



**THE BYLAWS OF THE
ALPHA CHAPTER OF
ALPHA SIGMA PHI FRATERNITY, INC.**

PREAMBLE

In order to assist each other in pursuing our personal and collective moral, scholastic, and social development through the practice and pursuit of our sacred ritual, first taught by our Founders Louis Manigault, Stephen Ormsby Rhea and Horace Spangler Weiser at Yale University on December 6, 1845, we the Brothers of the Alpha Chapter, a chartered chapter/Provisional Chapter of Alpha Sigma Phi Fraternity, Inc. at Yale University adopt the following Bylaws.

ARTICLE I. – OUR IDENTITY

- Section 1. Name: The name of this chapter shall be known as the Alpha Chapter of Alpha Sigma Phi Fraternity, Inc. at Yale University (referred to herein as the Chapter).
- Section 2. International Organization: To the extent these Bylaws or any other governing documents of the Chapter are inconsistent with the policies, procedures, guidelines, regulations, or governing documents of the International Organization they shall be void with regard to the inconsistent provision.
- Section 3. Purpose: To Better the Man through the creation and perpetuation of brotherhood founded upon the Values of character: Silence, Charity, Purity, Honor, and Patriotism.
- A. Silence: He has the strength to embrace silence and the will to build an interior life founded upon an honest desire to truly listen to others. Trust in silence transcends the gulf that is created when men feel the need to compete in action or rhetoric. He is introspective and self-reliant.
 - B. Charity: He is charitable in the broadest sense of the word. A man who strives for a life of charity and service is more patient, kinder, and more forgiving of the flaws of others. A charitable man sacrifices of himself to help others and seeks no recognition in return. He is humble, reverent, and generous.

- C. Purity: He consistently strives for purity of mind, body, and soul. The man who is pure of thought, word, and deed does not shrink from adversity or lofty goals. There is no self-pity, rationalizations, or apologies. He is moral and a gentleman in the finest sense of the word.
- D. Honor: He lives a life of personal integrity, thereby accruing honor. An honorable man lives up to promises made— to others *and* to himself. A man of honor is not vain and is willing to endure scorn or ostracism rather than conform to the pressures of peers, superiors, or the fashion of the day. He is ethical, honest, and trustworthy.
- E. Patriotism: He loves his country, remaining consistently engaged in its affairs. He seeks to know his country and to pass that knowledge on to others. He is devoted to the principles of personal freedom, justice, and civic responsibility embedded in the U.S. Bylaws that have made our country. He is loyal, proud, and humble.

Section 4. Code of Conduct: All undergraduate members will adhere to the Fraternity's Code of Conduct:

- A. I will maintain a commitment to excellence in all of my endeavors.
- B. I will respect the dignity of all persons; therefore, I will not physically, psychologically, or sexually abuse any individual.
- C. I will be a financially responsible individual to both my chapter and the international fraternity.
- D. I will not abuse, nor support the abuse, of alcohol.
- E. I will not use, nor support the use of, illegal drugs.
- F. I will achieve academic excellence.
- G. I will hold myself and my brothers accountable for their actions and understand that I always represent the Fraternity.
- H. I will pursue the Values of Silence, Charity, Purity, Honor, and Patriotism through my actions and deeds.
- I. I will not condone the discrimination of any individual based on: race, color, national origin, ethnicity, religion, gender, sexual orientation, physical ability, or age.
- J. I will encourage my Brothers to demonstrate the behavior which exemplifies this fraternity's Code of Conduct.

ARTICLE II. - MEMBERSHIP

Section 1. Membership: Membership is limited to male persons who:

- A. Are not a member of (1) any viable, general Greek-letter fraternity of college grade and national or international in scope, or (2) any other group antagonistic to fraternities;
- B. Are likely to be intellectually, morally, and socially of benefit to the Chapter; and
- C. Are duly elected by secret vote of the Chapter; and
- D. Are fully and duly initiated in accordance with the ritual of Alpha Sigma Phi Fraternity; and
- E. Who fully understand the Vision and purpose of Alpha Sigma Phi; and
- F. Who have achieved at minimum the criteria for membership established by the local fraternity governing council, the institution of learning in which he is enrolled, or 2.50 GPA when no minimum criteria is established.
- G. Has met all additional standards of membership as outlined by the Chapter.

Section 2. Classes of Membership. There shall be four classes of membership and each member of this Chapter, regardless the class of membership, shall be known herein as a Brother.

- A. Undergraduate-Active: Any male who meets the membership criteria as stated in Article II., Section 1 and is a full-time student at Yale University shall be an Undergraduate-Active Member of the chapter. Once a man is extended membership, he is considered an undergraduate member of the chapter (herein referred to as a New Member). When that man has participated in Scene 4, he is then considered an initiated undergraduate member of the chapter (herein referred to as Member, any references to all members shall utilize the term Brother(s)).
- B. Undergraduate-Suspended: A member who has been suspended by the chapter is not eligible to participate in meetings or any function – social, service, fundraising, brotherhood, etc. until such time as his period of suspension is over. A suspended member must either graduate or transfer to another institution to receive alumni status. Suspended members are required to pay any fixed membership fees or other fees determined by the Prudential Board.
- C. Suspended Through Graduation: requests for this status must be submitted to the Fraternity Headquarters. If approved, the members' status will be changed and will be removed from the billing roster during the next academic year. In order to be eligible for this status, the member must meet the following criteria:

- i. Member did not meet academic standards of chapter, fraternity, IFC or University/College (GPA documentation must be provided).
- ii. Member violated Health and Safety guidelines, and this was sanction of Standards Board (Standards Board documentation, along with Incident Report, must be provided).
- iii. Member did not meet financial obligations (Documentation must be provided that a third-party billing and collection company was used to attempt to collect the money, including the collections process).
- iv. Per Fraternity governing documents, the local Chapter may only suspend (Undergraduate-Suspended OR Suspended through Graduation) a member. The Standards Board may make a recommendation for expulsion to the Fraternity.

D. Alumni Members: Alumni members are all those Brothers who do not qualify as an Undergraduate Member.

E. There are no other membership statuses. There is no status for early alumnus, inactive, or voluntary resignation.

Section 3. Local Members: There shall be no local, social, honorary, or associate memberships granted. All eligible men who complete the necessary paperwork and participate in the Initiation Ceremony will be considered Undergraduate or Alumnus Members, respectively.

