the session has begun must be voted on by present members.
- D. Unless they have given prior notification of valid conflict or absence, nominees must be present at elections to be eligible for their nominated positions.
 - i. If a brother cannot be present for an election session but desires to run for a position, he may submit a self-nomination and speech for his desired position to be discussed by the voting Active House.
 - ii. In the event that an election session is voted to continue beyond the scheduled time, brothers will still be eligible to be nominated for and/or elected to positions if they cannot be present for the extended discussion.
- E. Newly inducted brothers may not vote in elections the semester in which they are inducted.

ARTICLE VIII OPERATIONS

Section 1. Prohibited Activities

- A. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to, its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 2. Point System

- A. At the beginning of the semester each Active will receive 100 points.
- B. Losing Points
 - i. Actives lose 50 points by arriving to an event more than halfway through its duration without a prior approved excuse
 - ii. Actives lose 1 point every minute they are late to an event without a prior approved excuse
- C. Gaining Points
 - i. Actives gain 5 points every thirty minutes they volunteer to help a chapter event
 - ii. Actives gain 10 points every hour they volunteer past the minimum volunteer requirements
- D. Point Results
 - i. Actives with 50 points or less will be placed into Bad Standing

- ii. If all Actives have an average of 200 points then the Point System Funds will be used by the Actives for any combination of the following
 - a. Dues
 - b. An event only for Actives
 - c. Given back to the chapter
 - d. Saved for the next Semester's Point System Funds
 - e. Donate to a non-profit organization
- iii. If Actives average is below 200 points then the Point System Funds will be given to those who have over 200 points to put towards their dues split evenly.

Section 2. Terms of Office.

- A. Each Officer must be a full-time student at NC State and have a minimum of 2.5 GPA
- B. Upon being elected to a position, other commitments should not hinder performance of said position.
- C. One full-term of office shall begin the day after election and end at the conclusion of the academic year
- D. The Executive Board shall govern responsibilities and of the chapter and perform their respective duties with dedication

Section 3. Appointment

- A. The President has the power to appoint a new Executive Board or Cabinet chairs in the following scenarios:
 - i. If an Officer resigns from their Chair
 - ii. If a Chair is left vacant
- B. The new Chair will have to go through a series of training or given responsibilities provided by the Executive Board

Section 4. Failure of Performance and Impeachment

- A. The order of impeachment shall include the following:
 - i. Accusations are presented in front of the chapter in relation to the person of interest.
 - ii. The accused will have the opportunity to provide a case defending himself.
 - iii. There will be a period of deliberation (**III.3.**) with the accused.
 - iv. The accused will then move outside the room and the rest of the chapter will have a period of deliberation (**III.3.**).
 - v. A person is impeached from their position if and only if there is a 3/4th vote from the Active House.
 - vi. Upon confirmation of impeachment, the accused will be stripped of their position and the Chapter shall vote on an interim.
- B. Special Cases

- i. If no interim is decided, then the President shall delegate a member to that position upon their approval.
- ii. If the President is impeached, then the Internal Vice President shall take the position of the President.
 - a. The position of Internal Vice President shall be elected upon a majority vote decision.
 - b. If the position of the Internal Vice President remains vacant, refer to **(VIII.6.A.)**
- iii. If the New Member Educator or Assistant New Member Educator is impeached, then the chapter will have a quorum vote on whether they would like the role to be filled, or to continue the New Member Education process without an New Member Educator or Assistant New Member Educator.

Section 5. Order of Succession

- A. In the circumstance that the President is absent or is unable to fulfill his duties, order of succession shall proceed as follows:
 - i. Internal Vice President
 - ii. External Vice President
 - iii. Secretary
 - iv. Treasurer

Section 6. Transition

- A. At the conclusion of each semester, the Executive Board and Cabinet Board Members are required to review all term documents for their respective role:
 - i. Each position will review their respective manual **(VIII.2.D.)** and make any improvements deemed necessary.
 - ii. Each position will review, finalize, and submit any other related documents from his term to the Secretary **(VII.1.E.)**.
 - iii. The Secretary will compile these documents for the newly elected members for each respective chair.

ARTICLE IX FINANCE

Section 1. The fiscal year of this chapter shall commence on the first day of the academic year and end on the last day of the academic year.

Section 2. A budget, covering all expected income and necessary expenses of this chapter for the coming fiscal year, shall be prepared by the chapter Treasurer at the beginning of each fiscal year. The budget shall be discussed and approved by this chapter, and a copy of the approved budget shall be submitted to the Executive Board. The due date of internal dues will be determined by the Executive Board.

