

**Alpha Epsilon Pi Fraternity
Sigma Eta Chapter**

PREAMBLE

To foster and promote brotherly love, to inaugurate the spirit of cooperation and helpfulness, to create a better understanding among our brothers, to encourage vigorous participation in university, college and general activities in our college community, to the mutual advantage of all concerned, this chapter of the Alpha Epsilon Pi Fraternity is solemnly dedicated.

THE PRINCIPLES OF OUR EQUITABLE COMMUNITY

Lehigh University is first and foremost an educational institution, committed to developing the future leaders of our changing global society. Every member of our community has a personal responsibility to acknowledge and practice the following basic principles: We affirm the inherent dignity in all of us, and we maintain an inclusive and equitable community. We recognize and celebrate the richness contributed to our lives by our diverse community. We promote mutual understanding among the members of our community. We confront and reject discrimination in all its forms, including that based on age, color, disability, gender identity, genetic information, marital status, national or ethnic origin, political beliefs, race, religion, sex, sexual orientation, socio-economics, veteran status, or any differences that have been excuses for misunderstanding, dissension, or hatred. We affirm academic freedom within our community and uphold our commitment to the highest standards of respect, civility, courtesy, and sensitivity toward every individual. We recognize each person's right to think and speak as dictated by personal belief and to respectfully disagree with or counter another's point of view. We promote open expression of our individuality and our differences within the bounds of University policies. We acknowledge each person's obligation to the community of which we have chosen to be a part. We take pride in building and maintaining a culture that is founded on these principles of unity and respect.

ARTICLE I

NAME

Section 1. This Chapter shall be known as the Sigma Eta Chapter of the Alpha Epsilon Pi Fraternity.

ARTICLE II

MEMBERSHIP

Section 1. Any male student in regular attendance at Lehigh University, pursuing a course leading to an undergraduate degree, and who is eligible, as provided in the Supreme Constitution, may be elected to Brotherhood in this Chapter. Potential new members must meet additional eligibility requirements as determined by Lehigh University and the Lehigh Interfraternity Council.

Section 2. To be an active Brother of this Chapter, one must be: duly elected into the Fraternity upon completing the New Member Education program, in good standing with the Chapter, registered for and in attendance at Lehigh University, not in arrears or have otherwise outstanding obligations to the Chapter or Fraternity.

Section 3. A potential new member may receive an invitation (colloquially, "a bid") to join a specific new member class by majority vote of the Chapter.

Section 4. All new members shall be initiated into the Chapter and given active member status at the end of the New Member Education process. Any failure to meet the requirements of brotherhood, including but not limited to, unsatisfactory completion of the New Member Education program or failure to execute the membership agreement as required under Section 5 of this Article, is grounds for termination from the New Member Education program, which shall be determined by the Executive Committee.

Section 5. Every Brother must enter into a contract with the Chapter in which he subordinates himself to all University, Interfraternity Council, Fraternity, and Chapter policies and mandates duly adopted or enacted by the Executive Committee or Chapter members, as well as obligate himself to meet all of the financial obligations associated with active membership in this Chapter (the "Agreement").

(a) Every Potential New Member must sign said Agreement before he may be eligible for initiation into the Fraternity.

(b) In the event that the Potential New Member is below the age of majority in the Commonwealth of Pennsylvania (age 18), his parent or legal guardian must co-sign the Agreement.

(c) While the Agreement is not a contract of adhesion, the terms and conditions of the Agreement must be kept uniform for all Brothers and, therefore, are not negotiable.

(d) The Exchequer must archive all executed copies of the Agreement and make copies of the Agreement available to Brothers at their request. The Exchequer must keep the executed copies of the Agreement until each Brother listed on Schedule A of the Agreement has settled all debts to the Chapter.

Section 6. Previously active members in good standing of this fraternity who are registered and in attendance at Lehigh University pursuing or preparing to pursue a graduate level degree are eligible for graduate membership.

(a) Graduate members must pay dues but not parlor fees.

(b) Graduate members should attend all ritual events, but will not receive fines in the event of absence.

(c) Graduate members may not hold an Executive Committee or Board of Directors position.

(d) Graduate members shall have all the rights and privileges of an active brother.

