



Last Date of Revision: April 24, 2019

The following constitution and bylaws are hereby valid and enforced after and including the date listed above. All members, applicants and affiliated individuals will adhere to guidelines below along with all other applicable laws and regulations in the municipality, state and nation of applicable jurisdiction. This is a legal document and agreement for Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs.

Preamble

Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs shall be and is formed to create a professional and fun atmosphere for those students at Indiana University in management fields interested in promoting and growing their professional careers. The objective of our organization is to establish and maintain a diverse group of like-minded and career focused individuals to network, learn, grow as professionals and lead for the greater good while continuing to pursue excellence in the classroom.

ARTICLE I – NAME

Section 1. This organization shall be called Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs

- A) The term “SPEA” shall refer to the O'Neill School of Public and Environmental Affairs within this document.
- B) The “Letters” of the organization shall refer to the name and associated Greek symbols.
- C) The official Letters of this organization shall be referenced by and in agreement with the national organization's directives and the following current Greek symbols: Sigma- Σ Iota- I Epsilon- E.

Section 2. This organization shall not be renamed unless directed by Indiana University or The National Organization of Sigma Iota Epsilon.

Section 3. This organization is named after and shall represent Indiana University, Indiana University O'Neill School of Public and Environmental Affairs and Sigma Iota Epsilon on the Indiana University Bloomington Campus and anywhere events are held or Letters are worn.

ARTICLE II – PURPOSE

Section 1. The purpose of this fraternity shall be: Providing a professional management fraternity for all Indiana University Students with a management focus; for the purposes of bolstering the professional careers of Indiana University students on and off campus nationwide.

Section 2. Members shall not misrepresent or destroy the image of Indiana University, Sigma Iota Epsilon Alpha Psi or Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs.

- A) Should a member misrepresent or destroy the image of the said organizations, the organization will not take claim or be responsible for their misdoing;
- B) Whereas they will be punishable by any Indiana University, Student Conduct Boards or public judicial groups in coordination with Indiana University 'Guidelines and Rules', Student Handbook Policies or public statutes (laws) at Federal, State and Local levels.

- C) Should the offense be by Executive Board Members, they shall be immediately terminated and replaced.
- D) Should the organization face punishments for the misdoings they may seek compensation from the offending individual(s).
- E) Should it be an organization wide offense, the organization shall suffer the consequences or penalties assigned to it by the national governing body or Indiana University.

ARTICLE III – MEMBERSHIP

Section 1. Membership is open to all Indiana University Bloomington students of “good standing” with the university through the application process (see Article IV.)

- A) “Good standing” is defined by Indiana University Bloomington;
- B) Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs is not responsible for these guidelines and will adhere to them with no exceptions.
- C) Individuals not currently enrolled in Indiana University understand that they cannot participate as active fraternity members on campus.
- D) Individuals who have graduated as members will be upon the time of graduation be known as “Alumni Members”

Section 2. To be recognized as a full member of Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs, one must meet all the application requirements set by the national governing body and participate in necessary events.

Section 3. Members must pay the yearly dues established by the fraternity Executive Board with the assistance of the faculty advisor. As members of Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs, individuals are obligated to participate in fundraising and professional fraternity activities. Failure to participate in these obligated activities will result in penalties/repercussions to be determined by the President and other board members.

Section 4. Any and all financial obligations will be equally shared by Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs members.

- A) Members unable to meet financial obligations must discuss their inability to do so with the faculty advisor, President and Director of Finance.
- B) Alternative payment plans and methods of payment to the fraternity may be determined within reason.

Section 5. If a member gets put on probation through the organization and or in trouble with the university as a whole, they can be terminated at any time from Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs. This will be done at the best discretion of the Executive Board and the faculty advisor. Termination will be decided on a case by case basis, but will remain fair and equal by an Executive Board vote. The termination process will start with the formal presentation at a meeting by any executive member or faculty advisor, once the situation is reviewed the board will decided whether or not termination is required, if yes is decided the board will take an official vote. Once the board has officially voted to terminate a member, the Director of Administration will begin writing a formal termination letter to be signed by all Executive Board members and presented to the terminated member by the president. A member can be terminated for violating/committing the following:

- A) Commits academic dishonesty and is in academic misconduct with the University
- B) Does not maintain membership by missing meetings, events, and other important organization requirements

Section 6. Membership is open to all undergraduate students with a major in the field of or related to the field of management.