Section 3. The target minimum amount of money in the treasury will be the International Dues multiplied by the amount of people required to pay them plus twenty (20) percent of the total internal dues set.

Section 4. When deciding the internal dues for the chapter, two separate budgets will be made. One budget will be used to fund the target minimum and the latter will be used for chapter operations.

Section 5. The chapter can fund the following:

- A. Resources needed for the execution of chapter hosted events, including: brotherhood, recruitment, fundraising, culture, and philanthropic events.
- B. Gifts officially given on behalf of the chapter.
- C. Twenty-five (25) percent of the registration fee of required attendees for the National Convention.
- D. Fifty (50) percent of the flight cost for the sitting president required to attend Mid-Winters Orientation with a cap of 150.00 USD.
- E. Anything else deemed necessary by the Executive Board.

Section 6. International dues will be determined by IB. The due date will be determined by the IB. Payment has to be made by the Treasurer. Active Members and Inactive Members (**IV.1.B.**) are required to pay International dues.

Section 7. Each appropriations cycle will be completed by the Treasurer. Refer to the university schedule for cycle dates.

Section 8. Reimbursements from the chapter will only be made if a physical or digital receipt is presented to the Treasurer within 14 days of the date of purchase.

Section 9. The handling of the chapter payment platforms (debit card, Venmo, etc.) will only be limited to the chapter President and Treasurer.

Section 10. Credit Score

- A. The Treasurer can use chapter funds to complete large transactions (e.g. IB Dues, Airbnb fees and food for brotherhood retreats, reservation fees) and shall charge the members that are involved in the transaction within 24 hours upon the transaction is completed.
- B. Unless the Treasurer has set a specific deadline, all of the members that are involved in the transaction shall complete the dues within 2 weeks.
- C. Each member begins with a credit score of 0.
- D. If the member does not complete the transaction within 2 weeks or a specific deadline set by the Treasurer, the member will be penalized with the following point system:
 - a. If the amount is less than \$20, the member's credit score will be deducted by 1 point

- b. If the amount is between \$20 and \$50, the member's credit score will be deducted by 2 points
 - c. If the amount is above \$50, the member's credit score will be deducted by 3 points
 - d. After the second week or /deadline the member's credit score will be deducted by 1 point every week regardless of how much he owes; e.g. If a brother has missed 3 payments, starting from week 3 or a week after a specific deadline, that brother's credit score will be deducted by 3 points
- E. The Penalty
- a. When the member's credit score is below -5 points, a warning will be issued from the Treasurer
 - b. When the member's credit score is below -10 points, the member's will be placed in a "Bad Standing" (IV.1.b.ii)
- G. Methods to increase credit score
- a. Cleaning the Chapter House regarding social events
 - Vacuuming +1 points
 - Mopping +1 points
 - Carpet cleaning +3 points
 - b. Volunteering
 - For each extra hour upon the 12 hours requirement +2 points
 - c. Taking shifts at social gatherings
 - For every non-required shift +1 point
 - Volunteering as an event monitor +2 points
 - This excludes cleaning shifts

ARTICLE X DISCIPLINE

Section 1. Suspension

- A. The chapter reserves the right to place any member on indefinite suspension for any member that is implicated, or being investigated, in any form of severe misconduct or failure to comply with mandatory member education.
- B. Terms of Suspension
 - i. A suspended member is barred from operating or holding any chapter officer position, participating in any chapter-hosted events, and non-mandatory communication with the chapter.
 - ii. Failure to comply with terms of suspension aforementioned will result in expulsion from the chapter if the suspension is due to any misconduct of a violent or harmful nature.

- iii. Mandatory communication is defined as any communication from an executive chapter officer, or affiliate of the International Board, regarding the member's status within the chapter and any sanctions being taken against them.
 - iv. A suspended member will become inactive.
- C. Procedure
- i. A member being placed in suspension will be notified 10 days prior to their suspension taking effect in accordance with the procedures outlined in the International Board Constitution.
 - ii. A member during suspension will have mandatory contact with the executive board on a predetermined timeline for the suspension in order to give updates on their progress and activities
 - iii. A member will have their suspension lifted when the terms outlined of their suspension are fulfilled and is approved by the executive board.
- D. Minor Misconduct Suspension
- i. First-time offense will result in a suspension for the current semester and additional education to be assigned by the Risk Mitigation Chair.
 - ii. Second-time offense will result in a suspension for the current and following semester from the chapter and additional education to be assigned by the Risk Mitigation Chair.
 - iii. Third-time offense will result in expulsion from the chapter.
- E. Member Education Suspension
- i. Members being placed on suspension due to a failure to complete mandated member education will be immediately suspended until the education requirements are completed.
- F. Violations
- i. Failure to complete terms of suspension due to medical reasons will allow the member additional time, determined by the executive board, to complete the terms
 - ii. Failure to complete terms of suspension to other reasons will be handled as follows
 - a. First-time failure will allow for an additional semester of suspension and time to complete the requirements
 - b. Second-time failure will result in expulsion
 - iii. Violating the terms of suspension will result in expulsion or extended suspension time determined by the executive board

