

## THE CONSTITUTION OF SIGMA BETA RHO FRATERNITY

University of Houston Tau Chapter

We, the members of the University of Houston, Tau Chapter of Sigma Beta Rho Fraternity, in order to foster and perpetuate ties of Brotherhood, to advance the ideals and purposes of Sigma Beta Rho Fraternity, to encourage and promote unity, do ordain and establish this constitution.

### ARTICLE I | NAME

The name of this organization shall be the University of Houston, Tau Chapter of the Sigma Beta Rho Fraternity.

### ARTICLE II | THE FRATERNITY

The Fraternity was founded to embody the ideals of Society, Brotherhood, and Remembrance among its members.

#### *Section 1 | Purpose*

Sigma Beta Rho Fraternity, Inc. is a multicultural service and social organization, dedicated to the betterment of society through the pursuit of its principles: society, brotherhood and remembrance. Sigma Beta Rho exists to instill leadership qualities in collegiate men, organize and motivate collegiate men to provide service to society and raise cultural awareness and add to diversity in various campuses. Above all, Sigma Beta Rho builds nationwide brotherhood of future professionals who can contribute to their schools and community.

#### *Section 2 | General Powers*

The Fraternity shall have full power and authority to do all acts that are in furtherance of its purpose. Specifically, but not by way of limitation, the Fraternity shall have full power and authority to collect, receive, hold and disburse funds and property from gifts, bequests and otherwise for the general purposes of the Fraternity and to collect, receive, hold and disburse funds and property from gifts, bequests and otherwise for the benefit of another chapter, the Chapter, or the Chapter's Alumni Members.

#### *Section 3 | Laws*

The Laws of the Fraternity shall consist of the Fraternity's Constitution and By-laws, and all amendments thereto, adopted into laws by the brothers at the University of Houston. To the extent that any provisions of the Fraternity's By-laws or the Fraternity's Policies are inconsistent with any provisions of the Fraternity's Constitution, the provisions of the Constitution shall control. To the extent that any provisions of the Fraternity's Policies are inconsistent with any provisions of the Fraternity's By-laws, the provisions of the By-laws shall control.

### ARTICLE III | MEMBERSHIP AND PRIVILEGES

#### *Section 1 | Eligibility*

Any male student which is enrolled part-time or full-time in the Fall or Spring Semester at University of Houston shall be eligible for membership into the University of Houston, Tau Chapter of Sigma Beta Rho Fraternity. In addition, a prospective New Member must have a minimum overall 2.5 grade point average at the University of Houston in their previous semester or an overall 2.5 cumulative grade point average at the University of Houston to receive a bid to undergo New Member Education. If the prospective New Member does not have a GPA at the University of Houston, they must have a 3.0 cumulative GPA from their previous academic institution.

#### *Section 2 | Active Membership and Privileges*



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Only those students who have been duly initiated into the Sigma Beta Rho Fraternity and who are contributing their moral, physical, and financial support to the perpetuation of the University of Houston, Tau Chapter of Sigma Beta Rho Fraternity shall be defined as active members of said chapter. Active membership consists of attending a minimum of 75% of general body meetings per semester (missing no more than 3 consecutive meetings), attending a minimum of 50% of official community service events, a minimum of 50% of official social events per semester, attending a minimum of 50% of official miscellaneous events, or events that are not included in the aforementioned clauses, and maintaining a minimum GPA of 2.5. If these standards for active membership are violated the offender will be forced to be inactive the following semester. In order to attain active membership every brother MUST pay his dues at the beginning of the semester as detailed in the by-laws. Any remaining fines from the previous semester shall be paid, in full, within one week of the new semester.

### *Section 3 | Inactive Membership and Privileges*

Inactive membership in the University of Houston, Tau Chapter of the Sigma Beta Rho Fraternity shall be in the rules governing inactive membership as stated in the By-Laws and Constitution of the Sigma Beta Rho Fraternity. Any brother that does NOT fulfill the requirements of Active Membership will be considered inactive. If the brother is forced inactive he is not eligible to go voluntarily inactive. The Fraternity will NOT fund Inactive brothers to attend any Fraternity event. Inactive brothers will not have the privilege of partaking in the new member education process. Inactive brothers will not have the privilege of voting at Fraternity meetings. They will be unable to hold any positions at the University of Houston, Tau Chapter or the national level. However, they shall have the privilege of speaking on all questions and advising the Chapter on any matter.