- A) Graduate members may participate as alumni, if they were a member during their undergraduate years;
- B) If an applicant was kicked out of the fraternity in their undergrad years they are not eligible to reapply in their graduate years.
- C) If a member deactivates due to issues other than behavior during their undergraduate program, they will have an opportunity to reactivate prior to completing their undergraduate program. At which time the Executive Board will review.

ARTICLE IV – APPLICATIONS

Section 1. The Application

- A) Any IU student regularly enrolled in a management curriculum at Indiana University, and meeting the scholastic requirements for admission, currently a 3.25 GPA on a 4 point scale, may petition the local chapter of Sigma Iota Epsilon.
- B) The Petition for Establishing a New member form shall be designed to contain that information deemed necessary by the Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs Faculty Advisor, Faculty/Professional Board and Members of the Sigma Iota Epsilon National Executive Board.

Section 2. Investigation of the Application

- A) Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs Faculty Advisor, Board and Members of the Sigma Iota Epsilon National Executive Board shall investigate the advisability of granting new memberships.
- B) Upon a majority vote of approval by the Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs Faculty Advisor, Board and Members of the Sigma Iota Epsilon National Executive Board; the applicant shall be granted membership.

ARTICLE V – OFFICERS/EXECUTIVE BOARD

Section 1. The officers/executive of this organization shall be: President, Vice President, Director of Finance, Director of Administration, Director of Recruitment, Co-Development Director (1) and Co-Development Director (2); and any other elected officials.

- A) This group shall act as a steering committee for the organization as named in Article I. Its chief function shall be to meet at intervals or times other than full organization meetings between or around the meetings of the full organization itself. It may sometimes act for the organization, but the Board is limited to actions whereas they are not in totalitarian control of the organization as a whole. Thus their actions may be overturned;
- B) Overturned being defined as two thirds vote of the full organization.
- C) Their term shall last until the last day of Spring finals of the current school year or until resignation;

D) The current year is defined by their term of the last day of Spring finals of each school year after the election and mid-January of each school year.

E) Term clarification: One term is equal to the time period between mid-January (elections) and the last day of Spring finals during the following school year.

a) Example: January 15, 2018 thru the last day of Spring finals 2019 = One full term

b) The period of time between mid-January and the last day of Spring finals of the current year shall be used as a training period for the newly elected individuals. During this period, the newly elected individuals shall hold no voting rights.

F) The election and term length process shall be regulated by the members of the fraternity and the faculty advisor.

Section 2. The officers shall be elected by fraternity majority vote in closed elections with individual votes remaining unknown. Their term shall last 1 year. (Unless voted out by board members.)

A) A unanimous vote of the Executive board is needed to vote out any board member.

B) Their term shall start on mid-January of the year they are elected.

C) Fraternity majority represents 51% of the vote or greater.

D) Should a majority not be reached in the initial election process, the two highest election percentage candidates shall face off in a follow-up election to be held immediately after the initial election.

E) The board can reserve the right to add positions as seen fit to better accomplish the mission of Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs.

Section 3. Qualifications for specific offices - Must have been a member of Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs for at least a year, be in good standing with Indiana University, must demonstrate effective leadership skills.

A) Applicant must have a financial background of some type or kind in order to hold the Director of Finance position.

B) All officer candidates shall go through an application process that is defined by the board and the faculty advisor.

Section 4. Duties for specific offices;

A) President: Lead the team and organization communicating with the national organization of Sigma Iota Epsilon, Student Services and Indiana University Fraternity as well as all other organizations and individuals necessary. Setting dues along with the fraternity Director of Finance and faculty advisor. Any other miscellaneous duties or responsibilities that occur with the reserved right to delegate to other board or fraternity members as necessary. Contact person for the Alumni Committee.

B) Vice President: Assist the President and other board members in all ways necessary. Maintain accreditation status with Nationals. Coordinate with faculty advisor member on annual GPA status of members.

C) Director of Finance: Keep a record of all Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs finances in a ledger format with

necessary receipts. Work with Indiana University, O'Neill School of Public and Environmental Affairs and SOA (Student Organization Accounts) in order to pay Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs expenses in a timely manner. Assist President in setting dues. Collect dues from Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs members. Manage and work with the fundraising committee. Works with the Fundraising committee.

D) Director of Administration: Keeping paper/electronic copies of all documents and turning in all necessary documents when needed. Helping to schedule rooms and facilities for events. Keep a record or minutes of all meetings and events. Email and constant contact with current members and alumni members. Maintain all official documents and update them according to fraternity and national changes. . Set up meeting agendas and times in coordination with the faculty advisor if necessary. Setting up, scheduling and coordinating hotels for on or off campus events in coordination with the faculty advisor. Scheduling rooms or facilities for meetings and events.

