

THE BYLAWS OF SIGMA ALPHA EPSILON



INDIANA GAMMA

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Article I: Indiana Gamma

Name

This organization has been, shall be, and will be known as the Indiana Gamma Chapter of Sigma Alpha Epsilon at Indiana University Bloomington.

Creed

The Creed shall be the True Gentleman by John Walter Wayland:

“The True Gentleman is the man whose conduct proceeds from good will and an acute sense of propriety, and whose self-control is equal to all emergencies; who does not make the poor man conscious of his poverty, the obscure man of his obscurity, or any man of his inferiority or deformity; who is himself humbled if necessity compels him to humble another; who does not flatter wealth, cringe before power, or boast of his own possessions or achievements; who speaks with frankness but always with sincerity and sympathy; whose deed follows his word; who thinks of the rights and feelings of others, rather than his own; and who appears well in any company, a man with whom honor is sacred and virtue safe.”

Article II: Definitions

Membership

Shall be defined as all active Brothers

Chapter

Shall be defined as all active Brothers of the Indiana Gamma Chapter in good standing

Good Standing

1. Shall be defined as active Brothers who maintain the following minimum criteria:
 - a. 12 academic credit hours per semester, except for the seniors in which 9 academic credit hours per semester
 - b. Cumulative grade point average of 2.80 or higher
 - c. Previous semester grade point average of 2.80 or higher
 - i. In the event of a brother having a cumulative PA above the requirement and a previous semester PA below the requirement that brother will be allowed to return to good standing upon Executive Council's receipt of an official Indiana University midterm grade report reflecting a PA of 3.0 or higher.

- d. Brothers with a previous semester and cumulative PA of above the national standard may be granted provisional ood Standing upon signing an academic contract with Executive Council and upon strict adherence to the terms of that contract.
 - i. The standardized contract to be used must be annually approved by the Chapter before it may be used.
 - e. Not delinquent in accounts
 - f. Brother must complete the community service requirements for each semester otherwise he will fall out of good standing. That brother will return to good standing upon completing the requirements as recorded by the Philanthropy Chairman.
 - g. Brothers who fail to complete their assigned modules according to 'The True entleman Experience ' shall be automatically removed from ood Standing. He shall be remitted to ood Standing once proof of completion can be provided to the Member Educator.
2. Members not in ood Standing shall lose their right to vote on an y question before the chapter, become a Newly initiated member Father, hold a Chapter office, attend National or Province events, participate in Little 500 training or events, or participate in any intramural or social events.

Social Probation

1. Shall be defined as the inability to attend social events.

Article III: Organization and Administration

Executive Council

1. The Chapter will maintain an Executive Council consisting of the following officers:
 - a. Eminent Archon
 - b. Eminent Deputy Archon
 - c. Eminent Treasurer
 - d. Eminent Recorder
 - e. Eminent Warden
 - f. Health & Safety Manager
 - g. House Manager
 - h. Member Educator

- i. Recruitment Chairman
 - j. Social Chairman
 - k. Past Eminent Archon (Non-Voting)
2. The Executive Council may vote only with a quorum of six Executive Council members. A majority vote is required to pass a resolution.
3. The Duties of the Executive Council shall be:
 - a. Act as advisory group to the Eminent Archon
 - b. Approve requests for expenditure of fraternity funds
 - i. Requests for expenditure must be in accordance with Eminent Treasurer's expense forms
 - ii. The Executive Council may approve no more than \$600.00 per chair, per week for chairs with an initial budget not exceeding \$600.00; Expenditures greater than this amount must be approved by the Chapter
 - iii. The Executive Council may approve no more than \$600.00 or 50% of a chair's initial budget per chair, per week for chairs with an initial budget exceeding \$600.00; Expenditures greater than this amount must be approved by the Chapter
 - iv. The Executive Council may approve no expenditure exceeding \$1,000.00 per chair, per week; Expenditures greater than this amount must be approved by the Chapter
 - v. The Executive Council must enumerate all approved expenditures and post record of said enumerations to the chapter website within one week of approving any expenditures
 - c. Be the policy forming body on all matters not requiring a vote of the entire chapter
 - d. Approve request for deferred payments of dues and assessments
 - e. Maintain good order and discipline; refer members to the Standards and Ethics Board as necessary
 - f. Discuss and develop opinions regarding tabled motions from previous Chapter and Executive Council meetings
 - g. Meet once per week during the academic year, at least one day in advance of the scheduled weekly Chapter meeting

- h. The Executive Council must abide the judgment of the chapter made obvious through a chapter vote; the Executive Council must not, through action or inaction, oppose or attempt to subvert a resolution made through a chapter vote

4. Public Nature and Accountability of Executive Council

- a. The time, date and location of all regular meetings of the Executive Council are to be published no less than 1 week before the date of that regular meeting. Emergency or irregular meetings of exec are to be published via email at the soonest possible time. All regular meetings of Executive Council must take place in a public or campus venue.
- b. Any initiated brother in good standing has the right to silently attend any meeting of Executive Council. These members will be asked to leave the meeting only during such time as the Executive Council is discussing or voting on matters of a disciplinary or personal nature, and only when those matters are pertaining to not more than 10% of the total active chapter.
- c. Initiated brothers in good standing may only speak during a meeting of Executive Council if they are yielded the floor by the EA or EDA. Observing brothers may not seek the floor at any time during Executive Council. (IE: raise their hand)

Standards and Ethics Board

Purpose

The purpose of the and Ethics Board shall be to bring to the attention of the brothers the obligations they made at initiation, to uphold the standards of “The True Gentleman,” and to ensure a quality reputation for the chapter and of Sigma Alpha Epsilon. A trial is the last resort. The Standards & Ethics Board is not empowered to suspend or expel any members. A trial for suspension or expulsion should follow the guidelines outlined in the National Fraternity Laws.