(e) Graduate members must not be in arrears, and have no outstanding obligations

ARTICLE III

COMMITTEES

Section 1. The respective Executive Committee or Board of Director member shall appoint all committees relating to their purview except those otherwise provided for in this Constitution.

Section 2. There shall be the following standing committees with provisions for additional committees as the Executive Committee sees fit:

- a. Executive Committee
- b. Board of Directors
- c. Recruitment Committee
- d. Social Committee

Section 3. EXECUTIVE COMMITTEE: This committee shall consist of the Master, as Chairman, Lieutenant Master, Scribe, Exchequer and Pledgemaster.

Section 4. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE:

- a. The Executive Committee shall consider all matters of vital importance to the Chapter.
- b. Minutes shall be kept of all matters decided upon and read at the next regular or special meeting of the chapter.
- c. It shall consider all matters pertaining to suspensions of brothers, and shall have the power to suspend, and recommend to the Supreme Board of Governors for expulsion, any member of this Chapter.
- d. It shall investigate non-attendance of meetings and tardiness at meeting and ritual

- ceremonies, and non-payment of obligations that are due and payable by brothers.
- e. A two-thirds vote of the chapter shall be required to overturn a decision of this committee.
 - f. It shall act as an adjudicative body in adjudicating difficulties among the brothers. They also reserve the right to delegate issues to the Judiciary Committee as they see fit.
 - g. The committee may issue fines not to exceed \$25.00 each and other penalties for violations of this Constitution and/or Chapter regulations.
 - h. The Master shall hold meetings of this Committee prior to the regular meeting of the Chapter or whenever deemed necessary.
 - i. A majority of votes are necessary to pass any course of action of this Committee. Three members are needed for a quorum.
 - j. Any brother may attend a meeting of the Executive Committee, but he may not take part in the discussion unless invited to do so. He shall have no voting power and may be requested to leave the meeting by a majority vote of the Committee.
 - k. Members shall have the power to call a special meeting of this Chapter at their own discretion.
 - l. It shall produce and maintain a "Four-Year Plan" to outline long-term goals and objectives of the chapter before the start of the following term.

Section 5. THE RECRUITMENT COMMITTEE: This Committee shall consist of the Master, Pledgemaster, Recruitment Chair, and members appointed by the Recruitment Chair and approved by the Executive Committee.

Section 6. POWERS AND DUTIES OF THE RECRUITMENT COMMITTEE:

- a. This Committee shall plan and direct the recruitment program of the Chapter.
- b. It shall have charge of all arrangements and entertainment necessary in recruiting potential new members.
- c. Recruitment committee meetings are to be open to every brother in the chapter
- d. In voting to extend an invitation (colloquially, "a bid") to join a specific new member class, there are no votes by proxy.

Section 7. SOCIAL COMMITTEE: This Committee shall consist of brothers appointed by the Social Chair and approved by Executive Committee.

Section 8. DUTIES AND POWERS OF THE SOCIAL COMMITTEE:

- a. It shall be the duty of this committee to arrange and prepare for all social functions during the year.

Section 9. BOARD OF DIRECTORS: This committee shall consist of the Lieutenant Master as Chairman, Brother-at-Large, Recruitment Chairman, Social Chairman, Jewish Civic Leadership Chairman and Philanthropy Chairman

Section 10. DUTIES AND POWERS OF THE BOARD OF DIRECTORS:

- a. It shall be the duty of this committee to arrange and prepare for all chapter functions not carried out by the Executive Committee.
- b. It shall be responsible for the short-term planning of the chapter.

c. It shall prepare a detailed report of functions to be passed upon by the Chapter at the beginning of the semester.

ARTICLE IV

EXECUTIVE COMMITTEE OFFICERS

Section 1. The Executive Committee officers of the Chapter shall be the Master, Lieutenant Master, Scribe, Exchequer, and Pledgemaster.

Section 2. All Executive committee officers must be in good standing with the Chapter prior to their election and throughout their respective terms on the Executive committee.

Section 3. All Executive Committee members shall submit a written summary of all position objectives to be presented and voted upon by the chapter at the beginning of their term.

Section 4. MASTER. He must be of at least Junior Standing at the university, must have been a member of this Chapter for at least 2 semesters prior to the date of this election.