E) Co-Development Director (1): Works with the fraternity and assigned committees in Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs in coordination with Indiana University Guidelines. (Committees can be Philanthropy, Marketing, Recruiting and/or International Student Relations.)

F) Co-Development Director (2): Works with the fraternity and assigned committees in Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs in coordination with Indiana University Guidelines. (Committees can be Philanthropy, Marketing, Recruiting and/or International Student Relations.)

G) ALL: Attend any training with Indiana University, Understand the national governing body of Sigma Iota Epsilon, and assist any applicants, members, alumni members and affiliated parties in any way necessary.

Section 5. Method of replacing officers/Executive Board members.

A) If officer and/or committee members are found to not be fulfilling said duties, they will report to the executive board for disciplinary actions or judgement. The aforementioned Officer will be replaced through an open ballot. Replaced Officers shall still be offered the opportunity to remain a committee member or fraternity member, depending on the offense.

a. If a member gets put on probation through the organization and or in trouble with the university as a whole, they can be terminated at any time from Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs. This will be done at the best discretion of the Executive Board and the faculty advisor. Termination will be decided on a case by case basis, but will remain fair and equal by an Executive Board vote. The termination process will start with the formal presentation at a meeting by any executive member or faculty advisor, once the situation is reviewed the board will decided whether or not termination is required, if yes is decided the board will take an official vote. Once the board has officially voted to terminate a member, the Director of Administration will begin writing a formal termination letter to be

signed by all Executive Board members and presented to the terminated member by the president. A member can be terminated for violating/committing the following:

- b. Commits academic dishonesty and is in academic misconduct with the University
- c. Does not maintain membership by missing meetings, events, and other important organization requirements

- B) Should the offense require legal action the proper authorities including but not limited to the Indiana University Police Department, Campus Legal Services, the Bloomington Police Department, and personal lawyers shall be involved.
- C) The Vote to replace an officer on the board shall meet the original majority threshold of 51% or greater.
- D) Should an officer feel as though they were incorrectly replaced, they may file a complaint with the faculty advisor.

Section 6. Vacancies on Executive Board are filled by those who are elected or appointed to the position.

- A) As voted by popular vote of the fraternity (51% majority);
- B) Should the position become vacant mid-year, the Executive board shall appoint candidates, at least two per open position of whom the fraternity will then vote on.

Section 7. Executive board members can be impeached by 4/5 vote of the fraternity and advisor approval.

- A) Given the impeachment of an Executive Board member refer to Section 6 for direction on filling the vacancy.

ARTICLE VI – MEETINGS

Section 1. Regular meetings shall be held weekly in the form of meetings and events as necessary.

- A) Time necessary for each meeting/event shall be decided by the Executive Board.
- B) Meetings are started and adjourned by current acting President;
- C) Should the President not be in attendance, this duty falls on the Vice President and other board members.

Section 2. Special meetings/events may be called by the President during times of high levels of activity and/or when deemed necessary. The President may also cancel meetings/events when deemed necessary.

Section 3. Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs must hold at least three regular meetings of a professional and academic nature, and at least one initiation of ten new members or more each year in order to remain active.

- A) Inactive chapters shall be suspended or deactivated.

ARTICLE VII – AMENDMENTS

Section 1. Method of submitting amendments: Through e-mail directly to President so it may be brought up in the meeting agenda.

- A) The Vice President and other board members as well as the faculty advisor must be copied on the aforementioned email.

Section 2. Members shall be notified of proposed amendments by the Executive Board via email or during the next fraternity meeting.

Section 3. To pass an amendment 51% vote (by hand) is needed at the next fraternity meeting that meet the 51% or greater majority threshold of attendance.

Section 4. An amendment may be proposed by any fraternity member.

- A) To get it ratified, a member must have a signed petition with a simple majority (51%) of the fraternity members.
- B) The amendment will then be up for review by the officer board. Any of the fraternity officers has the right to veto it, but a majority vote must be held between all fraternity officers.
- C) If vetoed, the fraternity member can press for a fraternity meeting.

Section 5. At the final meeting of the year in May, an open discussion about the constitution will follow. All concerns, problems, and questions regarding the current constitution will be discussed.