No inactive brother can attend a fraternity-sponsored event. An event may be designated exempt of this rule by a unanimous decision of the E-Board. Inactive brothers would be responsible for their share of the costs to such exempt events.

In order to be reinstated as active the following semester, brothers who are forced inactive because they did not meet one or more of the requirements for activity must for the duration of the semester of inactivity: 1) meet the requirement which they failed to meet and 2) meet the general body attendance requirement. In the case when the reasons for inactivity include the failure to meet the social events attendance then for the semester of inactivity: 1) the inactive brother still may not attend any social events, 2) still must meet any other requirements he failed to meet, and 3) still must meet the general body attendance requirement.

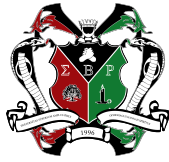
### *Section 4 | Not a member of Any Other Society or Fraternity*

No Member of the Fraternity shall also belong to any society in which membership shall be inconsistent with the principles of the Fraternity, nor shall any Member also belong to any other Fraternity, except honorary, professional, or service fraternities.

### *Section 5 | Resignation or Loss of Membership*

A Member of the Fraternity may resign his Membership in the Fraternity by sending a notice of his resignation to the Chapter and National Executive Board of the Fraternity or the National Council. A Member may resign without fear of retribution or harassment.

A Member of the Fraternity will lose his Membership if he does not meet a minimum of FOUR semesters of active membership within the fraternity, after the semester in which he was crossed. Within this four-semester period, each brother will be granted no more than one semester to have inactive membership if he so chooses. Inactivity that exceeds more than one semester during this period will subject the member to loss of his membership.



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## **ARTICLE IV | VOTING**

### *Section 1 | Quorum*

A two thirds (2/3) quorum of active members is required to call for a vote.

### *Section 2 | Voting Strength*

All active members of the University of Houston, Tau Chapter of Sigma Beta Rho Fraternity shall be entitled to one vote in person at all duly called meetings of the active Chapter except for the Newly Inducted Brothers who cannot vote in the semester in which they are inducted. In voting for bid offers, a bid will be granted to a prospect only by a unanimous (100%) vote.

### *Section 3 | Alumni*

Alumni may vote by the discretion of a majority vote of active members present.

### *Section 4 | Inactive Members*

Inactive members shall not be privileged to vote.

### *Section 5 | Secret Ballot*

If requested by any voting member to have a secret ballot, then it will be immediately implemented.

## **ARTICLE V | OFFICERS**

### *Section 1 | Elected officers*

The elected officers of the University of Houston Chapter shall be the President, the Vice-President, Parliamentarian, Secretary, and the Treasurer. Other positions include the New Member Education Coordinator, Rush Chair, Public Relations Chair, Scholarship Chair, the Social Chair, the Community Service Chair, Judicial Board (consisting of three members; NIB, Active, Alumni), and the Historian.

### *Section 2 | Election Procedure*

Elections must be held at least one week prior to the end of every semester according to the School Calendar.

### *Section 3 | Eligibility*

1. Each officer shall hold office until his successor takes over. All active members are eligible to hold elective offices.
2. No Newly Inducted Brothers are allowed to participate in Executive Board positions except for the position of Secretary.
3. President: Any Brother running for the position of President is required to hold and fulfill the requirements of two constitutionally defined positions, at least one of which must be an Executive Board position. The candidate may hold the same position for two semesters. In the event that no candidate fulfills the aforementioned requirements, any active brother is eligible to run for the position.
4. New Member Education Coordinator: The New Member Education Coordinator is required to have one semester of Rush coordinator experience. In addition, the New Member Education Coordinator must have one additional semester of New Member Education experience. The New Member Education Coordinator chooses a maximum of two rush coordinators once he has been elected. If only one person is eligible for the position of New Member Education Coordinator, then any active



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- brother who has previously held an elected office and has had two (2) semesters of new member education experience is eligible for this position.
5. All other positions are eligible to all active members.