Section 5. DUTIES AND POWERS OF THE MASTER:

- a. He shall be the presiding officer at all meetings.
- b. He shall have the power, with the advice of the Executive Committee, to appoint and remove all committees except those under this constitution.
- c. He shall be in charge of all external relations with the University and headquarters staff
- d. He shall be the delegate to the Supreme Council at the National Convention and shall act as chairman of the delegation.
- e. He may call a special meeting of this Chapter at his discretion.
- f. He shall be chairman of the Executive Committee and act as ex-officio member of all committees.
- g. He shall have such powers and duties that are usually delegated to a presiding officer under parliamentary procedure.

Section 6. LIEUTENANT MASTER: He must be of at least Junior standing at the university, and must have been a member of this Chapter for at least 2 semesters prior to the date of his election.

Section 7. DUTIES AND POWERS OF THE LIEUTENANT MASTER:

- a. He shall assist the Master in the conduct of the Chapter's business.
- b. In the absence of the Master, he shall perform all functions and duties of the office.
- c. He shall be chairman of the Board of the Directors and act as ex-officio member of all committees.
- d. He shall be responsible for the housing system of the fraternity.
- e. He shall perform all duties assigned to him by the Master.

Section 8. SCRIBE: He must be of at least sophomore standing at the university.

Section 9. DUTIES AND POWERS OF THE SCRIBE:

- a. He shall record and keep an accurate record of the minutes of all regular and special meetings of the Chapter, the Executive Committee, and the Board of Directors.
- b. He shall keep and file all reports.
- c. He shall be custodian of fraternity stationary, seals, and official communications.
- d. He shall conduct the correspondence of the Chapter and shall report the same at the regular meetings of the Chapter.
- e. He shall be responsible for maintaining relationships with alumni of the chapter.
- f. He shall perform all duties assigned to him by the Master.

Section 10. EXCHEQUER: He must be of at least sophomore standing at the university.

Section 11. DUTIES AND POWERS OF THE EXCHEQUER:

- a. He shall receive all monies payable to the Chapter and shall make all payments for the Chapter.
- b. He shall be responsible for all funds of this Chapter.
- c. He shall submit a statement of receipts and disbursements at every meeting and of assets and liabilities once each month and a final report before retiring from office.
- d. He shall make entries in proper books of accounts of all monies and paid out (unless there is a paid accounting service.)
- e. He shall prepare a Chapter budget to be approved in general meeting by a simple majority vote of all brothers present.
- f. He shall be responsible for the fundraising duties of the chapter.
- g. He shall manage the Lehigh Programming and Education account.
- g. He shall perform all duties assigned to him by the Master.

Section 12. PLEDGEMASTER: He must be a brother of this Chapter for at least 2 semesters and a junior in standing at the University.

Section 13. DUTIES AND POWERS OF THE PLEDGEMASTER:

- a. He shall serve on the Executive Committee.
- b. He shall be the coordinator of the new member education program
- c. He shall be responsible for the Chapter and Fraternal education of all new members.
- d. He shall submit a detailed schedule to the Executive Committee and to Lehigh University prior to each new member education period.
- e. He shall be the custodian of all fraternity badges and pledge pins.
- f. He shall perform all duties assigned to him by the Master.

ARTICLE V

BOARD OF DIRECTORS

Section 1. The Board of Directors of the Chapter shall be Lieutenant Master as Chairman, Brother-at-Large, Recruitment Chairman, Social Chairman, Jewish Leadership Chairman, Civic Leadership Chairman and Philanthropy Chairman.

Section 2. A brother must have attained at least sophomore standing at the University to hold a position on the Board of Directors.

Section 3. The Board of Directors shall be considered subordinate to the Executive Committee in all chapter matters.

Section 4. All Board of Directors members shall submit a written summary of all position objectives to be presented and voted upon by a joint meeting of the Executive Committee and Board of Directors at the beginning of their term.

Section 5. All Board of Director members shall have the power to create and maintain a committee as they see fit and upon consent of a simple majority of the Board of Directors.

Section 6. DUTIES AND POWERS OF THE BROTHER-AT-LARGE:

- a. He shall be responsible for maintaining a high standard of brother moral through a variety of methods; including but not limited to brotherhood events, brotherhood retreats, and conflict mitigation.
- b. He shall chair the Judicial Board.
- c. He shall perform all duties assigned to him by the Lieutenant Master.