Section 2. Expulsion

- A. The Executive Board reserves the right to expel any member from the organization for any member that is implicated, or being investigated, in any form of severe misconduct.
- B. Terms of Expulsion
- i. An expelled member is barred from associating with the organization
 - ii. Suspended member found guilty of misconduct as outlined in **(X. 1. B.)** will be immediately expelled and further action will be taken with International Board or higher authority
 - iii. Failure to comply with Terms of Suspension **(X. 1. B.)**.
- C. Procedure
- i. Any position holding member will have their position replaced as laid out in **(VIII. 4. A. 6.)**.

- D. Once the perpetrator is expelled from the chapter, the chapter will cut all ties with the expelled member. They will be barred from all chapter communication, chapter events, and removed from any official social media.

Section 3. Impeachment

- A. Any chapter officer can be removed from office for failure of performing their duties. Upon the request of 1/3rd of the Active House, the person of interest shall be summoned the following Chapter to speak on the accusations presented against them.
- B. Procedure
 - i. The order of impeachment is laid out in **(VIII. 4. A)**.

Section 4. Fines

- A. Fines can be incurred through the following circumstances: tardiness, failure to comply with mandatory requirements, failure to fulfill prior debt obligations.
- B. Each individual fine must be paid in full by 5pm EST of the next immediate Friday or else they will incur an accumulating interest fee of 15% per missed scheduled payment for that specific fine.
- C. Failure to complete mandatory service hours will result in a 15.00 USD fine (max. 105.00 USD per semester) per hour incomplete which has to be paid by the last day of final exams. Failure to complete less than five (5) hours of service will put the member in bad standing until they complete the minimum five (5) hours of all previous semesters missed.
- D. A fine of 5.00 USD will be enforced for members who are more than 5 but less than 10 minutes late to an event. After 10 minutes, the member will be fined 10.00 USD.
- E. If a member were to incur debt of \$100 or more, they will be placed on probation for a period of one (1) year starting at the end of the semester and will be expected to fully pay or organize the payment of the incurred debt. If the debt remains outstanding after the termination of the probationary period, the case will be brought to the Executive Board with the punishment of expulsion.
 - i. The probationary period will be defined as a period where the individual with the incurred debt becomes **subject to the following**:
 - a. If the member is Active, they are moved to Bad Standing **(IV. 1. A. ii)**.
 - b. If the member is not Active, they will be barred from all internal fraternity events.
 - c. Periodic check-ins with the Executive Board to ensure involvement in fulfilling payments
 - ii. If the member has paid their debt entirely during the probationary period, all punishments and restrictions will be lifted at the time that the debt was paid off.
- F. If a member were to leave the university (i.e. withdrawal, graduation, suspension) it is required for the member to pay off any remaining debts to the fraternity. In the situation that debts are not paid off within a year (365 days) of their last day at the university, the Chapter may vote to expel the member from the fraternity under a unanimous result.

Article XI

SEXUAL MISCONDUCT, INTERPERSONAL VIOLENCE, DISCRIMINATION & HARASSMENT

Section 1.

A. Zero-tolerance policy

- i. Any member that is found guilty of sexual misconduct & interpersonal violence will be adhered to the zero-tolerance policy
- ii. Any member that violates our zero-tolerance policy on sexual misconduct & interpersonal violence shall be terminated from the organization as outlined in (X. 2).
- iii. The zero-tolerance policy is defined below through a combination of several organizational definitions

B. NC State Non-Discrimination and Title IX

- i. Any member that commits any such act that falls under NC State University's definition of sexual harassment in their Title IX Sexual Harassment policy will be removed from the organization.
 - a. References
 - i. POL 04.25.07 Title IX Sexual Harassment Policy Section 3.J
 - ii. In POL 04.25.05, all misconduct acts falling under the definitions in article 4 "Definitions" (Sections 1, 2, 5) of the policy shall be in violation of our zero-tolerance policy.
 - a. Harassment
 - i. Enduring the offensive conduct becomes a condition of employment or of participation in a University program or activity; or
 - ii. the conduct is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or abusive.
 - b. Retaliation is any adverse action (including but not limited to intimidation, threats, or coercion relating to an adverse action) against a person because that person engaged in a Protected Activity.
 - c. Discrimination is unfavorable treatment of a person because of a person's Protected Status which denies, limits, or adversely impacts a term or condition of a person's employment, education, or participation in University programs or activities. Discrimination includes the denial of a request for a reasonable accommodation based upon disability or religion.