## *Section 4 | Nominating Procedures*

Members of the University of Houston, Tau Chapter shall nominate the candidates for the upcoming office AT LEAST one month prior to the end of the semester in order to help with the transition of the new officers. Come election night, a brother must only be nominated for a maximum of two positions in which he wishes to run for, all other nominations must be dropped or nullified. The only offices that are not included in these nominating procedures are the Judicial Board positions. These three positions will be appointed by the Executive Board and then confirmed by two thirds (2/3) majority vote of the rest of the Chapter with the exclusion of the Executive Board.

## *Section 5 | Election of Officers*

1. Officers shall be elected by secret ballot.
2. Each office will be voted on separately and in the following order: President, New Member Education Coordinator, Vice-President, Community Service Chair, Social Chair, Treasurer, Scholarship Chair, Secretary, Rush Coordinator, Historian, Brotherhood Chair, and any other positions deemed necessary by Executive Board.
3. A majority of the eligible vote shall be necessary for election to that office. If there are more than two candidates for an office, the two candidates receiving the largest number of votes on the first ballot shall be voted upon in a second ballot, providing that no candidate received a majority vote on the first ballot. In case of a tie, there will be another runoff until one candidate establishes a majority vote.
4. The President shall choose to allow alumni to vote. Any Alumni that is currently serving on the RAC or holds a National position shall be granted a vote.
5. No one shall be allowed to leave the election meeting and return to vote without the approval of the Executive Board.
6. Should any office become vacant for any reason, it shall be filled by special election held at the next meeting. The election shall be the first order of business at the next meeting where all Brothers will be notified of the impending special election.
7. The same rules, which apply for normal elections, shall apply in the special election.
8. No elected officer shall be eligible to seek the vacant office.
9. If the special election is unable to fill any of the positions then the Executive Board shall appoint an officer to fulfill the duties of the office. This appointment must be confirmed by a majority vote at the next meeting.
10. No person is allowed to hold more than one elected office at the same time, unless there are not enough members to fill all elected positions.
11. The Judicial Board positions for the upcoming semester will be appointed by the executive board by the last meeting of the semester and must be confirmed by two thirds (2/3) majority vote with exclusion the Executive Board.

## *Section 6 | Oath of Office*

Before assuming office, each officer shall take oath in the following manner: "I solemnly swear that I shall uphold the values of this Fraternity through the execution of the duties of the office of [INSERT POSITION] of the University of Houston, Tau Chapter of Sigma Beta Rho Fraternity Inc. To the best of my ability, I hereby commit myself to the position of [INSERT POSITION]."



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## *Section 7 | Duties of Office*

All positions are required to document every organized event and must submit a report to the Historian and Vice President.