- A) Officers/executive board members for the upcoming year will present any amendments to the fraternity members at the first meeting of the following next year for review.
- B) All current and new members will vote on any amendments at the second meeting with a simple majority (51%) of the fraternity members' votes needed to indoctrinate the amended constitution. All decisions made by the officer/executive board must have a majority vote and must be made in the best interests of the fraternity.

ARTICLE VIII – AFFIRMATIVE ACTION CLAUSE

Section 1. There shall be no discrimination on the basis of race, sex, sexual orientation, politics, or religion within this organization. Any reference to the male gender in this organization shall likewise apply to any female, as the case may be.

Section 2. Should there be an issue that is contradictory to Section 1 of Article VIII, the issue is to be brought to the attention of the Executive Board and they shall decide how to deal with it.

- A) Should there be immediate threat to an individual in this organization they are to contact the Indiana University Police Department.
- B) All fraternity members should also understand that this may start a Title IX investigation.

ARTICLE IX – SUPREMACY CLAUSE

Section 1. This Constitution shall be subsidiary to any rules or guidelines of Indiana University, the Student Code of Rights (Student Handbook), Responsibilities and Conduct, Sigma Iota Epsilon national rules and in other ways determined by the Executive Board.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1. This Constitution and Organization (Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs) is directed by rules and guidelines of Indiana University, local laws, state laws, federal laws and shall conduct itself, its meeting and events in a proper manner in accordance with these policies.

- A) We shall also follow Sigma Iota Epsilon national rules and guidelines.

ARTICLE XI – HAZING

Section 1. Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes any act of domination by any students over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

- A) Any cases of hazing within the fraternity shall be reported;
- B) Legal action can be taken against individuals who committed the hazing by both the victims as well as Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs.
- C) Any offending member that is found to be guilty of hazing shall be immediately expelled from the fraternity with no chance of reentry.

ARTICLE XII – PERSONAL GAIN

Section 1. The members of the Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs fraternity shall not have any monetary personal fraternity members shall receive items or benefits that fall only into the following categories: Hotel/lodging, use of fraternity equipment, use of facilities during Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs meetings or events, any membership benefits provided at the national level, any fraternity clothing that is provided, reimbursement for certain fraternity expenses as defined by the executive board, ability to participate in meetings and events and any other benefits the executive board deems necessary excluding the dispersal of cash.

- A) This excludes a faculty advisor or professional board members working for a salary or not as defined by fraternity agreements with these individuals.

Section 2. Restatement: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for profit companies if acting as a representative of a student organization.

ARTICLE XIII – PROFESSIONALISM AND BEHAVIOR

Section 1. All members are to act in a behavior that follows all guidelines and rules of the fraternity, Sigma Iota Epsilon national organization, Indiana University and all applicable laws at the federal, state and local levels.

Section 2. All members are to act in a manner of professionalism while on and off campus at meetings and events, this is at the discretion of the executive board.

- A) The President reserves the right to remove any individual or member at any time where they are in violation of Section 1 or 2 during a meeting or event;
- B) This means that the individual or member must leave and go home for the day.
- C) In the case that it is the president that needs to be removed this responsibility falls onto other executive board members to remove him/her for the day.
- D) Members are responsible for paying for damages that they caused to facilities, hotels or anything else that Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity uses.

ARTICLE XVI – COMPLIANCE

Section 1. This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2. All fraternity and board members must read the Constitution and abide by its rules; this includes reading the document and understanding that membership to the Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity is a binding agreement to adhere to this document. This document also must be made easily accessible for all fraternity and board members as well as advisors and professional members of the fraternity.

- A) Failure to comply with this document by a board member will result in the immediate removal from office of the board member.
- B) Failure to comply with this document by a fraternity member will result in penalties to be determined by the officer board.

Section 3. If a fraternity or board member observes that there is a lack of compliance with this document and that no action is being taken to penalize the fraternity member guilty of this offense, a grievance may be filed with the fraternity advisor. The advisor will take the grievance under consideration, and if he/she agrees that the Constitution has been violated, then the advisor can take any action deemed necessary to protect this document, the fraternity, and the rights of all fraternity members.

ARTICLE XIV – BUDGET AND FINANCES

Section 1. The Fraternity Director of Finance along with the Fraternity President will create a budget, allocating funds between equipment, dues, conference fees, and estimated travel fees in addition to any other miscellaneous expenses associated to the Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity. Yearly dues will be set out by the executive board and must be paid in full by all members in order to participate. No one will be allowed to participate in Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity events until full dues are paid.