C. Lambda Phi Epsilon International Board Constitution

- i. Any member that commits any such act that falls under the definition in the International Constitution of Lambda Phi Epsilon Title 3's Code of Conduct (Sections 1 & 6) of sexual harassment and sexual violence will be in violation of our zero-tolerance policy, and must be prosecuted by the International Board of Lambda Phi Epsilon.
- ii. In such an event, Lambda Phi Epsilon at North Carolina State University will demand to the International Board and Director of Fraternal Standards that the only sanction given to the perpetrator be expulsion from the Fraternity.

D. Additional Definitions

- i. Any such other act of misconduct that is defined as sexual harassment, violence, or interpersonal violence in any nature shall be in violation of our zero-tolerance policy.
- ii. Any member that commits any such act not defined in the above policies, but falls under any definition of misconduct or harm perpetrated against another will be in violation of our zero-tolerance policy.

Section 2.

A. Non-violent Misconduct

- i. Harm of a non-violent nature perpetrated by any member of this chapter will also be in violation of the zero tolerance policy and result in termination from the organization.
- ii. Non-violent misconduct is as defined under Retaliation (B) and Withholding Information (C).

B. Retaliation

- i. Any member that retaliates (**XI.1.B.b.ii**) against any individual, or any reporting party and affiliate of a reporting party, who has reported an act that violates the chapter's zero tolerance policy shall be terminated from the organization. This includes but is not limited to:
 - a. Victim-blaming, misogynistic, or body-shaming remarks
 - b. Undermining or gaslighting of the reporting party's account
 - c. Any other act with intent to harm or bring discomfort to any individual who steps forward about an instance of sexual misconduct

C. Withholding of Information

- i. Any member of this organization that intentionally withholds information about any act of sexual misconduct or interpersonal violence in order to bar the prosecution of a member or to prevent the chapter from taking action shall be terminated from the organization.
- ii. The period of time in which information shall be defined as "withheld" is 24 hours past when the member in question became aware of the incident and failed to properly report it.
- iii. Failing to report an incident shall be defined as:
 - a. Information that is not reported to either an executive officer of the chapter, a member of the International Board of Lambda Phi Epsilon & the Director of Fraternal Standards, or the Title IX Office at NC State University.
- iv. An executive officer of the chapter shall be prosecuted if no report is made to either a member of the International Board & the Director of Fraternal Standards, or the Title IX Office at NC State University.

Section 3.

A. Procedures

- i. Once an act of sexual misconduct regarding a member of the chapter is brought to the attention of any affiliate member of the chapter the following reporting and response procedures must be upheld by the chapter.

- ii. The Survivor or reporting party will be informed of the procedures and policies of the chapter, as well as the International Board of Lambda Phi Epsilon. The chapter will work to address any concerns or needs of the Survivor/reporting party.
- iii. Once a case is brought to the attention of the chapter, the chapter must immediately contact and report to the following parties and organizations:
 - a. Lambda Phi Epsilon International Board and the Director of Fraternal Standards
 - b. Title IX Office at NC State University
- iv. During the conduct process, the perpetrator will be placed under immediate suspension and held to the terms of suspension (X.1.A).
- v. If any case is found to violate the zero-tolerance policy previously outlined by the investigation of ISC, the member will be expelled from the organization per (X.2)
- vi. If any case is found to violate the zero-tolerance policy previously outlined by the investigation of the chapter, the member will be expelled from the organization per (X.2)
- vii. Jurisdiction of cases is determined by the International Constitution of Lambda Phi Epsilon, and not Lambda Phi Epsilon at North Carolina State University.

ARTICLE XII DISSOLUTION OF ORGANIZATION

Section 1. Upon the dissolution of a corporation, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets, not so disposed of, shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, and said the Court shall determine, which are organized and operated exclusively for such purposes.

Section 2. Procedures for dissolution:

- A. All unused funds will be donated to Be the Match and Multicultural Student Affairs at NC State (“MSA”). The distribution will be determined by the Executive Board.
- B. All Lambdas equipment will be donated to other chapters determined by the Executive Board.

A.