1. **President:** The president elect shall serve a full-year term, which will begin in the fall semester and end in the spring semester after the school year has ended. The President's responsibilities shall include designation of Organization obligations including committee formation, adherence by the Organization to University of Houston Greek Council / Student Organization policies, review of organization mail and correspondence, and renewal of organization status with University of Houston Department of Campus Activities. He is responsible for creating the agenda for each meeting collectively with the secretary. He is responsible for making sure everyone is fulfilling their required duties. He is responsible for starting and ending meetings. The president is responsible for calling emergency meetings and canceling meetings. It is his responsibility that all the national requirements and deadlines are met. He is required to go to every national meeting that requires his presence. He, along with the treasurer, is responsible for planning a budget for the semester and make sure it coincides with the expenses proposed by each position. He is also responsible for obtaining and maintaining University recognition and attending a reservation workshop at the beginning of the semester. Additionally, he is responsible for reserving general body meeting rooms for the following semester.
2. **Vice President:** Vice President shall assist the President in these responsibilities as necessary. During the absence of the President, the Vice President shall perform the duties of the President, and shall perform such other duties that the President or the Executive Board may require. He shall take the responsibilities of coordinating and organizing rush with the rush coordinator. He is also responsible to make sure all the chapter deadlines are met. The vice president is responsible to call e-board meetings and make sure there is an agenda. The Vice President is responsible to audit the accounts to make sure the President and treasurer keep accurate accounts of the money and is in the right format at the end of each semester and he is responsible for all the inaccuracies found the following term by the new treasurer. The Vice President is required to maintain a binder with all meeting minutes, current meeting guidelines, updated constitution, chair reports, national reports, and being informed of current National events and issues.
3. **Community Service Chair:** The community service chair is responsible to organize community service events that are required by the National Council. The community service chair is required to do at least 3 community services required by the National Council, and preferably even more, per semester. The community service chair can organize community service with other chapters or other Greek organizations. He is required to make sure every brother shows up for the event and is on time. Additionally, he is required to be the chair of the Philanthropy Committee.
4. **Social Chair:** The social chair is responsible for organizing all social activities, which include parties, formals, and mixers. He is to organize at least one mixer and one party per semester. He is responsible to make sure everyone is informed of the event, and that the events run smoothly. He is responsible for informing the National Council and other chapters of the dates of the social events, as well as making sure every Brother attends this event. He is the contact person for all the other fraternities and sororities and in charge of creating better relations with them. He is responsible for publicizing and promoting needed throughout the semester. The Social chair is required to keep contact info for club owners or club contacts, DJ's, contact people for other Greeks and social chairs of other chapters. This should be passed down to the social chair of the next semester. Other duties include the following: assisting to make a budget for the semester, making a plan of dates or time periods where social events will be held, reserve DJ's, clubs, halls, anything else that a social event needs. The social chair shall be the chair of the Social Committee.



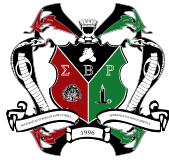
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5. **Vice President of Finance (Treasurer):** As with the President, the Treasurer elected shall also hold a full year term that will run through the entire school year. The Treasurer shall collect, receive and have the care and custody of all moneys and securities of the Fraternity, shall have responsibility, under the direction of the Executive Board, for managing the financial affairs of the Fraternity in accordance with the Fraternity's Laws, shall make an annual report to the National Council as to the financial condition of the University of Houston Tau Chapter, and shall perform such other duties as the Executive Board may require. At the beginning of his term, this individual is required to schedule and execute a meeting with the previous Vice President of Finance to learn all the systems of accounts and arrange for the transfer of authority and duties. He is also required to organize fundraisers.
6. **Vice President of New Member Education:** The Vice President of New Member Education is the brother responsible to educate possible members about the Fraternity. A 2/3 vote is required to override any decision of the Vice President of New Member Education. He shall appoint a maximum of two (2) rush coordinators who will also serve as understudies.
7. **Secretary:** The Secretary is responsible for annotating minutes of the executive board and general body meetings and shall attest to all contracts executed by a duly authorized officer of the Fraternity and affix the seal of the Fraternity when so required, and shall perform such other duties as the Executive Board requires. He is also fully responsible for all communication within the Fraternity including updating email list-servers, websites, also in-charge of contact information of new members and brothers. This individual is responsible to send out a fully accurate copy of the minutes to the entire Chapter within twenty-four (24) hours of the meeting.
8. **Rush Coordinator:** The Vice President of New Member Education shall appoint Rush coordinators. He shall bear the responsibility for making sure that the rush event has been properly publicized and executed. He is required to organize and execute at least four formal events. This individual must create a tentative plan that will be submitted to the executive board before the beginning of the semester. He is responsible for rush beginning with the first day of rush until the night of baptism. He is responsible to make sure the rush fills out all the national forms and gets approval from national to let the potential new member pledge. He has to make sure he obtains a copy of the national rush packet and adheres to its procedure.
9. **Vice President of Records (Historian):** The Historian is responsible for updating the database of all the brothers' information. He is responsible for keeping photocopies of all the documentation as well as pictures from the events that brothers participate in. He is responsible to keep records of the constitution, bylaws and all the national manuals. He is responsible to keep in touch with the alumni. He is responsible for keeping a record of all the rush essays.
10. **Scholarship Chair:** The Scholarship Chair is responsible for monitoring members' academic performance and arranging special programs to meet the chapter's and individual members' needs. This individual is required to submit an outline of his or her scholarship improvement plan every semester. This person is in-charge of creating/maintaining a test bank, and making sure that all brothers have access to this. The president may allow alumni to run for this position.
11. **Judicial Board:** The board will consist of three members who will be in-charge of resolving all disputes pertaining to the constitution. Additionally they will resolve any grievances brought before them. This can involve any fraternal dispute that may occur through the course of the semester. Any decision made by this board can be appealed and overturned by a 2/3 vote of all active members. Judicial Board is required to record all decisions made in the form of minutes. One of the three members of the Judicial Board must be a UH chapter alumnus.