Section 7. DUTIES AND POWERS OF THE RECRUITMENT CHAIRMAN:

- a. He shall be responsible for all recruitment duties; including but not limited to: coordination, relations, and publicity. A detailed written documentation of this shall be submitted to the Executive Committee and Board of Directors prior to each formal recruitment period.
- b. He shall select a recruitment committee and/or a voting committee for discussion and decision-making with regard to potential new members.
- c. It is incumbent on the Recruitment chair to inform the brotherhood with adequate notice that a vote to extend bids will occur, as well as the potential new members in question.
- d. He shall perform all duties assigned to them by the Lieutenant Master.

Section 8. DUTIES AND POWERS OF THE SOCIAL CHAIRMAN:

- a. He shall be responsible for the complete organization and maintenance of all social activities and events.
- b. He shall serve as the representative of this Chapter with regard to the planning and regulation of all social activities and events with other organizations.
- c. He shall create a social committee that meets regularly, and he shall delegate various duties to the brothers on this committee
- d. He shall perform all duties assigned to him by the Lieutenant Master.

Section 9. DUTIES AND POWERS OF THE JEWISH LEADERSHIP CHAIRMAN:

- a. He shall prepare a report of all Chapter affairs in regards to both religious and cultural Judaism to be presented to the chapter and other relevant organizations before the close of the year.

- b. He shall be responsible for ensuring that the chapter has an active relationship with Hillel, Chabad, and all other Jewish and Israel-focused organizations.
- c. He shall perform all duties assigned to him by the Lieutenant Master

Section 10. DUTIES AND POWERS OF THE CIVIC LEADERSHIP CHAIRMAN:

- a. He shall be responsible for ensuring that brothers are taking an active role in other organizations within the Lehigh community.
- b. He shall prepare a report of all chapter affairs to be presented to the chapter and other relevant organizations before the close of the year.
- c. He shall perform all duties assigned to him by the Lieutenant Master.

Section 11. DUTIES AND POWERS OF THE PHILANTHROPY CHAIRMAN:

- a. He shall be responsible for the creation and execution of philanthropic activities.
- b. He shall serve as the representative for the chapter when coordinating philanthropic events with outside groups.
- c. He shall be responsible for preparing a report of total hours of philanthropy performed by the chapter on a semester basis.
- d. He shall propose a minimum amount of philanthropic activity that each brother within the chapter has to achieve. This will be voted on and ratified each semester by the Board of Directors.
- e. He shall place special emphasis in supporting initiatives created by the Alpha Epsilon Pi Foundation as well as initiatives to further Jewish life both at Lehigh and within the Lehigh Valley.
- f. He shall perform all duties assigned to him by the Lieutenant Master.

ARTICLE VI

NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Officers shall be nominated once a year at the first regular Chapter meeting in March.

Section 2. Officers shall be elected at the next regular Chapter meeting following nominations. Officers shall be elected by a simply majority of votes cast. Voting shall be only by closed ballot. Officers shall be installed at the end of the semester or the last general meeting of the academic year.

Section 3. Executive Board Election Procedures: For each Executive Board position, Brother Master calls for all those nominated to rise. Only those present at Elections are eligible to run. If a previously nominated person declines from running for their nominated office, they still have the option to run for a lower office “drop-down”. Each candidate is allocated a maximum of five minutes to give a speech to the brotherhood. This is done without the other candidates present. At the end of his speech, each brother of the fraternity has the option to ask the candidate one question. Additional questions may be asked if each brother has had an opportunity to ask one question, and until fifteen minutes from the

beginning of questioning has expired. After all candidates have given speeches and responded to questions, all candidates leave the voting room. Brothers who have significant concerns about a candidate must previously voice them to the Master. The Master will then inform all brothers present of these concerns. This will occur anonymously. Then a “pro session” occurs, during which time brothers may make positive statements about candidates, under the condition that each candidate receives a positive statement. The “pro session” concludes when there are no longer positive statements for every candidate. After “pro session,” all brothers present at Election, including candidates, must vote by a) writing name of a nominated candidate, b) abstaining, c) giving a no confidence vote. A no confidence vote is when a brother believes that none of the candidates are able to fully carry out the position. While abstaining is a vote that changes the margin required to elect, no confidence votes do not. The Brother Master tallies the votes orally, which the Scribe records. If no one candidate has received a majority of the votes, a revote occurs between the top two candidates with the plurality of votes. After a majority candidate has been determined, all candidates are invited into the voting room. Brother Master declares winner. Scribe purges the record of election results except for the name of the majority winner.