Section 2. All members must pay the same amount of dues unless they have never participated in the fraternity before and already sustained any one time costs. If this is the case, in addition to dues, these new members will be assessed an extra fee to join the fraternity in addition to dues, which will be determined by the board.

Section 3. Members can be placed on payment plans if the board deems this necessary, but all dues must be paid in full by May 1st at the latest. All member dues are non-refundable unless there are extenuating

circumstances, in which case the executive board can decide to refund the member's dues. In order to minimize costs the Fraternity President and Director of Finance will be in charge of organizing fundraising. Participating in fundraising efforts is required of all members of Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity.

Section 4. All financial expenditures are to be approved through the fraternity by vote from the Executive Board. No financial purchases are to be made without a vote unless it is to purchase necessities for a meeting, event, or function.

ARTICLE XV – TRAVEL

Section 2. The Fraternity President in conjunction with the Fraternity Director of Finance will make travel arrangements for Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity. Each member who participates in a travel event is responsible for their own expenses unless explicitly stated otherwise. Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity is not responsible for any lost items on road trips. Any member who damages their room, behaves inappropriately or is arrested on a road trip may be removed from the organization. They will also be required to pay any fine that the fraternity incurs due to their actions. The Fraternity President should make every accommodation to make sure that every team member has a means of transportation to off campus events.

ARTICLE XVI – ATTENDANCE

Section 1. Attendance will be kept at all events and meetings.

A) Attendance may also affect one's ability to maintain an active member status.

Section 2. Excused absences may occur for classes and other acceptable reasons to be determined by the President and Executive Board.

Section 3. Attendance discrepancies can be addressed with the faculty advisor to the fraternity.

ARTICLE XVII – COMMITTEES

Section 1. The President of the Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs fraternity, in consultation with the Faculty Advisor, shall appoint the committee to nominate new members and such other committees as deemed necessary for the transaction and completion of chapter business.

ARTICLE XVIII – DUES

Section 1. Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs is authorized to levy annual or semester dues from the membership to conduct the professional and academic programming efforts of the chapter.

A) The Executive Board will decide at the beginning of each semester the dues amount that will be collected from each member. The amount will be based on activities planned for the semester, what the fraternity will need to purchase, and on the basis of the fraternity's accounts.

ARTICLE XIX – DISPOSITION OF ASSETS

Section 1. In the event of the dissolution of Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs, none of the assets of the members of Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs existing at that time shall accrue to the officers or members of the chapter. Such assets shall be transferred to a suitable scholarship fund at within Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs.

Section 2. In the event that Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs is suspended or becomes temporarily inactive, the assets of the Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs chapter shall be held by the last designated faculty advisor and Indiana University O’Neill School of Public and Environmental Affairs in trust until the final status of the chapter is determined. Should this period extend to two academic years, the faculty advisor shall notify the Sigma Iota Epsilon National Office and request authority to convert such assets into a scholarship fund designated for students enrolled in the management curriculum at Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs.

ARTICLE XX – SUSPENSION AND/OR DEACTIVATION OF THE CHAPTER

Section 1. Should Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs fail to hold at least three regular meetings per academic year, or fail to hold at least one initiation per academic year, Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs shall be suspended. Suspension means that the chapter has ceased to conduct meaningful academic, professional, or membership activities, but remains on the active rolls pending revitalization efforts on the part of the faculty advisor, administration, or remaining student officers or members.

Section 2. Any chapter deemed suspended shall not be eligible for any benefits provided to normally-functioning chapters by the National Office, such as grants, scholarships, and participation at national or regional meetings.

Section 3. Should any chapter suspended for a period of at least two academic years not conduct any meaningful professional, academic, and membership programs, that chapter shall be formally deactivated by the Sigma Iota Epsilon National Office, and its assets shall be disposed of as described in Article XIX, above.

ARTICLE XXI- REINSTATEMENT OF SUSPENDED AND/OR DEACTIVATED CHAPTERS

Section 1. Any chapter deemed suspended, as described in Article XX, above, will be reinstated as an active chapter, with the full rights and privileges of an Sigma Iota Epsilon chapter, as soon as the Sigma Iota Epsilon National Office receives evidence that it is conducting academic, professional, and/or membership programs of a recurring nature.

Section 2. Any chapter declared deactivated, as described in Article XX, above, and wishing to reactivate as an active chapter, must petition the Sigma Iota Epsilon National Office for reactivation. The petition shall take the form of letters by the proposed faculty advisor and department chair (or dean) stating their willingness to support the reactivation and listing those activities or action steps that the reactivated chapter will take to ensure its vitality.