## ARTICLE VI | EXECUTIVE BOARD

### Section 1 | Executive Board



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The Executive Board is composed of the President, Vice President(s), Secretary, Service Chair and Social Chair. These members will be in charge of meetings and will conduct routine procedures. The Executive Board is in charge of the day-to-day operations of the Fraternity. The Executive Board is responsible for the planning and execution of all community and social events for the upcoming semester. Furthermore, the Executive Board is responsible for the entire overall actions/activities of the Fraternity. All members of the Executive Board are allotted one vote as well as all active members of the Fraternity. The Executive Board shall hold the power of creating Ad-Hoc committees events requiring the need of an additional committee.

## **ARTICLE VII | IMPEACHMENT OF OFFICERS**

### *Section 1 | Impeachment Proceedings*

Any grievances regarding any elected positions and the fulfillments of the duties of these positions shall be brought forth to the Executive Board in writing. The Executive Board will have a week to assess and submit a written claim to the Judicial Board. The Judicial Board will then review the claim and present it to the Fraternity for a two thirds (2/3) majority impeachment vote.

## **ARTICLE VIII | FINANCES**

### *Section 1 | The Funds*

The funds shall be obtained by means of fees, dues, fundraisers, and social events, as provided for in the Fraternity's By-laws, and placed in the Operating Fund. The Treasurer of the Fraternity shall collect all fees, dues and assessments. The Executive Board shall establish the amount of such fees, dues, and assessments concurrently.

### *Section 2 | Annual Financial Reporting*

The Treasurer of the Fraternity shall submit to the Executive Board and the National Council an annual report on the financial condition. Such report shall include the appropriate financial statements, including but not limited to, the statement of revenues and expenses, the statement of fund balance, the statement of changes in fund balance, and other appropriate financial statements.

## **ARTICLE IX | CONSTITUTIONAL AMENDMENTS**

### *Section 1 | Authority and Notice of Amendments*

In order for a constitutional amendment to be ratified it requires the approval from four fifths (4/5) of all active University of Houston Brothers; provided that, at least 14 days prior to either such vote, notice of any proposed amendments shall have been provided to the executive board, who shall present it to the Fraternity.



## THE BY-LAWS OF SIGMA BETA RHO FRATERNITY

### ARTICLE I | THE MEMBERS

#### *Section 1 | Member's Responsibilities*

Each Undergraduate, Tau Chapter Member, and Alumni of the Fraternity shall:

1. Uphold and abide by the Crossing Oath and Founding Principles of the Fraternity, to preserve and promote by all honorable means the interests and good name of the Fraternity, its Members and its Chapters;
2. Uphold and abide by the Fraternity's Laws and the rules and regulations of his Chapter and discharge his obligations to the Fraternity, other Members and his Chapter faithfully and share in the duties of the Fraternity and his Chapter, including all financial obligations to the Fraternity or his Chapter; and
3. Abide by applicable federal, state, provincial and local laws, ordinances, rules and regulations.
4. To the extent not inconsistent with the Fraternity's Laws, the Officers may specify, in the Fraternity's Policies, further Member's responsibilities and the causes for which a Member may be suspended or expelled from Membership in the Fraternity.

#### *Section 2 | Non-discrimination*

In any membership decision, including rushing, pledging or electing one to Membership in the Fraternity, a Member, , Tau Member, Chapter, Chapter, Chapter's Alumni Members may not discriminate against any person on the basis of his race, color, religion, sexuality, national origin, citizenship or physical disability.