Section 4. Board of Directors Election Procedures: The Board of Directors will be elected using a “slate” method. Brothers will apply using a form created by the nominating committee. Applications will be due after Executive Committee elections. The nominating committee will have one week to meet with applicants and deliberate to develop a complete slate. The newly formed Executive Committee will function as the nominating committee. The slate will be proposed to the chapter and voted on in the next chapter meeting. A simple majority is required to elect all brothers on the slate. In the event that the slate is not elected, it is the responsibility of the previous Executive Board to investigate why the slate was not elected and propose a new one. If the new slate is not elected for a second time, a traditional election will be held during an emergency session of the chapter pursuant to the procedures outlined in §3 of this Article.

ARTICLE VII

FINANCES

Section 1. The initiation fee shall be an amount set annually and is payable 14 days prior to the date of initiation.

Section 2. Dues of the members shall be (\$TBD) payable semesterly in advance, on a date specified by the Exchequer.

a. Dues are the combination of the Brotherhood, Recruitment, and Social fees for the semester.

b. Should a Brother have difficulty paying the total of the dues owed to the fraternity by the beginning of the semester, he must agree to a payment plan with the Exchequer.

c. Dues, fines, and other charges must be paid in full by the end of the semester. Under absolutely no circumstances should the Exchequer allow debt to accrue over multiple semesters.

Section 3. Parlor fees for members shall be (\$TBD) and are payable semesterly in advance, on a date specified by the Exchequer. They may also be a part of a payment plan as determined by the Exchequer. Parlor fees may include everything else required for normal chapter operations not covered by dues.

Section 4. Assessments may be levied by a majority vote of the brothers of the Chapter.

Section 5. The Exchequer shall, at once, refer any brother in arrears in any amount on his financial obligations, to the Executive Committee. Unless he provides a valid reason for defaulting on his obligations, the Executive Committee shall suspend the brother so in arrears.

Section 6. In order to ensure fiscal responsibility with the chapter's budgets, expenditures above certain amounts shall require advance approval.

(a) All capital purchases over \$150 shall require approval by the majority of executive committee members. Capital purchases are defined as the purchase of any asset to be used over the course of multiple semesters

(b) Any other purchase that is over \$200 in value and represents at least 10% of a particular budget shall require advance written approval from both the Exchequer and the Master.

(c) Multiple related expenditures, which occur concurrently, should be considered a single expenditure

(d) Failure to comply with any of the aforementioned policies of this amendment will result in immediate review by the judiciary committee.

ARTICLE VIII

MEETINGS

Section 1. Regular weekly meeting of this Chapter shall be held at the Chapter house during the school term, except when extraordinary conditions prevent it, when the Master may postpone or omit the regular meeting. The next chapter meeting, shall have its date and time announced at the previous meeting.

Section 2. One-half plus one of the active members in good standing shall constitute a quorum.

Section 3. Special meetings may be held at the discretion of the Master, after notifying all active brothers.

Section 4. The Master shall deem a petition, signed by 10% of the active brothers, citing for the reason therefore, mandatory for the calling of a special meeting.

Section 5. Every active brother is required to be in attendance promptly at every special and regular meeting of the Chapter and at all Ritual Ceremonies.

ARTICLE IX

JUDICIARY

Section 1. Charges in writing shall be brought against any brother for any action, which is inimical to the Chapter for improper conduct as a fraternity brother, or any other charge the Executive Committee may consider. Such charges shall be made to the Executive Committee.

Section 2. The Executive Committee shall have the right to suspend anyone by a majority vote of the entire committee, and to refer expulsion charges to the Supreme Board of Governors.

Section 3. The Executive Committee shall duly notify the brother against whom the charges for suspension are brought of the time and place of his hearing.

Section 4. The Executive Committee may fix the period of the suspension. At any time if it feels the suspended brother has remedied the causes of his suspension, or that he has been sufficiently punished, the suspension may be lifted.

Section 5. A suspended brother is deprived of his right to attend Chapter meetings, his right to vote at Chapter meetings, his house privileges and shall return his fraternity pin to the Master.

