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Chapter of Sigma Alpha Epsilon Bylaws

University of California San Diego
Last Revised: February 6th, 2026

ARTICLE I — NAME OF ORGANIZATION

The organization shall be called Sigma Alpha Epsilon at UC San Diego.

ARTICLE II — NONPROFIT STATEMENT

Sigma Alpha Epsilon at UC San Diego is a non-profit student organization.

ARTICLE III — AUTHORITY AND GOVERNING PRINCIPLES

1. The National Laws of Sigma Alpha Epsilon are the supreme governing authority of this Chapter.
2. These bylaws shall not conflict with National Laws, university regulations, or IFC policies.
3. Robert's Rules of Order shall govern parliamentary procedure except where inconsistent with these bylaws or National Laws.
4. Any bylaw may be temporarily suspended by a two-thirds (2/3) vote of the Chapter, except where prohibited by National Laws.
5. Amendments must be submitted in writing for a first reading and voted upon at a subsequent meeting. A two-thirds (2/3) vote is required for adoption.

ARTICLE IV — MEMBERSHIP

Section 1. Eligibility

1. Only individuals meeting university, IFC, and National requirements may be considered for membership.
2. A minimum cumulative GPA of 2.5 is required for initiation.

Section 2. Bidding and Initiation

1. Bids may be extended only to qualified candidates.
2. A bid may be rescinded by:
 - A three-fourths (3/4) vote of the Chapter, or
 - A majority vote of the Executive Board if the candidate demonstrates behavior inconsistent with Fraternity values.
3. Initiation must occur within ninety-six (96) hours of bid acceptance unless prohibited by National Laws.

ARTICLE V — MEMBER GOOD STANDING

1. A member is in good standing when he:
 - Is current on all financial obligations or approved payment plans
 - Meets minimum GPA standards
 - Has no active disciplinary sanctions
 - Complies with Chapter, university, and National policies
2. Only members in good standing may:
 - Vote
 - Hold office or committee chair positions
 - Represent the Chapter
 - Attend social events or retreats
3. Loss of good standing results in automatic suspension of these privileges until deficiencies are corrected.

ARTICLE VI — MEETINGS AND DECORUM

Section 1. Chapter Meetings

1. Chapter meetings shall be held weekly.
2. The Eminent Archon shall announce the meeting time at least one week prior to the start of each term.
3. Special meetings require three (3) days' notice unless emergency circumstances exist.

Section 2. Decorum

1. Members must be recognized before speaking.
2. Members arriving more than five (5) minutes late are marked absent.
3. Alcohol, tobacco, vaping, and non-approved electronics are prohibited.

4. The Eminent Recorder may use a device solely for attendance and minutes.

ARTICLE VII — ATTENDANCE

1. Two (2) excused absences per semester are permitted.
2. Excuses must be submitted seventy-two (72) hours in advance unless emergency.
3. Unexcused absence fines:
 - \$25 for general members
 - \$50 for Executive Board members
4. Members leaving early without approval are marked absent unless the meeting exceeds one (1) hour.

ARTICLE VIII — QUORUM AND VOTING

1. A majority of initiated members in good standing constitutes quorum for regular meetings.
2. Two-thirds (2/3) of initiated members constitutes quorum for special meetings.
3. Majority vote passes motions unless otherwise specified.
4. Voting eligibility is restricted to members in good standing.
5. Executive Board elections must use paper ballots.
6. Removal votes and disciplinary votes must be conducted by secret ballot.
7. Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

ARTICLE IV — OFFICERS

Section 1. Eligibility and Terms

1. Officers must maintain:
 - 2.5 cumulative GPA
 - 2.3 semester GPA
2. EA, Treasurer, and Recorder serve one-year terms beginning in Spring.
3. All other officers serve one-semester terms.

Section 2. Duties

Eminent Archon (EA)

The Eminent Archon shall:

1. Preside over all Chapter and Executive Board meetings.

2. Serve as the official representative of the Chapter to the university, IFC, alumni, and Fraternity Service Center.
3. Oversee all Chapter operations and ensure compliance with National Laws, university policies, and these bylaws.
4. Appoint non-elected officers and committee chairs as needed.
5. Enforce standards of conduct and uphold the values and Ritual of Sigma Alpha Epsilon.

Eminent Deputy Archon (EDA)

The Eminent Deputy Archon shall:

1. Preside over Executive Board meetings and act for the EA in his absence.
2. Oversee all Chapter committees, including assigning members and evaluating performance.
3. Coordinate officer transitions and leadership development.
4. Serve as the prosecutor to the Standards Board.
5. Monitor accountability across officers and committees and report deficiencies to the Executive Board.

Eminent Recorder

The Eminent Recorder shall:

1. Record and distribute minutes of all Chapter and Executive Board meetings.
2. Maintain accurate attendance records and excuse documentation.
3. Maintain official Chapter records, including bylaws, amendments, and correspondence.
4. Securely document disciplinary actions and Standards Board outcomes.