#### *Section 3 | Anti-hazing*

No Member, Chapter Member, Chapter, or Chapter's Alumni Members may haze or cause another person to haze another Member, Tau Chapter Member or person. "Hazing" includes, but is not limited to, taking any action or creating any situation that produces in another person mental or physical discomfort, embarrassment, harassment or ridicule.

#### *Section 4 | Procedures for Suspension or Expulsion from Membership*

1. No Member may be suspended or expelled from Membership in the Fraternity except upon written notice of the cause and an opportunity for a hearing.
2. The Undergraduate or Chapter's Alumni, whichever is to consider the matter, shall provide the Member written notice setting forth a statement of the alleged cause, the possibility that he may be suspended or expelled, the date, time and place at which the Undergraduate or Chapter's Alumni Members or the Executive Board shall meet for a hearing on the matter and a statement of the rights and procedures to which the Member is entitled at such hearing. The Executive Board may prescribe a form of written notice to be used in the Fraternity's Policies. An appropriate officer of the Undergraduate or Chapter's Alumni Members or the Secretary shall cause the written notice to be delivered to the Member at least 14 days prior to the scheduled hearing.
3. The Undergraduate or Chapter's Alumni Members or the Executive Board may appoint a committee to present the alleged cause at the hearing. The Member shall be entitled to the aid and assistance of any other Member to respond to the alleged cause. The Member shall be entitled to present such witnesses or other evidence as he feels appropriate and necessary to respond to the alleged cause. Should the Member fail to appear at the hearing as set forth in the written notice, the alleged cause shall be deemed admitted and conclusively established. During the course of the hearing and at all times, the Undergraduate or Chapter's Alumni Members or the Executive Board shall extend to the Member assistance to establish the truth or to present any mitigating circumstances.
4. At the conclusion of the hearing the Undergraduate or Chapter's Alumni Members or the Executive Board shall vote first upon the alleged cause and, if found to be established, then upon whether to



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- suspend or expel the Member from Membership in the Fraternity. If a Member is suspended or expelled, an appropriate officer of the Undergraduate or Chapter's Alumni Members shall provide to the Secretary of the Fraternity, the vote and whether the Member was suspended or expelled. Until the Secretary of the Fraternity receives such statement no suspension or expulsion shall be effective. Upon receipt of such statement, the Member shall be suspended or expelled from Membership in the Fraternity effective immediately, irrespective of whether any appeal has been or may be taken. A suspended or expelled Member's rights in the Fraternity shall not be reinstated unless and until the period of suspension expires or the National Council reverses the suspension or expulsion and reinstates the Member.
5. Within thirty (30) days of the vote of the Undergraduate or Chapter's Alumni Members or the Executive Board, the Member may appeal the decision by sending a notice of appeal to the Secretary of the Fraternity setting forth a brief statement of any substantive or procedural reason why he should not be suspended or expelled. The appeal shall be heard at the next National Council meeting. The Undergraduate or Chapter's Alumni Members or Executive Board and the suspended or expelled Member each may appear and may make a statement. The National Council by majority vote may affirm, reverse or modify the order of suspension or expulsion and to reinstate the Member. The Secretary of the Fraternity, at the direction of the National Council shall provide written notice of the decision of the National Council to the suspended or expelled Member and to his Chapter.

## **ARTICLE II | THE FINANCES**

### *Section 1 | The Budget*

The Executive Board shall establish a semester budget for the Fraternity's operations.

### *Section 2 | The Undergraduate Membership Fees*

The Fraternity will assess an Undergraduate Membership Fees for each Member in an amount established by the Executive board. Undergraduate Membership Fees may be payable according to current by-laws. The Tau Chapter Membership fee may be changed at the discretion of the Executive Board along with a 2/3 vote from the active house.

### *Section 3 | Surcharges*

The Executive Board also reserves the right to assess a fee for not completing an assigned task.

## **ARTICLE III | BY-LAW AMENDMENTS**

### *Section 1 | Authority and Notice of Amendments*

These By-Laws may be amended by a majority of the Undergraduate Members present at the meeting; provided that, at least fourteen (14) days prior to such vote, notice of any proposed by-law amendments shall be provided to each Undergraduate.

In order for a by-law amendment to be ratified it requires the approval from four fifths (4/5) of all active University of Houston Brothers.