Section 4. New Members: This Chapter may admit New Members, which term shall refer to those men seeking to attain membership according to the requirements set forth in this article but have yet to fully satisfy those requirements. The requirements for a man to be accepted as a New Member shall be as follows:

- A. An undergraduate male, presently enrolled at **Yale University** may be considered as a New Member, provided that he meets the requirements of Article 2, Section 1.
- B. The potential New Member shall be the subject of a review by the Members to ensure a widespread belief in the integrity and honor of the man in question, a potential New Member should exhibit the purpose and values of this Chapter as described in Article I., Section 3-4.; and,
- C. If Members constituting a Quorum, as defined herein, vote to accept the man as a New Member he shall be extended membership to join Alpha Sigma Phi; and,
- D. If the man chooses to accept membership, he shall become a New Member of the Chapter until such time as he meets, or fails to meet, the requirements for full Membership under these Bylaws.

ARTICLE III. – GOVERNANCE

- Section 1. Bylaws: The Chapter shall be governed in all matters by these Bylaws. These Bylaws may not be set aside in times of adversity or prosperity and may be amended only by the procedures described herein.

ARTICLE IV. – LEGISLATIVE AUTHORITY

- Section 1. Meetings: Committee meetings, Prudential Board meetings, and Chapter Meetings will be held on a regularly scheduled basis each week or as deemed necessary by the chairman of each individual meeting during the school year.

- Section 2. Attendance: Attendance by all members is mandatory for the chapter meetings as defined in these Bylaws. Attendance policies for all other meetings are determined by the chairman of the meeting.

- Section 3. Robert's Rules of Order: Robert's Rules of Order, in the most recently published edition, shall govern the course of conduct of each and every meeting of the Chapter and the committees thereof except as they may conflict with any provision of these Bylaws.

- Section 4. Legislative Governance by Members: The Members may adopt policies and resolutions according to the terms in this section. In the event the policies or resolutions conflict with the Bylaws, they are void as to the inconsistency only. In all matters where the Members wish to express the opinion of the Chapter by resolution the following process, as it may be supplemented in the Bylaws, and subject to Robert's Rules as described, shall apply:

- A. Each Member has one vote;
- B. When fifty percent plus one of the Undergraduate Members are in attendance at any meeting a Quorum is present, no business may be conducted in the absence of a quorum;
- C. Resolutions, policies, and procedures may be adopted by fifty percent plus one of a Quorum (Simple Majority).

- Section 5. Amendment of Bylaws: The chapter cannot modify or change any part of the Bylaws that contradict that of Alpha Sigma Phi Fraternity, Inc. Bylaws. The chapter is able to enhance requirements or increase them but cannot pass changes that reduce requirements below the set minimum. There are sections of the Bylaws taken directly from the fraternity's Bylaws and should those items change on the fraternity level – they would automatically be updated in this document and do not require approval by the chapter. These Bylaws may be amended by the following process:

- A. At any meeting where a quorum is present, any Member may propose an amendment to the Bylaws; OR any Member may propose an amendment

to the Bylaws to the Prudential Board, at any meeting of the same and at the next meeting of the Members, where a Quorum is present, the Prudential Board may present the proposed amendment; and,

- B. The amendment then may be discussed and debated upon the motion of a Member, and a second, and after a full and fair opportunity for debate the amendment shall be tabled by the chair until a subsequent meeting occurring at least three days later; and,
- C. Following any final debate, a vote shall be called and in the event that a super majority numbering at least three-fourths (3/4) of the Members present votes in favor of its adoption, the amendment is adopted and shall become part of these Bylaws; and,
- D. The Vice President of Communications shall properly incorporate the Amendment into these Bylaws and the President and Vice President of Retention shall agree that it was properly incorporated.

ARTICLE V. – EXECUTIVE AUTHORITY

Section 1. Executive Authority of Officers: Those Members elected by the Members of the Chapter to various offices, as described herein (collectively known herein as Officers), shall have executive authority over the Chapter in accordance with the terms of these Bylaws.

Section 3. Elected Officers. The following positions are hereby created and endowed by the Members with such responsibility as defined herein and as may be further defined in the Bylaws. Each Member wishing to hold an office listed in this section shall stand for election according to the terms of this Article as may be supplemented by the Bylaws.

- A. President (HSP)
- B. Vice President of Retention (HJP)
- C. Vice President of Finance (HE)
- D. Vice President of Communications (HS)
- E. Vice President of Ritual and Traditions (HM)
- F. Vice President of Standards (HC)
- G. Vice President of Alumni and Family Relations (HP)
- H. Vice President of Growth (HZ)
- I. Vice President of Membership Enrichment (HD)
- J. Vice President of Service and Philanthropy (HA)

- Section 4. Election of Officers. Officers of this Chapter shall be elected as follows:
- A. Provided a Quorum is present, the President shall accept and record nominations of Members for each Office no later than the last meeting of March each year; and,
 - B. Provided a Quorum is present, the President shall accept additional nominations no later than the first meeting in April each year; and,
 - C. Following such time as is necessary to allow for all nominations to be made and accepted or declined the President shall open elections no later than the first meeting in April and shall proceed to call for each nominee to come forward and be heard; and,
 - D. Each nominee shall be afforded a reasonable opportunity to speak and the Members shall be afforded a reasonable opportunity to question the nominee; and,
 - E. After each nominee has had an opportunity to be heard and questioned by the Members, the President shall call for a secret ballot vote to select the Officer from among the nominees; and,
 - F. The President, assisted by the Vice President of Retention, shall collect, and tally the votes in the presence of the Chapter Advisor or a member of the Chapter Council; and,
 - G. A majority of all votes cast shall be required to win an election and upon establishing the same the President shall announce the winner; and,
 - H. In the event that any Member wishes to challenge the result he may move to have the ballots presented to the Chapter and upon a second and the approval of a Simple Majority the ballots shall be brought forth to be examined by the Members, provided that any such challenge must occur prior to end of the meeting during which elections are held; and,
 - I. Following any permitted challenge, the President shall declare the winner to be the position elect and the entire process beginning from subparagraph (iii) of this Paragraph shall begin again and repeat; and,
 - J. The elections process must be completed no later than the last chapter meeting in April.
- Section 5. Term: Each Officer elected under these Bylaws shall serve a term of one academic year beginning no later than May 1 unless he is removed or resigns according to the terms of these Bylaws.
- Section 6. Resignation: Any elected Officer who can no longer perform his responsibilities may resign his office by notifying the President and the Vice President of Communications in writing. In the event the President must

resign he shall notify the Vice President of Retention and the Vice President of Communications in writing.