Composition of the Board

In order to ensure fair representation and to eliminate any claims of favoritism, the Standards & Ethics Board shall consist of:

- Two members of the freshman class
- Three members of the sophomore class
- Two members of the junior class
- Two members of the senior class

The Eminent Warden will preside over any hearings and ensure that they are conducted in a fair and efficient manner.

All members are allowed to attend but must remain silent unless asked a question by the Executive Committee.

At least one brother per class must vote for a ruling to be legitimate; any resolution that was not voted on by at least one member per class is void.

In order to ensure the chapters opinions and interpretations of bylaws are better represented in a democratic way, the standard and ethics board shall settle bylaw discrepancies in the event at least 5 active members of the chapter challenge a current interpretation of a bylaw in operation.

Notification and Trial Procedure for Major Offenses

Allegations are brought in front of the Executive Council, which will determine whether the allegations merit a Standards and Ethics Board hearing. There should be no discussion of the guilt or innocence of parties involved by the Executive Council.

A letter announcing the charges should be sent to the defendants. If the defendant chooses to have a hearing, the Eminent Warden will schedule a hearing with the defendant. The hearing should be announced at least two days in advance and should happen within a one (1) week after charges have been filed.

- The trial agenda should be as follows:
- Reading of the charges
- Witness testimony
- Questioning of the witness(es)
- Defendant testimony
- Questioning of the defendant
- Closing remarks by the defendant

After the closing remarks by the defendant, everyone must leave the room, except for the EW, and the Standards and Ethics Board. At this time, the board will determine the guilt or innocence of the defendant. If convicted, the board will decide which sanctions are appropriate. In the case of a “hung jury,” the EW will be the deciding vote.

Sanctions decided upon by the board will be final, unless an appeal is made to the chapter at the next chapter after the trial; $\frac{3}{4}$ majority is required to overturn the board’s decision. If the board’s decision is overturned, then the board will again decide which sanctions are appropriate at their next meeting. In the case of a “hung jury,” the EW will be the deciding vote. It will be the duty of the Eminent Warden to ensure that sanctions are enforced.

Recruitment Council

Purpose

The recruitment council will be a subdivision of the recruitment committee. The recruitment committee will have the power to extend bids to potential new members. Council members must be nominated and selected by the chapter. Nominations and elections will occur each semester. The purpose of the Recruitment Council shall be to extend bids in a timely and organized fashion to potential new members.

Composition of the Council

The Recruitment Chairman will preside over the Recruitment Council.

For the fall semester, the Recruitment Council will consist of: The Senior Recruitment Chair, 6 members of the chapter in their sophomore year, 4 members in their junior year, 4 members in any year.

For the spring semester, the Recruitment Council will consist of: The Senior Recruitment Chair, 5 members in their freshman year, 5 members in their sophomore year, 2 juniors and 2 in any year.

A 3/4ths majority of present voting members is required to extend a bid to a potential new member. A simple majority is required to defer a potential new member until the start of the next semester. A minimum of 12 people of the council must be present to vote.

Notification & Meeting Procedures

All voting sessions must be made public to the chapter no less than 12 hours before the session is to begin. Any initiated brother in good standing has the right to silently attend any meeting of Recruitment Council. They may speak if called upon by a member of the council.

Nominating Committee

Purpose

The nominating committee assists the chapter by preparing a slate of recommended nominees for chair positions, **excluding** executive council positions, Recruitment Council, and Standards Board. This is to streamline the election process and ensure quality leadership.

Duties

The duties fall within the Purpose Statement above, as specified or detailed from time-to-time by the nominating committee chairperson, the Eminent Deputy Archon, based on current circumstances. The committee is to report the slate of nominations to the executive council the executive council prior to elections. The

committee is expected to narrow down the potential candidate field to a few members (typically one or two).

Procedures

1. Committee announces a chapter wide call for members interested in a particular chair position
2. Committee collects all relevant information from potential candidates based on the position they seek
 - a. Brief interviews are suggested
 - b. Or brief written surveys
3. After hearing all interested candidates the committee meets to discuss possible candidates. After this discussion the committee compiles a slate of candidates for the various positions
4. The slate of candidates is presented to the executive council by the chairman of the nominating committee (Eminent Deputy Archon), and if need be changes can be suggested
5. After the executive council meeting the final list is presented to the chapter
6. The chapter will vote on candidates to hold the selected positions

Composition of Committee

Five (5) members comprising of four (4) voting members and one (1) non-voting member.

Eminent Deputy Archon (Non-voting Chair, Tie breaker)

2 Sophomore members (Voting)

2 Juniors (Voting)

Quorum

Three voting members and the Eminent Deputy Archon

Required Officers

The required officers of the Chapter are:

1. Eminent Archon
2. Eminent Deputy Archon
3. Eminent Recorder
4. Eminent Correspondent

5. Eminent Treasurer
6. Eminent Chronicler
7. Eminent Warden
8. Eminent Herald
9. Eminent Chaplain
10. Member Educator
11. Social Chairman
12. Recruitment Chairman
13. Health & Safety Manager
14. Scholarship Chairman
15. Philanthropy Chairman
16. House Manager

Additional Officers

The Executive Council may create such other officers as required, to be filled by standard election; such additional offices are, but not limited to:

1. Brotherhood Chairman
2. Merchandise Chairman
3. Intramural Chairman
4. Public Relations Chairman

Election of Officers

Except in case of unanimous consent for vote by count of hands, election of officers shall be by ballot, and a majority of all votes cast shall be necessary for a winner. If there is no election on the first ballot, for each subsequent ballot the name of the candidate receiving the lowest number of votes shall be dropped.

Candidates for any office, position or scholarship will be given the opportunity to briefly address the chapter and will be asked three material questions by members of the chapter, prior to a vote.