ARTICLE XXII – DISCIPLINE

Section 1. Local chapter members are expected to participate in local chapter activities in order to maintain their good standing with Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs.

A) Lack of interest shall be a basis for suspension.

Section 2. Any member not in good standing may be suspended or expelled at any regular or special meeting by a majority vote (51%) of the members present.

Section 3. Any member so suspended or expelled may be reinstated upon his or her written petition approved by a majority vote (51%) of the members present at any regular or special meeting.

A) Faculty advisor approval is also needed for reinstatement of an individual.

ARTICLE XXIII – ALUMNI CHAPTERS

Section 1. Former student members of Sigma Iota Epsilon- Alpha Psi Chapter may petition the National Office for an alumni chapter. The petition shall be signed by at least ten charter members and accompanied by a proposed Constitution and Bylaws appropriate to the governance of the chapter and in accordance with the undergraduate/graduate organization of Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs.

A) The Constitution and Bylaws shall conform to the national Constitution and Bylaws and not be in conflict with them.

BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1. To qualify for membership, refer to Article III. They must also demonstrate passion towards the cause.

Section 2. Qualifications

Subsection 1. Membership shall be limited to those of high scholarship, with a demonstrated interest in management, and of good moral character.

Subsection 2. No individual shall be denied membership in Sigma Iota Epsilon because of race, religion, national origin, or sex.

Section 3. Classes of Membership. There shall be five classes of membership: undergraduate students; members of the institutional, research, or administrative staffs of the host college or university; alumni; honorary; and professional.

Subsection 1. Undergraduate Students: Candidates for undergraduate degrees in commerce or business administration, or candidates for undergraduate degrees in an academic field represented by a domain of one or more of the Academy of Management's professional divisions or interest groups, may be elected to membership if they have:

- a. attained a GPA of at least 3.25 (in a system where A is 4.0) or its equivalent on all work taken at the institution where the chapter is located;
- b. completed at least thirty (30) semester hours of work or its equivalent at that institution;
- c. completed a minimum of one (1) management -prefix course with a grade of B or better; and
- d. stated their interest of continuing in the management curriculum by taking at least one more management-prefix course.

Subsection 2. Honorary: Any person who has made an outstanding contribution to the local chapter or to management, but has never been employed as a professional manager, may be elected to honorary membership by the local chapter subject to the approval of the faculty advisor.

Subsection 3. Professional: Any professional manager currently or formerly employed in a middle or upper-level managerial position, and who has demonstrated interest in the local chapter and the goals of Sigma Iota Epsilon, may be invited to join as a professional member, subject to the approval of the faculty advisor

Section 3. Members will not be terminated unless their actions have proved to be a disturbance or hindrance (this can include a lack of attendance.) Members would be replaced simply through open recruitment (with rolling admission.)

Subsection 1. Due Process: In the event a members is terminated or being considered for termination, they will meet with the Faculty Advisor and President of the SIE Alpha Psi chapter-

IU Executive Board. Said member will be provided, in writing, the circumstances surrounding their consideration for membership termination.

The member will be provided the opportunity to present evidence in support of their continued SIE Alpha Psi IU chapter membership. If evidence cannot be provided or does not support their request to remain a member, an executive board vote will be taken, with a majority rule, the members membership will be terminated from SIE Alpha Psi -IU chapter membership.

Subsection 2. SIE National Membership. In the event a member is terminated from the local SIE-Alpha Psi IU chapter, the Faculty Advisor will contact National SIE of the termination. The terminated member will be directed to contact SIE National. Only SIE National can terminate a SIE National membership.

ARTICLE II – DUES

Section 1. The annual dues shall be decided by the current year President and Director of Finance with the input of the faculty advisor.

A) Can be changed as necessary to cover all incurred costs.

ARTICLE III – DUTIES OF OFFICERS

Section 1. See Article IV.

Section 2. Officer duties are fluid and can be redefined at any time by the Executive Board.

ARTICLE IV – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, Vice President, Director of Administration, Director of Finance, two Co-Directors, Director of Marketing, Director of Recruitment, and Director of Philanthropy.