Section 7. Vacancies: Except for the President, any elected Officer who is no longer able to fulfill his responsibilities due to resignation, removal, long term illness, long term absence from the Chapter or any other reason shall be replaced by the temporary appointment of a Member as an acting Officer who shall be appointed by the President and approved by the Prudential Board and shall have all of the authority and responsibility of the office. All such acting Officers shall serve until the expiration of the term of their elected predecessor expires.

Section 8. Succession of the President: In the event that the President is removed or resigns from office, the Vice President of Retention shall serve as the President until the expiration of the term of their elected predecessor in office expires.

Section 9. Removal of an Elected Officer: Officers elected according to this Article may be removed by the Chapter for conduct unbecoming of a gentleman or in the event the officer has lost the confidence of the Chapter to fulfill the objects and responsibilities of his office according to the following procedure:

- A. At any meeting of the Members where a Quorum is present any Member may move that an elected officer be removed and, upon a second for the motion, such moving Member shall state specific reasons for the motion; and,
- B. The President shall open the floor for any Member to be recognized to speak for or against the motion, in the event that the President is the subject of the motion then the Vice President of Retention shall serve as the chairman of the meeting for the limited purpose of carrying forth the following process; and,
- C. Upon offering an adequate opportunity for Members to speak to the issue the President shall offer the floor to the officer who is the subject of the motion granting him a full and fair opportunity to speak to the charges;
- D. Having afforded the subject officer such opportunity the HSP shall call for a vote;
- E. At least 2/3 of the Members present must vote in favor of the motion to remove the subject officer.

Section 10. Multiple Positions: No single Member may hold more than one elected H-Office.

ARTICLE VI. – PRUDENTIAL BOARD

Section 1. Principal Governing Body: The Prudential Board is hereby established by the Members as the principal governing body of the Chapter which shall be

responsible for ensuring the successful completion of the specific activities of the Chapter and continually ensuring progress toward the Chapter's strategic goals and shared vision. The Prudential Board shall provide guidance and good counsel to the President and his appointed directors in the performance of their duties.

- Section 2. Membership: The Prudential Board shall be comprised of ten members who shall be the President, Vice President of Retention, Vice President of Finance, Vice President of Communications, Vice President of Standards, Vice President of Ritual and Traditions, Vice President of Growth, Vice President of Membership Enrichment, Vice President of Alumni and Family Relations, and Vice President of Service and Philanthropy, all of which shall be elected in accordance with the terms of these Bylaws.
- Section 3. Governance: Except for the President, each member of the Prudential Board shall have one vote thereon. The Prudential Board shall be chaired by the President who shall conduct the meetings of the same in an orderly fashion, according to Robert's Rules of Order, so that all business before the committee is completed in a professional manner affording each member the opportunity to participate and have his voice and his vote heard.
- Section 4. Responsibilities: The Prudential Board shall be responsible for the following.
- A. Chapter Finances: The Prudential Board shall work with the Vice President of Finance to develop the Chapter's budget each year. The Prudential Board shall regularly review budget updates, projections and the Chapter's balance sheet and check that all are current, and that the Chapter's financial policy and activity is sound; and,
 - B. Standards Board Appeals: The Prudential Board shall serve as an Appeals Board, should a Member wish to appeal the sanction or decision of the Standards Board. The Prudential Board may either uphold the decision and/or sanction, make modifications, and/or reverse the decision. The Vice President of Standards and Vice President of Ritual and Traditions should not participate in the appeals process.
 - C. Bylaws Disputes: Resolving all disputes with regard to the meaning and implementation of these Bylaws. In the event that two or more Members reasonably disagree, in good faith, on the interpretation of these Bylaws, and the outcome of the dispute will have some consequence regarding the actions of the Chapter or an Officer or Director in the immediate term and not in a hypothetical or academic way, then the Prudential Board shall vote by a show of hands in any meeting open to all Members to resolve the dispute and the majority decision of the Committee shall be binding and beyond appeal.
- Section 5. Bylaws Amendments: The Prudential Board shall carefully consider each and every proposed Bylaws amendment prior to its adoption, either upon presentation to the Board by a member prior to introduction at a Chapter meeting or in the required period between introduction and adoption of such proposed amendments. In considering such proposed amendments the

Prudential Board shall develop their understanding of the proposed amendment and the short- and long-term consequences of adopting the same. The Board may vote on a specific recommendation for, or against, adopting an amendment or may present a report in another manner to the Chapter.

Section 6. Meetings. The Prudential Board shall meet weekly during the academic year and on an as needed basis during any periods between academic periods.

ARTICLE VII. RESPONSIBILITIES OF OFFICERS

Section 1. Officer Expectations: Each officer shall have a set number of expectations, and the President and Prudential Board can add additional expectations as needed:

- A. President: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Directly supervises the following officers and meets with them monthly: VP of Finance, VP of Ritual and Traditions, VP of Standards, VP of Communications, VP of Membership Enrichment, VP of Growth, VP of Service and Philanthropy, VP of Retention and VP of Alumni and Family Relations
 - ii. Chairs the weekly Prudential Board meeting, which includes developing a prepared agenda for every meeting and ensuring that the board meets weekly at a standard time in a standard place
 - iii. Chairs all chapter/provisional chapter meetings, which includes working with the VP of Communications to prepare an agenda for every meeting and ensuring that the chapter/provisional chapter meets at a standard time in a standard place
 - iv. Completes of all required reports due to the College/University
 - v. Serves as IFC Representative (if applicable)
 - vi. Works with the Chapter Advisor to plan an annual goal-setting chapter/provisional chapter retreat
 - vii. Plans an officer retreat in which SMART goals are established each term
 - viii. Maintains annual election cycle so that chapter/provisional chapter officers hold full-year terms
 - ix. Serves as the Chapter/Provisional Chapter Delegate at Grand Chapter and Elevate – International Leadership Conference
 - x. Works with chapter/provisional chapter alumni to develop an Alumni Association if one does not already exist
 - xi. Communicates at least bi-weekly with the Chapter Advisor through a structured one-on-one meeting
 - xii. Confirms that all officers are communicating with their Chapter Council counterpart