Term of Office

1. No single elected term shall be for duration of over one (1) year.

2. The term of office for Eminent Archon, Eminent Deputy Archon, Eminent Recorder, Eminent Treasurer, Eminent Warden, Member Educator, and Philanthropy Chairman shall be one year subject to a chapter review after one semester. The officer shall be confirmed for a second semester after a vote requiring a simple majority. If the officer does not receive a simple majority or if the officer chooses not to remain in his office, normal election procedures resume for a one-semester replacement. The terms will start in the spring semester (January 1st) and will last until the following fall semester.
3. The term for Standards and Ethics Board members shall be one year. In the fall, elections shall be held for one newly initiated member freshman who may not vote until he is initiated, one sophomore, one junior, and one senior. In the spring, elections shall be held for one freshman, one sophomore, one junior, and one senior. If any standards member vacates their position for whatever reason, including a vacation due to a senior graduating, an election will be held for a new standards member to finish the term of the office.
4. The term of office for all other officers is one semester. The incoming officers shall assume their offices on July 4 for fall semester and January 1 for spring semester.

Qualifications for Office

1. In order to hold office, the elected Brother must be a member in good standing.
2. To hold any Executive Council role, one must have previously held a position in the chapter.
3. To hold any Executive Council role, one must have a previous semester grade point average of 3.0 or higher.
 - a) In the event of a member of the executive council having a cumulative PA above the requirement and a previous semester PA below the requirement, that brother may be granted provisional good Standing upon signing an academic contract with the Scholarship Chairman as well as a majority chapter vote.
4. To hold the office of Eminent Archon, one must have previously served on the Executive Council for a period of no less than one semester.
5. Starting January 1, 2013 an active brother on semi-active status cannot hold any Executive Council role.
6. Starting June 1, 2016 one must have previously served at least two shifts as a Junior Risk Manager to hold office in an Executive Council position.

Other Committees

The following Chairmen shall hold weekly committee meetings. One member of each committee must hold each officer position. Appointments to each officer position require a majority approval by the chapter. A member can be removed from an officer position by a 2/3-removal vote from the chapter.

1. **Brotherhood**- Led by Brotherhood Chairman

-Parent Weekend Officer: Shall work with the Eminent Deputy Archon to help plan and operate Moms' and Dads' Weekends

2. **Philanthropy**- Led by Philanthropy Chairman

-Fundraising Officer: Shall work with the Philanthropy Chairman to raise money for the Indiana Gamma Chapter and its philanthropic projects

3. **True Gentleman Experience** - Led by Member Educator

-Loyalty Chairman: Shall lead brothers in their freshman year through the TE modules and general education

-Friendship Chairman: Shall lead brothers in their sophomore and junior years through the TE modules and general education

-Honor Chairman: Shall lead brothers in their senior year through the TE modules and general education

-Alumni Chairman: Shall communicate with the chapter's alumni base, prepare and plan annual alumni tailgate, and establish an alumni mentor program

4. **Recruitment**- Led by Senior Recruitment Chair

-Junior Recruitment Officer: Shall lead recruitment events in the

absence of the recruitment chair

5. Scholarship- Led by Scholarship Chairman

6. Social-Led by Social Chairman:

-External Social Officer: Shall organize social events with other reek organizations

-Internal Social Officer: Shall prepare and plan social events sponsored by the chapter

-Formal Social Officer: Shall plan a formal, semi-formal, or date party for the current semester

-Tailgate Officer: Shall prepare and plan tailgate events sponsored by the chapter

-21+ Event Coordinator: Shall prepare and plan events for members of the chapter that are 21 years or older

7. Public Relations- Led by Public Relations Chairman

-Awards & Recognition Officer: Shall apply for awards and other titles of recognition for the chapter

9. Health & Safety- Led by Health & Safety Manager

-Junior Health & Safety Officer: Shall lead the health and safety team in the absence of the Health & Safety Manager

10. Housing- Led by House Manager

-Recycling Program Officer: Shall oversee the chapter's recycling program

-Summer Housing Officer: Shall plan and prepare leases for the
summer housing program

If a Chairman fails to meet at least two (2) times within a month this will result in an additional three (3) hours of community service above and beyond the required ten (10) per semester.

Committee Chairman must maintain a detailed minutes and attendance record for each meeting held and submit it to the Eminent Deputy Archon.

Every Chapter member not holding an elected position shall be required to join and participate in a committee. At the beginning of each semester, members shall inform the Eminent Deputy Archon of their committee choice.

Committee member attendance shall follow Chapter attendance policies, with members reporting to their respective Chairmen.

Vacancies:

Temporary Absence:

In the event of a temporary absence from duty, the Executive Council shall appoint a brother to serve as the acting chair for the affected position

Permanent Vacancy:

An election to fill a vacant office shall be conducted in the regular manner, and due notice of the meeting for such purpose shall be given. The Chapter may, by two-thirds (2/3) vote; declare any office vacant when the interests of the Chapter demand. Notice of such intended action shall be given to the officer concerned and to all other initiated members of the Chapter Collegiate with the utmost expediency.