Section 6. Charges and procedure pertaining to expulsion shall be made as specified in Article XI of the Supreme Constitution.

Section 7. Violation of the Fraternity Oath or Fraternity Ritual, conduct hostile to the best interest of the Chapter or Fraternity, or non-payment of financial obligations, as hereinabove defined, be grounds for expulsion.

Section 8. The Judiciary Committee is a working committee established when the Executive Committee or the Constitution deems judicial action necessary involving a brother.

a. The Judiciary Committee shall be made up of five members, two of who are permanent members and 3 of who are rotating, based on alphabetical order and rotating after 3 weeks of service.

b. The permanent members shall be the Brother-at-Large and a Judiciary Committee chair that is selected by the Executive Committee without application. The chair of the committee should be selected based on strong morals and demonstrated

commitment to the values of Alpha Epsilon Pi.

c. The rotating members are to be seated in Alphabetical order and they will rotate every 3 weeks. The permanent members will be excluded from the rotation in the terms in which they serve on the committee. The Master and Lieutenant Master are not to be included in the rotation.

d. The Committee will meet when the Executive Committee votes in favor of Judiciary Committee intervention with a brother. The Executive Committee must carry a majority vote to refer a brother's actions to the committee. The brother in question then has 24 hours to file a statement detailing his viewpoints on the actions in question and submit it to the Committee. After receiving the statement, the committee will then have one week to meet and present their findings to the Executive Committee at the next E-board meeting.

e. The Judiciary Committee reserves the right to discipline a brother in a manner it sees fit only if the action has been passed upon by 80% or more of the committee. In the event an action is passed, the Master and Lieutenant Master will meet privately with the board and ask each member if they passed a motion for the disciplinary action. The committee is meant only to determine if the actions of a brother are worthy of discipline, and if so, what actions should be recommended.

f. The committee should be aware that unwarranted extreme actions would lead to upheaval within the brotherhood. Their discipline can only be overridden by unanimous consent of the Executive Committee. The committee reserves the right to assign any punishment they want, including the removal of a brother from an elected position, with the exception of the expulsion of a brother. However, the Committee can recommend that a motion be passed down to the Executive Committee for the removal of the member as disciplinary action.

g. In the event that a brother does not take the committee's actions with the utmost seriousness, the Executive Committee will convene with the Judiciary Committee to determine a final course of action.

h. In the event that an Executive Committee member is in question of judicial intervention, the Executive Committee must carry a majority vote with the member in question automatically abstaining from the vote, and leaving the room during deliberations. In the event that a permanent member of the Judiciary committee is in question he shall be temporarily replaced by the Past Master (when available), or the Lieutenant Master. In the event that a rotating member is in question the next member on the rotation is to take his place on the committee for the remainder of his term.

ARTICLE X

ALUMNI BOARD OF ADVISORS

Section 1. Mission Statement: To promote the long-term stability of the Sigma Eta chapter of the Alpha Epsilon Pi fraternity, an alumni shall exist to act as the primary conduit between the current brothers and the alumni of the chapter.

Section 2. It shall provide the Executive Committee with experienced perspective in establishing, implementing, and maintaining a vision for the chapter.

Section 3. It shall offer general and individualized officer support and advising on issues ranging from leadership skills development, conflict resolution, brotherhood decisions, and fundraising.

Section 4. It shall assist the Master in his capacity as liaison between Alpha Epsilon Pi and Lehigh University.

ARTICLE XI

HONORARY MEMBERSHIP

Section 1: PINNING

- a. Criteria; an individual who is pinned shall meet the following criteria
 - i) The pinning recipient is an individual the brother feels is very special and envisions being with for many years. Pinning by definition is a pre-engagement.
 - ii) The pinning recipient is an individual who the entire brotherhood knows well and respects. They should feel comfortable enough to accept this individual into their brotherhood as honorary individual.
- b. Procedure; the pinning process should go as follows:
 - i) The brother who wishes to pin an individual should inform the Master.
 - ii) At the next brotherhood meeting, the master shall call for a vote.
 - iii) The vote shall either be open or closed at the discretion of the master.
 - iv) A ½ vote of all brothers present is necessary to pass the vote.
- c. Pinning; the pinning should be done as follows:
 - i) The brother should present either his own pin or the official Alpha Epsilon Pi sweetheart pin.
 - ii) The pinning recipient shall be given the option to accept or reject the presented pin.
- d. Upon acceptance of the pin, the pinning recipient is officially a Little Sister of the Chapter.