- xiii. Meets once a month with a campus Fraternity/Sorority Life professional
 - xiv. Communicates at least monthly with the Alumni Association President
 - xv. Serves as the chapter/provisional chapter spokesman and point person in a crisis
 - xvi. Prepares and organizes a transition retreat and materials
 - xvii. Saves materials to an online cloud prior to transition
- B. Vice President of Retention: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
 - ii. Plans at least one non-alcoholic brotherhood event each month of the academic year
 - iii. Organizes at least one overnight, off-campus, non-alcoholic brotherhood retreat annually
 - iv. Plans a Black and White Formal annually
 - v. Plans a semi-formal in the subsequent term
 - vi. Plans and implements the chapter/provisional chapter's social calendar
 - vii. Hosts at least one social event with a non-Greek student organization per term
 - viii. Understands and abides by all Fraternity and university/college health and safety policies
 - ix. Works with the VP of Standards to implement social event planning procedures
 - x. Coordinates chapter participation in Greek and non-Greek intramural leagues
 - xi. Representative of chapter on Greek Week committee
 - xii. Communicates at least monthly with the Member Retention Advisor on the Chapter Council
 - xiii. Works with the VP of Growth to have non-members on athletic teams
 - xiv. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- C. Vice President of Finance: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
 - ii. Serves as the primary liaison to Fraternity Provided billing service

- iii. Prepares a chapter/provisional chapter budget prior to each term to be approved by the Prudential Board and ultimately the entire chapter/provisional chapter through seeking budget requests from chapter/provisional chapter officers
- iv. Inputs budget and keeps track of all expenditures and revenues and confirms that the chapter/provisional chapter is operating within the approved budget
- v. Collects all dues and fees owed to the chapter/provisional chapter through Fraternity provided billing service
- vi. Pays all chapter/provisional chapter bills promptly
- vii. Provides a monthly financial summary to both the Prudential Board and the chapter/provisional chapter
- viii. Works with the staff at Alpha Sigma Phi Fraternity Headquarters to stay current on all bills
- ix. Understands and pays all applicable chapter/provisional chapter fees and member fees
- x. Communicates to all potential members the financial obligation of membership in the Fraternity (local and international fees and dues) prior to joining
- xi. Follows up with all new members to complete the required information prior to participating in Scene 1 of the Initiation Ceremony or within 48 hours of accepting a bid
- xii. Coordinates signed promissory notes for all members who have not paid chapter/provisional chapter dues in full
- xiii. Files taxes for the chapter/provisional chapter

- D. Vice President of Communication: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
 - ii. Records minutes of all regular and special meetings with accuracy and fullness
 - iii. Distributes and posts the minutes within 48 hours after the conclusion of the meeting and preserves a copy in the chapter/provisional chapter archives
 - iv. Calls the roll at all regular and special chapter/provisional chapter meetings along with required chapter/ provisional chapter events (ritualistic ceremonies, retreats, etc.)
 - v. Develops a process for members to report excused absences
 - vi. Creates a chapter/provisional chapter calendar prior to the start of each term by soliciting proposed events/ dates from officers
 - vii. Updates the chapter/provisional chapter's newly installed officers
 - viii. Updates the Membership Roster
 - ix. Maintains and updates a current undergraduate directory including on-campus address, permanent address, phone number, and e-mail
 - x. Maintains the chapter/provisional chapter roster book

- xi. Maintains an updated copy of the chapter/provisional chapter's Bylaws
- xii. Reads all correspondence to the chapter/provisional chapter during its regular and special meetings
- xiii. Sends thank you notes are promptly sent to alumni, faculty/staff, other organizations, etc. as appropriate
- xiv. Submits chapter/provisional chapter news to Alpha Sigma Phi Headquarters for inclusion in publications
- xv. Maintains records of the chapter/provisional chapter's point system as established by the Prudential Board
- xvi. Maintains annual album to record chapter/provisional chapter's honors, accomplishments, and activities
- xvii. Photographs all chapter/provisional chapter events
- xviii. Maintains and regularly updated social media for the chapter/provisional chapter utilizing the brand compliant Fraternity logo Communicates at least monthly with the Communications Advisor on the Chapter Council
- xix. Promotes Alpha Sigma Phi social media.
- xx. Prepares and organizes transition materials/saves materials to an online cloud prior to transition

- E. VP of Ritual and Traditions: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
 - ii. Directs all public and private ritual ceremonies
 - iii. Leads all newly initiated brothers in the Ritual Education program as outlined in the Ritual Book
 - iv. Holds at least one practice session prior to each ritualistic ceremony
 - v. Works with the VP of Growth and the VP of Member Enrichment to select dates for Initiation Ceremonies prior to the beginning of each term
 - vi. Maintains all items that reflect the history of the chapter, along with all ritual equipment
 - vii. Orders graduation cords from the Alpha Sigma Phi Store at least one month prior to graduation
 - viii. Communicates at least monthly with the Ritual & Traditions Advisor on the Chapter Council
 - ix. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- F. Vice President of Standards: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel

comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:

- i. Member of the Prudential Board which meets weekly
- ii. Is knowledgeable on all Alpha Sigma Phi policies, including the Amnesty Policy and Health and Safety Guidelines
- iii. Chairs the Standards Board and makes appointments to the Standards Board, pending Prudential Board approval. The board should be representative of the chapter/provisional chapter membership
- iv. Upholds the rules and policies of the Fraternity as presented in the Bylaws
- v. Helps the chapter/provisional chapter follows Robert's Rules of Order and Parliamentary Procedure
- vi. Assists in the management of events as it relates to compliance with the Health and Safety Guidelines
- vii. Meets with each new member class to review health and safety policies
- viii. Coordinates at least one educational program related to health and safety each term utilizing a guest presenter, outside of Responsible Sig
- ix. Assists the President and Prudential Board with crisis management
- x. Works with the VP of Retention to develop event planning guidelines and processes
- xi. Completes an incident report and submits to Alpha Sigma Phi Headquarters within 24 hours of all health and safety incidents
- xii. Guards the door during all chapter meetings
- xiii. Acts as Chaplain during ceremonies and when prayers are appropriate
- xiv. Communicates at least monthly with the Standards Advisor on the Chapter Council
- xv. Coordinates Standards Board meetings as needed
- xvi. Prepares and organizes transition materials/saves materials to an online cloud prior to transition