Article IV: Duties of Chairmen and Managers

Eminent Archon

The Eminent Archon shall:

1. Preside at meetings of the Chapter
2. Appoint officers and committees not otherwise provided
3. Approve orders drawn on the Eminent Treasurer by the Eminent Recorder for appropriations made by the Chapter

4. Sign transfer cards and the credentials of delegates to the Fraternity and Province Conventions and countersign reports
5. Enforce a strict observance of the laws, by-laws and lawful orders
6. Keep and order book containing the orders and circulars issued by the Supreme Council or any member thereof
7. Prevent conduct at an initiation tending to degrade or cheapen the Fraternity or the Ritual
8. Promote and maintain proper use of the Ritual of the Fraternity and keep Ritual elements securely guarded
9. Learns and understands the rules of Parliamentary Procedure as defined by Robert's Rules of Order.
10. Request strangers visiting the Chapter house purporting to be Sigma Alpha Epsilon alumni to show their membership cards.
11. Prepare and submit an annual report on the state of the chapter, for public record, to the Eminent Supreme Recorder and Province Archon by May 15
12. See to the prompt submission of all required Chapter reports
13. Provide the Election Report specified by the Fraternity Service Center within ten days of officer elections
14. Provide the Active Membership Roster specified by the Fraternity Service Center semi-annually, each February 15 and November 15
15. Keep the campus Student Activities Office informed of all changes in membership

Eminent Deputy Archon

The Eminent Deputy Archon shall:

1. Perform the duties of the Eminent Archon in the absence of that officer
2. Prosecute members accused under Title XIV of the Fraternity Law and have charge of trials and appeals, unless for any cause he is disqualified or unable or unwilling to act in the capacity of prosecutor, in which case the Eminent Archon of the Chapter shall appoint another member of the Chapter Collegiate or an alumnus of the Chapter to undertake these duties
3. Promote and coordinate the alumni program of the Chapter
4. Perform such duties as may be designated by the Eminent Archon or other lawful authority

5. Serve as ex-officio member of all committees, be fully informed on the progress and status of committees or special events, and coordinate activity between the committees
6. Serve as the Chapter's parliamentarian
7. Responsible for compiling a weekly Agenda of action items to be presented at Chapter meetings.
8. Serves as ex-officio leader of the Executive Council and presides over the meeting (just as Eminent Archon presides over chapter).
9. Officers must keep record of every financial and monetary exchange related to the Fraternity or involving Fraternity funds and report them to the Executive Council every week. If an officer fails to submit accurate and timely reports, the Eminent Deputy Archon is required to motion for that officer's deposition at the next chapter meeting.
10. Oversee the Annual Performance Review as enumerated in the "True Gentleman Experience" per the Chapter and National bylaws.

Eminent Recorder

The Eminent Recorder shall:

1. Keep records of:
 - a. Minutes of Chapter, Executive Council and special meetings.
 - b. A true and correct copy of Chapter by-laws, Fraternity, Province and IFC laws
 - i. In charge of having a yearly By-Law Review during the fall semester
 - c. A Book of Expulsions containing the names of all persons expelled or suspended from the Chapter, the date of the trial, a copy of the charges, the names of all participating officers, the vote, subsequent action if any, and all other pertinent information. Each entry in the Book of Expulsions is to be signed in full and dated by the Eminent Archon and Eminent Recorder of the Chapter at the time the entry is made
 - d. Attendance at all Chapter meetings and events
 - e. Ensure a current copy of the chapter bylaws are accessible via the SAE website

2. Prepare, sign, and forward to the Eminent Supreme Recorder or to the Province Archon, as the case may be, the credentials of delegates to the Fraternity and Province Conventions
3. Prosecute the Eminent Deputy Archon if that officer is accused under Title XIV of the Fraternity Law
4. Maintain the Chapter's filing system
5. May excuse absences from Chapter meetings
6. Notify Eminent Warden of all attendance records so that fines may be enforced.
7. Preside over weekly committee meetings and submit a detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon.
8. Maintain Written Policy
 - a. The Recorder must ensure there is no contradiction between Written Policy and the Bylaws

Eminent Correspondent

The Eminent Correspondent shall:

1. Consistently maintain the official fraternity schedule.
2. Prepare and forward Chapter news for The Record
3. Give notice of expulsions and reinstatements by the Chapter as required by Section 77B of the Fraternity Law
4. Keep a record of all birthdays and special events requiring a congratulatory message
5. Notify members of special meetings of the Chapter
6. Prepare a Chapter member contact information directory, for each academic semester and the summer
7. Responsible for maintaining an alumni database

Eminent Treasurer

The Eminent Treasurer shall:

1. Collect moneys due the chapter, giving a receipt therefore
2. Hold the funds, securities, vouchers and account books of the Chapter
3. Keep such records and books as required by generally accepted accounting principles or utilize the facilities of professional or institutional accountants,

or both. He shall render a monthly financial report to the Chapter or see that reports prepared by others are submitted to the Chapter

4. Remit to the proper authorities all sums lawfully assessed against the Chapter; fill all orders drawn by the Eminent Recorder and approved by the Eminent Archon, and make other necessary disbursements of the Chapter
5. Deliver to his successor or anyone designated by the Chapter all, or any part as directed, of the funds, securities, vouchers and account books of the Chapter
6. Prepare and forward to the Fraternity Service Center by the thirtieth (30th) day of the month following the end of each fiscal year of the Chapter Collegiate an annual financial statement
7. Prepare and forward to the Eminent Supreme Recorder the following:
 - a. Newly initiated member Roster for each man newly newly initiated memberd, accompanied by payment of the required newly initiated member fee, within ten (10) days after election, with copies to the Province Archon, the Province Treasurer, the Chapter Advisor, and the President of the House Corporation
 - b. Initiation Report, giving biographical data for each member initiated or affiliated, accompanied by payment of the required initiation fee, completed prior to the initiation and within ten days after the initiation or affiliation of such member
8. Prepare, or have prepared, a budget of the Chapter's estimated income and expenditures for the year's operations and submit it to the Chapter before October 15th of that year

House Manager

The House Manager shall:

1. Assemble a list of two columns; members who have the two year requirement, and those who do not. Then, as the facility is filled, members shall move out by badge number. The columns shall be assembled in badge number order
2. Grant exceptions to room assignment rules based on guidelines in the Chapter Policy and subject to approval by the Executive Council
3. Create a list of house projects or jobs and assign each member of Indiana Gamma thereto
4. Work with the Eminent Archon and the Eminent Deputy Archon to appoint a Recycling Program Officer and a Summer Housing Officer