Section 2: SWEETHEARTING

- a. Criteria; an individual who is Sweethearted shall meet the following criteria:
 - i) The sweetheart recipient is an individual the brotherhood feels is as integral to chapter operations as any other active brother.
 - ii) The sweetheart recipient is an individual who the entire brotherhood knows well and respects. They should feel comfortable enough to accept this individual into their brotherhood as honorary individual.
- b. Procedure; the pinning process should go as follows:
 - i) The brother who wishes to motion to sweetheart an individual should inform either the sentinel or the master.
 - ii) At the next brotherhood meeting, the master shall call for a vote.
 - iii) The vote shall either be open or closed at the discretion of the master.
 - iv) A ½ vote of all brothers present is necessary to pass the vote.
- c. Sweethearting; the sweethearting should be done as follows:

- i) The Master should present either an AEPi Sweetheart Pin or an AEPi Lavalier.
- ii) The sweetheart recipient shall be given the option to accept or reject the presented pin.
- d. Upon acceptance of the sweethearting, the sweetheart recipient is officially a Little Sister of the Chapter.

Section 3: LITTLE SISTERS

- a. A Little Sister is officially an honorary brother/sister.
- b. A Little Sister is considered an honorary member of the new member class either directly preceding them, or coinciding with when they were offered their honorary membership; whichever is a shorter amount of time.
- c. A Little Sister is allowed to attend, but not necessarily participate, in all brotherhood activities.
- d. A Little Sister is forbidden from attending any ritual activities.
- e. A Little Sister pays no dues or parlor fees, nor may any fines be levied against them.

ARTICLE XII

GENERAL PROVISIONS

Section 1. Order of Business: The Order of Business at all regular meetings shall be as follows:

- Ritual Opening
- Roll Call
- Reading the Minutes of Previous Meeting
- Report of the Board of Directors
- Report of the Executive Committee
- Communications
- Reports of Officers
- Report of Committees
- Old Business
- (Nomination and Election of Executive Committee Members)
- (Nomination and Election of Board of Director Slate)
- (Election of New Members)
- New Business
- Good and Welfare
- Adjournment

The Order of Business may be changed in extenuating circumstances at the discretion of the Master.

Section 2. No voting by proxy shall be allowed at any regular or special meeting, nor by members of the Executive Committee or Board of Directors, at a meeting of that Committee.

- a. This requirement is waived in the event of an emergency meeting, as called for by the master, occurring when Lehigh University is not in session.

b. An emergency meeting may be conducted through electronic means as best determined by the Executive Committee. It must be through a means that occurs in “real time.”

c. Only the question at hand can be addressed during this emergency meeting. No amendments may be proposed in an emergency meeting.

d. A quorum of a simple majority of all active brothers is required for an emergency session to occur.

Section 3. Robert Rules of Order shall govern the meetings, except where the foregoing rules and regulations provide otherwise.

Section 4. Any Article or Section of this Constitution may be temporarily set aside by a simple majority of all active brothers.

Section 5. AMENDMENTS: Amendments to this Constitution must be submitted in writing, signed by at least three brothers, presented and read at a regular meeting of the Chapter. The proposed amendment shall then be voted upon the next regular meeting. A three-quarters vote of all brothers present shall be necessary to pass the amendment.

Section 6. The chapter shall establish a set of bylaws that govern day-to-day operations of the chapter.

a. The Scribe shall be responsible for maintaining the bylaws. He shall strikethrough any bylaws that have been annulled by more recent bylaw.

b. The bylaws shall be divided into sections that correspond with all Executive Committee and Board of Director positions. The Scribe shall determine where the appropriate place to record each motion is. In the event that a bylaw does not fit into an appropriate section, the Scribe shall have the power to create a new section to record it in.

c. The objectives provided by both Executive Committee and Board of Director members shall be added to the bylaws once ratified by the chapter.

Section 7. The Scribe shall maintain two versions of this Constitution.

a. One version shall contain the original text and all amendments to it shall be appended to it. He shall strikethrough any sections that have been annulled by an amendment.

b. The other version shall contain only active and relevant text. All amendments shall be included inline and all annulled sections shall be removed.