G. Vice President of Alumni and Family Relations: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:

- i. Member of the Prudential Board which meets weekly
- ii. In conjunction with the Chapter Alumni Association, organizes a SIG Bust annually for the purpose of fostering alumni relations typically during homecoming, Founders Day or the anniversary of the chapter's chartering
- iii. Produces at least two alumni newsletters annually in conjunction with the Alumni Association

- iv. Produces an annual newsletter for parents/family members, in conjunction with the alumni newsletter
 - v. Works with the appropriate officers to invite alumni to significant events such as ritual ceremonies, recruitment events, formal dinners, etc.
 - vi. Orders graduation cords from the Alpha Sigma Phi Store at least on month prior to graduation
 - vii. Promotes the Alpha Sigma Phi LinkedIn site, and Career Connections Facebook Page as opportunities for members to network with other Alpha Sigs
 - viii. Seeks membership referrals from alumni annually
 - ix. Communicates at least monthly with the Alumni Association President (if applicable)
 - x. Works with the chapter/provisional chapter alumni to develop an Alumni Association if one does not already exist
 - xi. Holds at least one event annually for parents/family members typically around the University-planned Family Weekend
 - xii. Works with Fraternity Staff to promote giving to the chapter endowment among alumni, parents and undergraduate members while serving as an ambassador and advocate for the Foundation (brief training may be requested)
 - xiii. Coordinates an annual email solicitation to recent alumni and parents in November of each year. Email must be approved by the chapter's staff liaison and sent by Fraternity Headquarters on the officer's behalf
 - xiv. Promotes the Phi Society (undergraduate giving) for current members and new graduates. Percentage of chapter members in the Cardinal and Stone Society will be recognized yearly during the Cardinal and Stone Awards Banquet
 - xv. Sends a letter to all new members' parents, educating them on the Fraternity and the membership education process
 - xvi. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- H. Vice President of Growth: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
 - ii. Oversees Recruitment Committee, made up of appointed Recruitment Team Captains, that meets weekly
 - iii. Creates a detailed and complete recruitment calendar/plan focused on 365 recruitment prior to the start of each academic term
 - iv. Develops a summer recruitment program that aligns with IFC/University Policy
 - v. Divides the chapter into recruitment teams

- vi. Works with the Prudential Board to determine appropriate incentives for individuals, teams, and the entire chapter for recruitment efforts
 - vii. Coordinates with an outside speaker to present at least one training workshop annually to help members develop social skills
 - viii. Coordinates a recruitment workshop prior to the start of each term for the purpose of teaching members how to recruit and reviews the plan/calendar for the upcoming term
 - ix. Manages the names list database (name, phone, e-mail, campus address) of all potential new members on Chapter Builder
 - x. Seeks membership referrals from alumni annually
 - xi. Coordinates and implements the To Better the Man Scholarship application and selection process
 - xii. Communicates and follows up with all new members to complete their online registration prior to joining
 - xiii. Communicates at least monthly with the Growth Advisor on the Chapter Council
 - xiv. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- I. Vice President of Service and Philanthropy: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:
- i. Member of the Prudential Board which meets weekly
 - ii. Plans at least one event per semester that raises awareness for one of the five Alpha Sigma Phi Philanthropic Partners
 - iii. Plans at least one event per semester that raises money for one of the five Alpha Sigma Phi Philanthropic Partners
 - iv. Utilizes CrowdChange to promote philanthropic events and gather donations
 - v. Tracks and gathers documentation on how much money the chapter/provisional chapter raises for charity
 - vi. Submits documentation/receipts of donation for all money raised to Fraternity
 - vii. Plans at least one chapter/provisional chapter community service event per month
 - viii. Gathers service opportunities for member participation
 - ix. Develops a process to track all members community service hours
 - x. Communicates at least monthly with the Service and Philanthropy Advisor on the Chapter Council
 - xi. Prepares and organizes transition materials/saves materials to an online cloud prior to transition
- J. Vice President of Membership Enrichment: The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as

limitations with the position. The chapter/ provisional chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. He is also charged with the following:

- i. Member of the Prudential Board which meets weekly
- ii. Implements the Membership Orientation Program in a manner consistent with Fraternity guidelines
- iii. Serves as the lead facilitator for all new member meetings in the Membership Orientation program
- iv. Develops a calendar for membership orientation to distribute to all new members and brothers
- v. Follows up with all new members to complete the online registration prior to joining
- vi. Promotes the Alpha Sigma Phi LinkedIn site and Career Connections Facebook page as an opportunity for members to network with other Alpha Sigs
- vii. Advises all potential members and members on academic expectations and requirements to receive a bid, be initiated, be in good standing, hold an office, attend social events, participate in intramurals, etc.
- viii. Develops, implements, and assesses a chapter/provisional chapter scholarship program for all members that is customized for each member based on academic standing, major, need, etc.
- ix. Creates an academic recognition program to recognize members for academic achievement (Dean's List, highest GPA, most improved GPA, GPA above all-men's average, above all-fraternity average, above all-undergraduate average, highest Big-Little, etc.)
- x. Coordinates at least one educational program each term focuses on academic success
- xi. Works with the VP of Finance to create an environment in the Chapter house that is conducive to academic success (quiet hours, courtesy hours, etc.)
- xii. Works with the Standards Board to have hearings for members that don't meet the GPA requirement
- xiii. Submits term GPA for chapter/provisional chapter each term, along with all-fraternity GPA, all-men's GPA, all-Greek GPA, all-undergraduate GPA, and fraternity rank to Alpha Sigma Phi Headquarters via the Staff Liaison
- xiv. Communicates at least monthly with the Membership Enrichment Advisor on the Chapter Council
- xv. Prepares and organizes transition materials/saves materials to an online cloud to transition

ARTICLE VIII. – STANDARDS BOARD

Section 1. Principal Disciplinary Body: The Standards Board is hereby established by the Members as the principal disciplinary body of the Chapter which shall be responsible for managing chapter and individual disciplinary problems. The Standards Board shall receive, review, investigate, and conduct hearings to determine if an individual has broken the chapter and/or Fraternity's Code of Conduct.