5. Maintain the property in a manner consistent with policies supporting cleanliness, health, and safety, as well as Fraternity values
6. Call house cleaning sessions as needed
7. Attend all house corporation meetings
8. Reside in the chapter house during his term of office

Eminent Chronicler

The Eminent Chronicler shall:

1. Keep a history of the Chapter
2. Keep a Fraternity scrapbook of the Chapter
3. Keep all archives and personal or historical data pertaining to the Chapter, its alumni and institution, including campus news and events, scientific, literary, social or athletic occurrences of interest to Sigma Alpha Epsilon or to the general college and educational world
4. Submit Chapter and members' news and photographs for the Chapter's scrapbook at the Fraternity Service Center
5. Visually document all chapter events with a team of photographers

Eminent Chaplain

The Eminent Chaplain shall:

1. Serve as the counselor for the Chapter
2. Shall mediate conflicts between brothers if disputes arise

Eminent Herald

The Eminent Herald shall:

1. Store and maintain all Ritual materials
2. Organize all ceremonies, according to Ritual
3. Coordinate other programs designed to enhance the Chapter's appreciation for the Fraternity's creed, Ritual and traditions

Eminent Warden

The Eminent Warden shall:

1. Guard the door to ensure privacy and secrecy at Chapter Meetings.
2. Ensures that proper decorum and order is maintained at all functions of the chapter.
3. Takes action to restore proper decorum if official meetings are disrupted

4. Ensure the meeting room is in order for all Chapter meetings
5. Has fining and dismissal power at all meetings and chapter events.
6. Shall notify Brothers of the Chapter of all fines on a consistent basis.
7. Be responsible for ensuring that accounts receivable are collected.
8. Be responsible for clean up after meetings

Recruitment Chairman

The Recruitment Chairman shall:

1. Prepare a written recruitment strategy with a target audience, a set number goal, and innovative activities.
2. Work with the Eminent Archon and the Eminent Deputy Archon to appoint a Junior Recruitment Officer on the Recruitment Committee.
3. Be personally responsible for maintaining an accurate list of potential recruits at the beginning of each semester
4. Be responsible for coordinating a variety of recruitment events, in accordance with a pre-set event schedule.
5. Conduct a recruitment workshop for all members before the start of recruitment to familiarize brothers with the recruitment process and the goals for the semester.
6. Ensure that the number of newly initiated members is at or above the campus fraternity average for the newly initiated members.
7. Attempt to establish a long-term recruitment network drawing from certain high school, towns, families, or groups of friends.
8. Preside over weekly committee meetings and submit detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon.

Health & Safety Manager

The Health & Safety Manager shall:

1. Be responsible for the planning of Chapter events with a view toward reducing risk of loss and enhancement of security
2. Seek the advice of the Fraternity Service Center to assess loss exposure and on all matters concerning risk management for the Chapter
3. Work with the Eminent Archon and the Eminent Deputy Archon to appoint a Junior Health & Safety Officer on the Health & Safety Committee

4. Generally study and advise the Chapter on ways to reduce the risk of injury or loss of life from any cause
5. Keep and maintain the blacklist document, ensuring its proper enforcement.
6. Preside over weekly committee meetings and submit detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon.

Member Educator

The Member Educator shall:

1. Be responsible for proper and complete conduct of chapter education as outlined
2. Perform other duties as may be designated by the Eminent Archon or other lawful authority
3. Implement a Big Brother/Father-Son Program.
4. Implement 'The True Gentleman Experience' and makes all necessary copies available to all brothers, the Chapter Advisor, the university administration, and the Fraternity Service Center.
5. Develop any additional education and learning plans for the chapter, and submit them to the appropriate National figures by the second week of the academic calendar.
6. Ensure that all brothers have signed all necessary education paperwork including, but not limited to, their Member Expectations Acknowledgement Form
7. Preside over weekly committee meetings and submit a detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon
8. Apply for appointment for the Loyalty Chairman position

Scholarship Chairman

The Scholarship Chairman shall:

1. Keep track of how members are doing in their academic classes and sets up a system to help those who are struggling, such as by holding study tables, quiet hours, or tutoring programs.
2. Explore with the alumni and with the Executive Council financial incentives for members of the chapter who improve their scholastic efforts.

3. Work with the rush chairman to make sure that the chapter is recruiting men who hold scholarship as a high priority
4. Present periodic assessment of the Chapter's academic and scholastic state to the Chapter and Province Archon
5. Familiarize newly initiated members, during the course of their educational program in the Chapter, with the resources available to them to improve their academic performance
6. Advise the Executive Council whenever an initiated member or newly initiated member fails to meet academic requirements for initiation or continued membership
7. Develops an awards program for:
 - Highest PA
 - Most Improved PA
 - Gamma Rades Scholarship
8. Enforce consequences for fraternity members who fall below the standard expected PA (2.8 0)
9. Develops a list of all members' majors to distribute to all members.
10. Preside over weekly committee meetings and submit a detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon.

Social Chairman:

The Social Chairman shall:

1. Plan Social events for the Chapter
2. Maintain relations with Sorority chapters on Campus
3. Preside over weekly committee meetings and submit detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon.
4. Maintain the social budget
5. Work with the Eminent Archon and the Eminent Deputy Archon to appoint an External Social Officer, Internal Social Officer, a Tailgate Officer, and a Formal Social Officer
6. Apply for the appointment for one of the social committee offices

Intramural Chairman

The Athletic Director shall:

1. Be responsible for the Chapter's relationship with campus Intramural organizations
2. Plan the Chapter's involvement in intramural activities
3. Recruit brothers to participate in intramural events
4. Report the results of intramural activities to the Eminent Chronicler

Philanthropy Chairman

The Philanthropy Chairman shall:

1. Organize events to raise funds on behalf of charitable organizations as defined by Executive Council
2. Organize community service events for the Chapter
3. Keep a record of the community service hours spent by each Chapter member
 - Ensure that every member of the Chapter completes at least 10 hours of the community service and participate in at least one other reek Chapter's Philanthropy event per semester
4. Report events and their outcomes to the Eminent Chronicler.
5. Preside over weekly committee meetings and submit a detailed minutes and attendance record for each meeting held to the Eminent Deputy Archon.
6. Work with Eminent Archon and Eminent Deputy Archon to appoint a Fundraising Officer

Brotherhood Chairman

The Brotherhood Coordinator shall:

1. Organize consistent brotherhood events and set expectations for acceptable behavior at such events
2. Maintain an active correspondence with the Social Chairman regarding fraternity events.
3. Work with the Eminent Archon and Eminent Deputy Archon to appoint a Parent Weekend Officer
4. Plan one weekly brotherhood event solely for members of the chapter.
5. Preside over weekly committee meetings and submit a detailed minutes and

attendance record for each meeting held to the Eminent Deputy Archon.

6. Maintain a Brother of the Month Award Program

Public Relations Chairman

The Public Relations Chairman shall:

1. Organize and distribute positive stories and articles about the chapter and its members
2. Develop and monitor chapter website, twitter account, and other social media networks
3. Work with the Eminent Archon and Eminent Deputy Archon to appoint an Awards & Recognitions Officer

Kitchen Steward

The Kitchen Steward shall:

1. Serve as the messenger between the chapter and the chapter's chefs/cooking service
2. Inform the chapter of the menu for the upcoming week of meals
3. Hold a place on the operating council

Junior Warden

The Junior Warden shall:

1. Investigate different infractions of members of the chapter alongside the Eminent Warden
2. Attend standards cases and assist the Eminent Warden in selecting punishment severity
3. Communicate with disciplined members of the chapter to ensure that they are fulfilling the required duties assigned to them after their standards punishments

Article V: Membership

The Chapter reserves the right, subject to Fraternity Laws, to regulate membership.

All members are expected to abide by the expectations pertaining to the chapter point system as enumerated in policy.

Expectations of a Member

As a member of Sigma Alpha Epsilon, you are required to meet each of these expectations annually:

1. Must maintain a PA of 2.5 (minimum as per Fraternity Laws) or higher as specified by chapter by-laws
 - a. Any member that fails to maintain a PA minimum of 2.0 for the current semester will be brought up automatically for expulsion from the Indiana amma chapter by the Eminent Deputy Archon.
 - b. Any brother with a PA below 2.7 for the previous semester will be required to meet with the Scholarship Committee three times for the current semester.
 - i. Meetings will occur once before midterm exams, once soon after midterm exams, and once before final exams
2. Must be financially current (all bills paid) or be on an approved payment plan
3. Must be involved in at least one additional campus or community organization
 - a. Members in their senior year are exempt from this requirement, with the expectation they are working toward finding gainful employment upon graduation.
4. Must complete a minimum of 20 service hours per academic year
5. Must meet Fraternity educational requirements for his year in school
6. Must attend at least 85% of chapter meetings each year
7. Must attend at least 75% of chapter Ritual events (initiations, graduation ceremonies)

Election of New Brothers

1. Potential candidates for the chapter will be selected by the Recruitment Council.
2. Candidates will lose the ability to join the chapter if more than 25% of active members vote to rescind the candidate's bid. The voting can only occur during the 96 hour probationary period prior to initiation.

Annual Performance Review

The Annual Performance Review is to be scheduled no later than two weeks prior to the start of the fall, and can be scheduled as early as once grades are received for the spring term. All members of the chapter, regardless of year in school, are to participate and be evaluated. The Eminent Deputy Archon and the chapter standards board will run the annual performance review.

The Process

1. The Eminent Deputy Archon will compile the necessary information on each member in coordination with the Eminent Recorder, Eminent Treasurer, Member Educator, Scholarship Chairman and anyone else who has information necessary to determine the status of each member.
2. The Standards Board collectively will complete the Member Expectations Acknowledgement Form for each member.
 - a. When a member of the Standards Board is having his form completed, he will be excused from the room.
3. Upon completion of a form, the member will be determined to have either met the expectations or not met the expectations.
4. If a member has met expectations, he is clear to continue for the next year.
5. If a member has not met expectations, the chapter may either:
 - a. Suspend the member until the delinquency in his expectations has been resolved
 - i. In the case where some delinquency cannot be overcome (e.g. attendance at meetings or Ritual), then the member is to be suspended for at minimum one semester, with the opportunity to return to the chapter after the suspension has been served.
 - b. Submit his name and documentation of the failure to meet standards to the Province Archon for suspension.
6. If the member has so grievously failed in meeting expectations, or his conduct is such that it is unbecoming of a gentleman, the Standards Board may prefer charges against him for a chapter trial for expulsion of the member.

Living in the Facility

1. Requirements

- a. Every member shall be required to live in the facility for at least four (4) semesters, and may only move out if and only if the facility is full, then by badge number
- b. The time requirement begins with the semester following completed newly

initiated membership

c. The time requirement shall be subject to a grandfather clause as follows:

i. The class of 2014 shall be required to live in the facility for at least two (2) semesters

ii. All subsequent classes shall be required to live in the facility for at least four (4) semesters, as enumerated in the clause above

d. The House Manager shall assemble a list of two columns; members who have the two year requirement, and those who do not. Then, as the facility is filled, members shall move out by badge number. The columns shall be assembled in badge number order

2. Delinquency in Housing:

a. If a brother moves out of the facility without having fulfilled the four (4) semester requirement, or receiving a hardship case from the Executive Council, he is delinquent in housing

b. The consequences of being delinquent follow:

i. The member shall be placed on bad standing for the entire semester that he is delinquent in housing

ii. If the brother in question above does not sign a housing contract and does not notify the chapter of his intentions to move into the facility for the following semester, then the brother shall be expelled

c. After the date of January 31, 2013, no leases that are signed, or the consequences resulting from breaking of those leases in order to fulfill the housing requirements set forth in these by-laws, shall be acceptable justification for postponement or exceptions to the housing requirements