Position Responsibilities:

President:

- Plan agendas for each meeting
- Lead monthly membership meetings
- Oversee committees and organization events
- Assist in the oversee of application process
- Assist in the oversee of the initiation ceremony
- Communicate with alumni board members

Vice President:

- Plan and execute annual initiation ceremony
- Assist the President with various needs and activities
- Help oversee committees and events

Director of Administration:

- Keep all necessary electronic and paper documents that SIE needs
- Keep agenda/minutes of meetings
- Send GroupMe message after each meeting (method subject to change)
- Sending reminders to members about future events
- Update box folder when needed and also share access to necessary members

Director of Finance:

- Allocate the yearly budget, maintain a record of revenues and expenditures throughout the year, and oversee the usage of our resources.
- Drive the financial planning of the organization
- Retain constant awareness of SIE's financial position and act to prevent problems
- Develop the fundraising strategy and manage relationships with partners and investors along with the President, Vice-President, and Director of Philanthropy.
- Prepare detailed reports on financial performance on a timely basis
- Collect monies, including but not limited to: dues, apparel sales, philanthropy donations.
- Store and have quick access to all financial records including receipts and invoices and categorized them by event

Co-Director:

- Plan a professional development event each semester
- Work with President and Vice President each semester with various activities
- Help plan initiation each semester: Work with finance and president to organize and help with whatever is needed.

Co-Director (Philanthropy):

- Assist with International and Philanthropy committees as needed
- Perform various tasks given by the President and Vice President

Director of Marketing:

- Oversee marketing committee
- Provide a committee report to the Director of Administration before each meeting
- Oversee all social media platforms, maintain website/blog, and LinkedIn.
- Take pictures and or videos during any events or meetings.

Director of Recruitment:

- Create a detailed and complete Yearly Recruitment Plan prior to the start of each academic term
- Manage the activities that are outlined in the Yearly Recruitment Plan
- Delegate appropriate responsibilities to Recruitment Committee members for activities that are outlined in the Yearly Recruitment Plan
- Ensure that all new members complete the required application prior to the Initiation Ceremony
- Detail Recruitment Committee business in committee reports

- Deliver committee reports and relevant information to Director of Administration before each meeting
- Prepare and organize transition materials/saves materials prior to transition of Directors

Director of Philanthropy:

- Oversee the Philanthropy committee
- Provide a committee report to the Director of Finance before each meeting
- Plan and execute a big event each semester to raise money for selected philanthropy
- Plan and execute additional events each semester if time permits
- Set fundraising goals and maintain fundraising page

International Director:

- Prepare PowerPoint regarding international business etiquette and present it to the members once per month
- Plan and execute annual international food and information event
- Collaborate with the recruitment committee to increase SIE name among the international student body
- Prepare a committee report to give to the Director of Administration before each meeting
- Host various events that increase member's global knowledge both professionally and socially.

ARTICLE V – COMMITTEES

Section 1. Committees will include marketing, philanthropy, and recruitment.

Section 2. The committees shall be of any size deemed necessary by the Executive Board.

ARTICLE VI – QUARUM

Section 1. The percentage of votes needed has been outlined in the Constitution.

Section 2. These aforementioned percentages can be amended.

Section 3. Regular decisions by the organization or committees need a majority to pass or fail.

- A) Majority is defined as more than 51% of the people present.
- B) These votes cannot be taken if less than 51% of the voting group is absent unless otherwise specified.

ARTICLE VII – TEAM ANTI DISCRIMINATION AND HAZING CLAUSE

Section 1. We do not condone any sort of hazing, bullying or discrimination of any kind at any time. If you participate in these activities we reserve the right to send you home from any Sigma Iota Epsilon at Indiana University O'Neill School of Public and Environmental Affairs event you might attend along with appropriate reporting to the University and other entities.

ARTICLE VIII –ALCOHOL, DRUGS AND TOBACCO PRODUCTS

Section 1. If you are under the influence of alcohol, drugs or other illegal stimulants you will be sent home and appropriately reported to the University and other entities. Tobacco products such as but not limited to cigarettes, dip or chew are not to be used during Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs events, meetings or activities.

ARTICLE XIV – ELECTION CLARIFICATION

Section 1. Following the inaugural season the fraternity members will select the President, Vice-President, Director of Finance, Fundraising Chair and Secretary (which can be replaced by a third Vice-President). It is possible to have two Vice Presidents if there are enough qualified candidates interested. Nominations and elections will take place during the last week of fall semester with elections the first week of spring semester. Nominations for positions will be anonymous and will be accepted up until the date of the election. Candidates can nominate themselves as well. Terms will be for one calendar year as defines in Article V. Each officer may serve a maximum of two terms. Nominees will present their qualifications and objectives to the members at an organizational meeting election or email/online election on January 1st. Elections will take place at the conclusion of the nominees' address to the members. These can take place in person or through email. The Faculty Advisor and Director of Administration will take all ballots and calculate the results of the election. A candidate is elected/has one the position with a majority vote. In the situation of a tie, a runoff will take place. This will occur as written in Article V. All the members will vote among all of the nominees who are tied.