- Section 2. Membership: Hearings of the Standards Board for groups with 40 or more men should be comprised of five members in addition to the Vice President of Standards and the Vice President of Ritual and Traditions (seven total). For groups of 40 men or fewer, hearings should be held with three men and the Vice President of Standards and Vice President of Ritual and Traditions (five total). Although the Standards Board will be made up of those seven or five men, it is recommended to train more in the event a conflict arises (conflict of interest or scheduling) with one of the Standards Board members.
- Section 3. Governance: Each member of the Standards Board shall have one vote thereon. The Standards Board shall be chaired by the Vice President of Standards who shall conduct the meetings of the same in an orderly fashion, according to Robert's Rules of Order, so that all matters before the board are completed in a professional manner affording each member the opportunity to participate and have his voice heard. The Vice President of Ritual and Traditions will serve as the chairman in the absence of the Vice President of Standards.
- Section 4. Responsibilities: The Standards Board shall be responsible for the following.
- A. Member Disciplinary Problems: The Standards Board shall be responsible for investigating actions of Members that reflect poorly on the Chapter as a whole, that violate the Fraternity's Code of Conduct, violate the Chapter's Bylaws, the Fraternity Bylaws, Campus Policy, local, state, and national laws, or are not in conformity with the values of the Chapter. The Standards Board shall give any Member accused of conduct unbecoming of a gentleman the opportunity to present himself, face his accusers and explain or deny the conduct leading to the hearing. In the event the Standards Board believes it appropriate, after careful consideration and a full and fair opportunity for the accused Member to be heard, the Board may impose sanctions upon the Member that are appropriate given the severity of his conduct.
- Section 5. Authority of the Chapter: The chapter shall have the power to discipline its own members.
- Section 6. Rights of the Accused: The accused has the following rights:
- A. The right to due notice as defined below
 - B. The right at trial to be heard or remain silent, to present evidence, to hear the evidence against him, and to be represented by an advisor or counselor who may be a member of the fraternity
 - C. The right to be present throughout the proceedings except during deliberation
 - D. The right to appeal as provided herein
 - E. The accused may waive some or all of his rights

Section 7. Cause for Discipline: An active member may be disciplined for any one or more of the following causes:

- A. Financial Delinquency
- B. Violation of the Fraternity's Code of Conduct, Bylaws of the Fraternity, and/or the Bylaws of the chapter
- C. Violation of the College/University's Code of Conduct
- D. Violation of chapter, college/university, or Fraternity policy
- E. Violation of local, state, and national laws
- F. Conduct unworthy of a member of Alpha Sigma Phi

Section 8. Procedure for Discipline by the Chapter: We shall exercise our powers of discipline only after full investigation and for just cause.

- A. All discipline is reviewed and considered by the Standards Board
- B. The member sought to be disciplined has a right to be present at the meeting at which the action is to be taken and shall be given notice in writing by the Vice President of Standards of the alleged cause for his discipline and of the time and place at which a meeting of the Standards Board will be held to consider the matter
- C. The notice in writing to the member sought to be disciplined shall be delivered no later than three (3) days prior to the meeting of the Standards Board and shall be emailed to the member's university email address, sent by text message, or hand delivered by the VP of Standards to the member sought to be disciplined
- D. A meeting of the Standards Board shall then be held to decide upon such discipline and any vote to discipline the member shall only be effective if passed by a majority vote of members of the Standards Board who are present. The VP of Standards of the chapter shall promptly report any action of discipline in writing to the Prudential Board

Section 9. Discipline Imposed: The Standards Board, Prudential Board, and Chapter (when applicable) may impose one or more of the following penalties by majority vote or impose a predetermined penalty as detailed in the chapter's Bylaws:

- A. Warning
- B. Probation
- C. A written apology to those wronged
- D. Loss of privileges
- E. Exclusion from various fraternity activities

- F. Payment for loss or damage
- G. Removal from Chapter or Fraternity officer position
- H. Suspension of membership in the Fraternity for a period not to exceed twelve (12) months
- I. Other educational sanctions as might be agreed upon by the Standards Board, Prudential Board, or Chapter and the Accused
- J. Recommend Expulsion from the Fraternity

Section 10. Reconsideration and Appeals: The Prudential Board, by a majority vote of members who are present, can reconsider any decision of the Standards Board. Any such action by the Prudential Board resulting in a different decision shall be promptly reported in writing to the Standards Board.

Section 11. Term of Suspension: Suspension, other than for failure of the member to meet his financial obligations to the chapter, shall be for a finite time not to exceed twelve (12) months. Suspension for failure of the member to meet his financial obligation to the chapter may be imposed to continue until the financial obligation is met. Suspension for a finite time may be renewed on notice, as provided in Section 6. If not renewed, the suspension expires and the previously suspended member is restored to good standing in the appropriate membership status.

Section 12. Rights of Disciplined Members: During the period of a suspension, or after expulsion from the Fraternity by the Grand Council, the disciplined individual shall be afforded no membership rights or privileges.

ARTICLE VIII. – FISCAL RESPONSIBILITY

Section 1. Budget: The Chapter shall approve a budget no later than two weeks into the term of elected officers. The chapter shall have a balanced budget each year.

Section 2. Fiscal Responsibility: The Chapter shall promptly pay its debts to its creditors and to Fraternity Headquarters and shall not permit a lien or encumbrance to accrue against its property or its good standing with the Fraternity.

Section 3. Individual Responsibility: Each Member of the Chapter will pay his dues and debts to the Chapter promptly when due and shall pay all debts or dues that may accrue to the International Organization. If a member is choosing to not participate in any Chapter function during the next academic semester, he may inform the Vice President of Finance in writing by April 15 for fall term and December 6 for spring term. The member is still obligated to pay any fixed costs related to his membership or any costs as determined at the sole discretion of the Prudential Board.