3. Parking Space Assignment

a. Members of the Executive Council have first priority in selecting parking spaces

b. Brothers living in the house have second priority in selecting parking spaces. They will be given the option in order based 50% on points earned in the previous semester and 50% on seniority. The exact calculation is $(50\% * \text{points earned}) + (50\% * (\text{number of semesters since initiated} * 25))$

c. Any remaining parking spaces will be reserved for brothers not living in the house. They will be given the option in order based 50% on points earned in the previous

semester and 50% on seniority. The exact calculation is $(50\% * \text{points earned}) + (50\% * (\text{number of semesters since initiated} * 25))$

Affiliation

The Chapter may accept into its membership any brother of Sigma Alpha Epsilon who, having been initiated by another chapter, has transferred to Indiana University at Bloomington, upon a two-thirds (2/3) vote of the Chapter, and upon payment of an Affiliation Fee set by the Executive Council.

Article VI: Meetings

To assist our assembly to accomplish in the best possible manner the work for which it was designed, all meetings must be conducted in accordance to Robert's Rules of Order.

Regular Meetings

Regular meetings of the Chapter shall be held weekly during the academic year.

Order of Business

The order of business at regular Chapter meetings shall be at the discretion of the Eminent Archon but should follow this format:

1. Formal Opening, in accordance with the Ritual
2. Newly initiated members admitted to meeting
3. Approval of minutes from previous meeting
4. Reports of Officers
5. Reports of Committee Chairs
6. Old Business
7. New Business
8. Remarks for the good of the Order
9. Newly initiated members are excused
10. Formal Closing, in accordance with the Ritual

Special Meetings

Special meetings may be called at any time by the Eminent Archon or shall be called by him on the written request of five (5) or more members in good standing. In either case, due notice shall be given to all members.

Quorum

At any regular meeting of the Chapter a majority (>1/2) of the initiated members in good standing shall constitute a quorum; at any special meeting, two-thirds (2/3) of the initiated members in good standing shall constitute a quorum.

Article VII: Dues, Fees, Fines

Chapter Dues

1. Semester Chapter Dues will be set each semester by the Executive Council upon recommendation by the Eminent Treasurer and must be approved by the Chapter if the Dues amount is increased by more than ten percent (10%) of the previous semester's Dues amount
2. The Eminent Archon and the Eminent Treasurer will only be assessed the National Risk Management Fee and Annual National Dues

Fees

Each member is responsible for his own newly initiated member and initiation fee. All other National, Province and IFC fees will be accounted for in the Chapter budget.

Fines

The Eminent Archon and Eminent Warden have the authority to fine members for improper behavior during a Chapter meeting or event. For the first offense a verbal warning will be given. For the second offense, an appropriate fine will be assessed. For the third offense, the Brother will be removed from the meeting or event, which will constitute an unexcused absence. Each offense is noted in that chapter's minutes.

Fine Amount

1. Damage to Fraternity Property- Replacement value or repair cost
2. Loss of Badge- the Brother must order replacement within one week.
3. Unexcused Absence from Formal Pledging Ceremony- \$35.00
4. Unexcused Absence from Initiation Ceremony- \$50.00
5. Not in proper badge attire- \$20.00
6. Unexcused absence (from any chapter meeting)- \$30.00 service
7. Unexcused absence from any mandatory event- \$30.00
8. Member on bad standing present at social event - \$25.00 (Repeat offenses shall be at the discretion of the Standards and Ethics Board)
9. Member on bad standing present at special social event - \$25.00 (Repeat offenses shall be at the discretion of the Standards and Ethics Board)

10. Late fine fee - 10% of balance outstanding

11. Not having clicker at chapter meetings-\$5. Each brother shall be afforded one instance per semester to forget their clicker without penalty; any subsequent instance in which a brother fails to bring their clicker to a chapter meeting will result in a \$5 fine.

Article VIII: Chapter Policies

Attendance Policy

Attendance is mandatory for all Chapter meetings. Any brother or newly initiated member who has not arrived within 15 minutes from the beginning of the Chapter meeting will be considered absent from the meeting. Active brothers or newly initiated members absent from a Chapter meeting, special or regular, must have the absence approved by either the Eminent Archon, Eminent Deputy Archon, or Eminent Recorder and provide notice of the absence to the Eminent Recorder at least 24 hours in advance of the meeting for it to be considered excused. Each active brother and newly initiated member may have two excused absences per semester. Extra excused absences must be approved by the Executive council; otherwise, they will be considered unexcused.

Any unexcused absence will be punishable by fine per Article VII under the section "Fine Amounts". Any brother or newly initiated member with more than two (2) unexcused absences shall be removed from good standing and be sent to Standards and Ethics.

Indiana University Compliance Clause

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

Non-Hazing Clause

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.

Non-discrimination Clause

Statement of Non-Discrimination: (Name of Organization) allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Personal Gain Clause

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 directly from for-profit companies if acting as a representative of a student organization.

Vote

Every member of the Chapter in good standing has the right to vote on any question lawfully coming before the Chapter, if present at such meeting. No vote by proxy shall be allowed.

Payment Plans

Payment plans will be approved by the Eminent Treasurer.