Any fraternity officer/executive board member can be impeached when a fraternity member obtains a petition of signatures from a simple majority of fraternity members. The officer/executive board member who is under consideration of impeachment will be provided written documentation of the offense/concern and provided an opportunity to address said claim(s) with the executive board, faculty advisor and, if deemed appropriate, with the members of the fraternity. If the officer/executive board member is unable to defend/explain such claim(s) to the satisfaction of the executive board, faculty advisor and when appropriate fraternity members, the impeachment procedures will begin. A written decision will be provided to the executive board member in question signed by fraternity President, Vice President and Faculty Advisor. All decisions are final. The impeached officer/executive board is subsequently ineligible to hold future officer/executive board member positons for Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs.

In the case of impeachment, the officer/executive board member will be removed immediately from office and access to fraternity accounts suspended. An emergency fraternity meeting will be called where a minimum of three-fourths of fraternity voting members must be present. Nominations and a vote(s) will be held to fill the vacant seat. The nominee receiving the majority of member votes wins the election.

ARTICLE XV – PROFESSIONAL MEMBERS

Purposefully empty for member input.

ARTICLE XVI – ORGANIZATION ADVISORS

Section 1. Advisors are members of Indiana University Bloomington’s faculty/staff. They are not held responsible for the organization’s actions, and do not sit in a capacity that lets them dictate organizational policy. Advisors do have to attend meetings or events held by the fraternity. Faculty shall have interest which will lead to this involvement. The following are some of the aspects of being an advisor to fraternity organizations;

A) Provide continuity and direction to the organization. With the yearly turnover of officers and fraternity membership, advisors are needed to provide continuity to the organization by acting as a resource of past activities, and helping the new membership continue in the original philosophical intent of the organization.

B) Answer questions about the college. The advisor is a knowledge base for information about college policies, and how the organization’s activities relate to them.

C) The removal of an advisor will take place through majority vote of the Executive Board. The advisor can be voted to be removed if they are not providing or maintaining the support as mentioned in Section 1 of this section explicitly mentioning the duties of the advisor. This process would begin with a suggestion from a member, will be formally discussed, and will be voted on. If it is voted that the advisor is to be removed, the Executive Board will need to have a formal discussion with the Dean of the O’Neill School of Public and Environmental Affairs and the BeInvolved Office. Once it is determined through the entire process that the faculty advisor will be removed they will be formally notified by the Executive Board.

a. Once the organization is in search of a new faculty advisor they will take nominations of candidates from members. The executive board can discuss with prospective candidates on whether or not they would be interested and determine if they have the qualifications that would make for a good faculty advisor.

b. After nominations for new advisors are accepted, the executive board will then discuss which candidates would be suit the position. The advisor will be decided through majority vote of the executive board.

ARTICLE XVII – ADMISSION OF MEMBERS

Section 1. Refer to Article III and Article IV of the constitution regarding any membership questions.

Section 2. Membership adheres to Sigma Iota Epsilon National Organization guidelines.

ARTICLE XVIII – INTERPRATION OF THE CONSTITUTION AND BYLAWS

Section 1. Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs officers and faculty advisor, acting as a judicial committee, shall determine the validity of any action taken or proposed which may be referred to them by a vote of the local chapter, or brought before them by a minority who challenge an action as not conforming to the Constitution and Bylaws.

ARTICLE XIX – RELATIONSHIP OF BYLAWS TO THE CONSTITUTION

Section 1. These Bylaws are not a restatement of the Constitution, but an interpretation and amplification thereof. The provisions of the Constitution shall be applied literally to all matters not covered by these Bylaws.

ARTICLE XX – GOVERNING OF THE CHAPTER

Section 1. Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs chapter shall have its own Constitution and Bylaws, which must be approved by a majority vote of the members present at a special or regular meeting and by the Faculty Advisor.

Section 2. Sigma Iota Epsilon at Indiana University O’Neill School of Public and Environmental Affairs chapter shall provide the SIE National Office with two copies of its Constitution and Bylaws.

Section 3. Changes to the local chapter's Constitution and Bylaws shall be approved under the above procedure, with two copies of the approved changes forwarded promptly to the SIE National Office.

University Required Clauses

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct, which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.