- Section 4. Authorized Persons: Only the President, Vice President of Finance, and Chapter officers specifically authorized by the Prudential Board may bind the Chapter to any agreement, financial or otherwise. No person, corporation, entity, or creditor of any kind may rely on any act or agreement unless approved by the President, Vice President of Finance, or an Officer authorized by the Prudential Board.
- Section 5. Determination of Fees: The Prudential Board shall determine the appropriate amount of dues that each member must pay, at which time the chapter as a whole will vote to set dues for the upcoming term or academic year. A majority vote of the chapter is required to amend the dues.
- Section 6. Chapter Dues: Chapter dues are currently set at three hundred dollars (\$300) per term. Membership dues will be reviewed annually by the Prudential Board. These fees are in addition to any international fees and dues charged to the chapter or each member of the chapter.
- Section 7. Payment: Chapter dues will be paid annually by the first weekly meeting of each term.
- Section 8. Special Assessments: Under such circumstances that a member may have difficulty paying the full amount of dues at one time, that member may opt to accept an alternative payment plan provided by the Prudential Board, which will extend a minimum period of the current term that is written and signed by the member and Vice President of Finance.
- Section 9. Non-Payment of Fees: Should a member be unable to pay the full amount of dues, even with respect to the Special Assessments Clause, within the same term the individual will be suspended from all chapter activities and functions for a maximum of one year or until all of the fees have been paid in full.
- Section 10. Suspension of Membership due to Finances: Should a person whose membership has been suspended due to financial difficulties wish to rejoin the membership, he must repay all his outstanding debts to the brotherhood.

ARTICLE X. HOUSING (if applicable)

- Section 1. Housing Eligibility: All new members and initiated members are eligible to live in the chapter house. Initiated members have first priority for space in the chapter house. No member shall be allowed to move into, sign up for a room, or live in the chapter house if they are not in good financial standing with the chapter.
- Section 2. Live In Requirements: All members of the Prudential Board are required to live in the chapter's house for at least one academic term. The President is required to live in the house during his term. All members enrolled as undergraduate students will be required to live-in the chapter facility each of the fall/winter/spring term, until the chapter facility is at capacity.
- A. Exceptions to this requirement will be granted to the following brothers:
- a) Brothers with an internship that term that is more than 30 miles from the chapter facility
 - b) Brothers studying abroad for that term
 - c) Seniors

who have lived in the chapter facility at least four terms and are current on all chapter and housing fees d) Brothers suspended by the chapter or Fraternity for Health and Safety violations.

- B. In the case where more members are eligible to live-in the facility that space would allow, priority consideration for housing placement and room assignments is given in this order:
- i. 10 H-Officers
 - ii. Number of terms lived in the chapter facility
 - iii. Senior Class Standing with rank order based on Cumulative GPA
 - iv. Junior Class Standing with rank order based on Cumulative GPA
 - v. Sophomore Class Standing with rank order based on Cumulative GPA
 - vi. Any remaining initiated member with rank order based on Cumulative GPA
 - vii. New members with rank order based on Cumulative GPA
- C. In the case where there is an insufficient number of interested individuals desiring to live-in the chapter facility, the reverse priority order will be followed to determine who will be required to live-in the facility (i.e. new members with the lowest cumulative GPA will be the first members required to live-in the facility).
- D. No member shall be forced out of a room he has occupied the previous semester, but in case of increased occupancy, maybe forced to have a roommate. This shall not apply to any member over the summer, unless the member resides in the chapter house during the summer. Resides shall be defined as paying full rent.
- E. With the exception of the President's room, there will be no single occupancy rooms in the chapter house unless pre-designated.
- F. Full occupancy shall be defined as **twenty-five (25) members**. This will be distributed two to every room, with the exception of the President's room, which will be a single room.
- G. Should more members want to live in the chapter house than is prescribed above, a substantial discount will be given to those members that decide to triple.

Section 4. Contracts: All members shall be required to sign a room and board contract prior to participating in room draw. This must also be accompanied with a security deposit, in the form of a check. The check shall be held by the Vice President of Finance or given to the House Corporation Treasurer, and not be cashed unless the member does damage to the chapter house.

Section 5. Forfeit of Security Deposit: If the member pulls a room, and the member does not move into the chapter house, the chapter or House Corporation shall keep his deposit, and charge the member the usual out of house fees. The out of house fee can be appealed to the Chapter, but evidence must be shown that one of the following situations exists: the member is deceased;

the member is no longer attending school, the member is now married; an extreme financial situation exists; or the member is living at home with their parents.

- Section 6. **Damage Costs Assessment:** Damage to chapter's property by members, their guests, invitees, or passers-by, shall be assessed to each member who lives in the chapter house on a pro rata scale, provided the individual responsible cannot be determined or found.
- A. Should the member responsible be determined, he shall face punitive action, and be forced to pay to have the damage fixed professionally.
 - B. A member is also responsible for the actions of his guests in the Chapter, and shall be held liable under this section.
- Section 7. **Assignment of Duties:** Duties for both busing and cleaning the premises shall be by the House Manager. Each member living in the house will have each responsibility twice per term.
- Section 8. **Out of House Fee Assessment:** All members not living in the house will be charged an additional fee for not living in the chapter house for each term they are not living in the house. The rate of said fee is variable, but not to be less than \$100 nor greater than \$500, at the discretion of the Prudential Board. The rate shall be calculated based on the minimum operating expenses with twenty-five in-house members.
- Section 9. **Chapter House Rules:** The chapter has adopted to following rules and policies. Violation of any of these policies will result in being referred to the Standards Board.
- A. The fraternity house is to be free of illegal drugs.
 - B. Quiet hours shall be enforced as set forth by chapter policy.
 - C. All members that are currently living in the house and wish to remain in the house the following year shall be considered first when the House Manager puts together the Housing List for the following academic year.

ARTICLE XI. CHAPTER PROPERTY

- Section 1. **Chapter Minutes:** Chapter minutes are the property of the Alpha Chapter of Alpha Sigma Phi Fraternity at Yale University and are not public documents and should not be distributed as such. This includes Prudential Board, Standards Board, and all other minutes taken during a fraternity sponsored meeting.
- Section 2. **Chapter Purchases:** Anything purchased with funds from the fraternity is considered chapter property and should be marked and recorded as such. That means that chapter property needs to be accounted for at all times.
- Section 3. **Insignia:** Logos, letters, slogans, images, photos, etc. are considered chapter property. Permission to use any insignia on materials, t-shirts, banners,

sponsorships, etc. must be with written permission from the Prudential Board and/or Fraternity Headquarters where applicable.