Maximum Indebtedness and Delinquency in Accounts

1. Any member of the Chapter who owes more than \$30.00 in dues or assessments ten (10) days after first meeting of the semester (and is not on a payment plan approved by the Executive Council), shall reach Maximum Indebtedness
2. Upon a member reaching Maximum Indebtedness the Eminent Treasurer shall notify the member that he is delinquent in accounts. Within fourteen (14) days from the date of such notice, the member must either:
 - a. Pay the whole account
 - b. Establish a payment plan with the Eminent Treasurer, which must be approved by the Executive Council
3. A member may return to good Standing as long as he remains current on his payment plan

Article IX: SAE National Policies

1. Alcohol and Drugs
 - a. The possession, use and/or consumption of ALCOHOLIC BEVERAGES, while on Chapter premises, during an official Fraternity event, or in any situation sponsored or endorsed by Sigma Alpha Epsilon Fraternity, must be in compliance with any and all applicable laws of the state, county, city, and university. This includes the laws regarding the serving of alcoholic beverages to minors.
 - b. SALE OF ALCOHOL by any chapter of Sigma Alpha Epsilon is strictly forbidden. This is to include any action that can be remotely construed as alcohol sale such as:

- i. Charging admission to parties
 - ii. Passing the hat
 - iii. Selling empty cups
 - iv. Selling drink tickets.
- c. The possession, sale and/or use of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCES at any SAE house or sponsored event or at any event that would allow a normal observer to view one as associated with the Fraternity is strictly prohibited and will be grounds for the immediate expulsion of those involved.
- d. Each member and newly initiated member will be INSTRUCTED on the drinking age laws, regulation of sale laws, open container laws and other laws pertinent to chapter's jurisdiction, specifically dram shop liability, implied consent, and host liquor liability. Instruction shall also be provided with the goal of engendering in each member a sense of responsibility toward the welfare of those who consume alcohol, the encouragement of intervention to prevent any person from drinking to excess, or from engaging in any potentially dangerous activity, including driving a motor vehicle while under the influence of alcohol. Instruction must also be provided on emergency procedures to be employed because of alcohol abuse.
- e. No "RAIN ALCOHOL," and any such distilled liquor that exceeds 100 proof, or above 50 percent pure grade alcohol per volume, is to be served in any form or mixture during a Fraternity sponsored event, due to the destructive and immediate effects that such high alcohol concentration can cause. Furthermore, any legal use of alcohol will not involve providing unlimited quantities, no activity shall encourage rapid consumption of alcohol, and no person shall be forced for any reason to consume alcohol.
- f. All RUSH ACTIVITIES associated with any chapter of Sigma Alpha Epsilon will be DRY, that is without the use of alcohol beverages. The ideals and concepts on which the Fraternity stands are not dependent on alcohol.
- g. OPEN PARTIES, meaning those with unrestricted access, and without specific invitation, shall be prohibited.
- h. NO PURCHASE OF ALCOHOLIC BEVERAGES WITH CHAPTER FUNDS. This includes the purchase of kegs of beer. All alcoholic beverages consumed at SAE chapter functions must be brought by the individual brothers attending the function or through a cash bar operated by the licensed establishment where the function is held.
- i. THE PURCHASE OR USE OF A COMMON SOURCE OF ALCOHOL SUCH AS KES, PARTY BALLS, PUNCH, ETC. IS PROHIBITED. Chapters may hire a licensed, professional catering service with certified bartenders, which may utilize common containers. Any service retained must have general liability and liquor liability insurance policies.

2. Hazing

- a. The Fraternity will not tolerate nor condone any form of hazing. Hazing is to be defined as: (from National Laws):
 - i. Paddling in any form
 - ii. Physical exercises resulting in excessive fatigue or exhaustion
 - iii. Deprivation of normal sleep and rest
 - iv. Any form of corporal or mental punishment
 - v. The placing of anyone in actual or simulated peril or jeopardy of health
 - vi. Undignified methods and stunts
 - vii. Either public or private quests
 - viii. Treasure hunts
 - ix. Road trips, late work sessions or any other activities which interfere with scholastic achievement of the newly initiated members
 - x. Personal servitude

3. Sexual Abuse

- a. The Fraternity will not tolerate nor condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to women including but not limited to date rape, gang rape or verbal harassment. Any such actions will be cause for expulsion of individual offenders and/or charter suspension.

4. Fire and Safety

- a. The Sigma Alpha Epsilon Fraternity hereby mandates that no chapter shall be housed in or use the services of a structure which does not meet minimum fire and safety requirements of the community. The chapter will be responsible to provide the National Office by November 15 of each year with a written statement from the local fire inspector proclaiming the Chapter or its facilities are safe for habitation or regular use

5. Chapter Policies

- a. All Chapters of Sigma Alpha Epsilon will develop policies on alcohol and drugs, hazing, sexual abuse, and conduct unbecoming a true gentleman, and fire health and safety including the use of Chapter property and conduct of Chapter events.

Article X: Distribution and Amendment

Distribution

1. Each member is to be supplied a copy of these bylaws to remain in his possession for the period of his connection with the Chapter.
2. One copy of these bylaws shall be forwarded to the Chapter Advisors, Alumni and Faculty.
3. One copy of these bylaws shall be forwarded to the Province Archon.
4. One copy of these bylaws shall be forwarded to the Fraternity Office in Evanston, IL.
5. Four copies of these bylaws, clearly marked "OFFICIAL COPY" shall be distributed to:
 - a. Eminent Archon
 - b. Eminent Deputy Archon
 - c. Eminent Treasurer
 - d. Eminent Recorder

Amendment

1. A motion to amend the bylaws may be made by any member at any regular meeting of the Chapter
2. Amendments must be in writing and must refer to the specific Article and Section affected
3. Any motion, after being submitted to the Chapter, shall be tabled for one (1) week before any discussion can take place over said amendment. If there are any changes to the proposal, the edited proposal MUST be re-submitted in writing to chapter. Once discussion has taken place and no changes are needed; the amendment proposal will go to vote before the chapter with quorum of three quarters (3/4) of brothers in good standing. At least two thirds (2/3) of voting members must vote for an amendment for it to pass.

PIC Clause

- 1.) Programs Involving Children: This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy
- 2.) International Travel: This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study