Section 4. Disbursement of Funds: In the event that the Alpha Chapter of Alpha Sigma Phi Fraternity at Yale University should close, go inactive, or dissolve, all funds remaining shall be given to the Alumni Association of the Alpha Chapter of Alpha Sigma Phi. In the event that the Alumni Association does not accept the funds, refuses the funds or is not active, the funds should be given to Fraternity Headquarters to first pay outstanding chapter debt and then be considered a donation. Remaining funds in excess of \$10,000 will be given to the Alpha Sigma Phi Educational Foundation to establish a chapter endowment.

Section 5. Chapter Property: In the event that the Alpha Chapter of Alpha Sigma Phi Fraternity at Yale University should close, go inactive, or dissolve, all property of the chapter including the roster book, charter, ritual books, ritual materials, composites, etc. will be returned to Fraternity Headquarters at the chapter's expense for safe keeping until the chapter can return to campus.

ARTICLE XII. – RELATIONSHIP WITH ALPHA SIGMA PHI FRATERNITY, INC.

Section 1. Relationship Defined: Alpha Sigma Phi Fraternity, Inc. is a non-profit corporation. It is incorporated under the laws of the State of New York. It is headquartered in Carmel, Indiana.

Alpha Sigma Phi Fraternity, Inc. as a non-profit corporation for the purposes of fostering fraternity, and as an educational and service resource for collegiate chapters of Alpha Sigma Phi Fraternity, Inc., and for persons associated with those chapters. Alpha Sigma Phi Fraternity, Inc. has a limited staff. It has limited funding sources which necessarily limit the size of its staff.

Alpha Sigma Phi Fraternity, Inc. maintains and processes membership and other records for collegiate chapters associated with it. These chapters are located throughout the United States and Canada.

Alpha Sigma Phi Fraternity, Inc. also serves as an educational resource and service organization for affiliate groups, members associated with those chapters, and for local alumni who volunteer their time on an independent basis to assist a collegiate chapter and its associated collegiate members. Alpha Sigma Phi Fraternity, Inc. provides education through conferences, written materials, and periodic consultant visits to collegiate chapters. Staff visits result in advisory recommendations for chapter operations. Alpha Sigma Phi Fraternity, Inc. strives through these educational efforts to enhance life skills, leadership skills and ethical traits for those who take advantage of these educational opportunities, and to assist through education and consultant recommendations the success of chapters associated with it.

No chapter of and no member of any chapter or affiliate group of Alpha Sigma Phi is an agent of Alpha Sigma Phi Fraternity, Inc. No chapter and no member

of any chapter have been appointed as an agent of Alpha Sigma Phi Fraternity, Inc.

Section 2. Chapter Operations: Alpha Sigma Phi Fraternity, Inc. is not involved in the day-to-day activities of a chapter. Alpha Sigma Phi Fraternity, Inc. does not and cannot control or supervise the day-to-day operations or activities of a chapter.

Each collegiate chapter of Alpha Sigma Phi Fraternity, Inc. is a self-governing, financially self-sufficient association comprised of students of the institution at which they are enrolled. Under the Bylaws, each collegiate chapter of Alpha Sigma Phi Fraternity, Inc. selects and initiates its own members, elects its own officers, establishes its own rules, operates, and determines its methods of operation, and governs its own affairs, subject only to those rules and operations being in harmony with the policies, Bylaws and Bylaws of Alpha Sigma Phi Fraternity, Inc. The autonomy of a collegiate chapter in organizing and determining and conducting its own operations through a democracy is part of an educational process which association with the chapter adds to collegiate life and to the development and refining of life skills.

If a collegiate chapter's operations are not in harmony with the policies or Bylaws of Alpha Sigma Phi Fraternity, Inc., Alpha Sigma Phi Fraternity, Inc. has the right after the fact to determine whether that chapter will continue to be recognized by Alpha Sigma Phi Fraternity, Inc. as a chapter associated with it. In some situations, after an action by a chapter has occurred that is not in harmony with the policies or Bylaws and Bylaws of Alpha Sigma Phi Fraternity, Inc., a "not in good standing" status may be implemented for the chapter by Alpha Sigma Phi Fraternity, Inc. In "not in good standing" situations, the chapter continues to be a self-governing, financially self-sufficient association of collegiate students. If a chapter ceases to be recognized by Alpha Sigma Phi Fraternity as a chapter associated with it, but that group of collegiate students nonetheless continues its operations, they do so without any affiliation with Alpha Sigma Phi Fraternity.

Alpha Sigma Phi Fraternity, Inc. does not have the right to suspend or affect the membership status of a collegiate student associated with a chapter other than in those situations and in accordance with the procedures specifically set forth in the Bylaws of Alpha Sigma Phi Fraternity, Inc.

Section 3. Disposition of Chapter and Affiliate Group Assets: Should the chapter or our affiliate groups become inactive or have its Charter suspended or revoked, the Charter, records, archives, ritual equipment, and paraphernalia shall become the property of Fraternity Headquarters. The undergraduate members at the time of closure are responsible for returning the ritual materials to the Fraternity.

A. Personal property

- i. Should our chapter or an affiliate group become inactive or have its Charter suspended or revoked, its non-real property assets of less than ten thousand dollars (\$10,000) shall become the

property of Alpha Sigma Phi Fraternity Inc. and will be absorbed into its general fund.

- ii. Should our chapter or an affiliate group become inactive or have its Charter suspended or revoked, its non-real property assets of more than ten thousand dollars (\$10,000) shall be held in trust for a time period of eight years by Alpha Sigma Phi Fraternity Inc. During this time, interest earned from the funds held in trust will accrue to the trust, less a reasonable management fee which will accrue to the Fraternity on a yearly basis. In the event said chapter or affiliate group remains inactive or non-chartered after the eight-year period, then the non-real property assets shall be absorbed into the Fraternity's general fund.

B. Real property

- i. Should our chapter or an affiliate group become inactive or have its Charter suspended or revoked, any and all affiliate groups shall be dissolved, and all real property owned by said chapter or affiliate group shall be transferred to the Alpha Sigma Phi Fraternity Inc. to be managed in the best interest of Alpha Sigma Phi.
- ii. Alpha Sigma Phi Fraternity Inc. shall have ninety days from dissolution to disclaim its rights granted under this section. In the event it does not disclaim its right then said property shall be transferred as described in Article X Section 3 D1 of the international Bylaws.