Eminent Treasurer

The Eminent Treasurer shall:

1. Develop and manage the Chapter budget.
2. Invoice members, collect dues, and administer fines.
3. Oversee payment plans and financial records.
4. Report Chapter financial status to the Executive Board and Chapter regularly.
5. Enforce financial accountability in accordance with these bylaws.

Section 4. Appointed Officers and Chairs

Eminent Correspondent

The Eminent Correspondent shall:

1. Manage and monitor all Chapter social media platforms.
2. Ensure all content aligns with SAE values, university policy, and Fraternity standards.

3. Coordinate messaging with recruitment, alumni relations, and Chapter leadership.

Eminent Warden

The Eminent Warden shall:

1. Maintain order during Chapter meetings.
2. Verify voting eligibility and good standing at meetings.
3. Assist the EA in enforcing decorum and procedural rules.

Health and Safety Officer

The Health and Safety Officer shall:

1. Serve as the Chapter's health, wellness, and risk-prevention leader.
2. Ensure all events comply with National, university, and IFC policies.
3. Maintain and update a Chapter health and safety plan.
4. Coordinate required health and safety education.

House Manager

The House Manager shall:

1. Oversee upkeep, inspections, and maintenance of Chapter facilities.
2. Manage housing contracts, maintenance requests, and cleanliness standards.
3. Coordinate with alumni, landlords, or housing corporations as applicable.

Eminent Chaplain

The Eminent Chaplain shall:

1. Support the emotional, mental, and spiritual wellbeing of members.
2. Lead Chapter prayer when requested.
3. Serve as a confidential support resource and refer members to appropriate resources when needed.

Alumni Relations Chair

The Alumni Relations Chair shall:

1. Coordinate alumni engagement and communication.
2. Publish at least one Chapter newsletter per semester.
3. Assist in alumni event planning and advisory board coordination.

Member Educator

The Member Educator shall:

1. Educate members on Ritual, history, and values of Sigma Alpha Epsilon.
2. Lead anti-hazing education and prevention programming.
3. Implement and oversee Phoenix Member Education.
4. Coordinate initiation preparation in accordance with National Laws.

Recruitment Chair

The Recruitment Chair shall:

1. Plan and execute all recruitment efforts and events.
2. Maintain and update the Chapter recruitment wish list.
3. Track potential new members and report progress to the Executive Board.
4. Ensure recruitment practices align with values and policy.

Scholarship Chair

The Scholarship Chair shall:

1. Monitor academic performance of all members.
2. Implement academic support plans for at-risk members.
3. Coordinate study hours or academic interventions as needed.

Community Service and Philanthropy Chair

The Community Service and Philanthropy Chair shall:

1. Plan and coordinate service and philanthropy events.
2. Track and report service hours.
3. Promote consistent Chapter engagement in service.

Social Chair

The Social Chair shall:

1. Plan and coordinate all social functions.
2. Ensure compliance with all health and safety policies.
3. Work closely with the Health and Safety Officer on event execution.

Intramural Chair

The Intramural Chair shall:

1. Organize and manage Chapter intramural sports teams.
2. Communicate schedules, participation, and results.

IFC Representative

The IFC Representative shall:

1. Attend all IFC meetings.
2. Report IFC updates to the Chapter.
3. Serve as liaison between the Chapter and IFC.

ARTICLE X — OFFICER ACCOUNTABILITY AND REMOVAL

1. Officers may be removed for:
 - Neglect of duty
 - Abuse of authority
 - Loss of good standing
 - Conduct detrimental to the Chapter
2. Removal may be initiated by:
 - Majority Executive Board vote, or
 - Written charges submitted by three (3) members in good standing
3. The officer shall receive written notice at least seven (7) days prior to consideration.
4. Removal requires a **two-thirds (2/3) vote of initiated members in good standing**, conducted by secret ballot.
5. The officer under review may not preside or vote.
6. The Executive Board may temporarily suspend an officer from duties for up to fourteen (14) days pending a Chapter vote.
7. Vacancies shall be filled by special election within two (2) weeks unless impractical.

ARTICLE XI — STANDARDS BOARD

1. The Standards Board serves as the Chapter's judicial authority.
2. Composition:
 - Five (5) members in good standing
 - Appointed by the Executive Board and confirmed by majority Chapter vote
3. The Eminent Deputy Archon serves as prosecutor and may not sit on the Board.
4. Authority includes:
 - Hearing conduct, financial, academic, and policy violations
 - Assigning sanctions
 - Recommending removal of membership
5. Accused members are entitled to notice and a hearing.

6. Appeals may be submitted to the Executive Board within seven (7) days.

ARTICLE XII — REMOVAL OF MEMBERSHIP

1. A member may be removed for:
 - Repeated or egregious violations
 - Failure to complete sanctions
 - Conduct inconsistent with Fraternity values
 - Chronic non-participation or financial delinquency
2. Removal may be initiated by the Standards Board or Executive Board.
3. Following a hearing, the Standards Board may recommend removal.
4. Final removal requires a **two-thirds (2/3) vote of initiated members in good standing**, by secret ballot.
5. Upon removal:
 - All membership privileges cease immediately
 - Outstanding financial obligations remain unless otherwise determined

ARTICLE XIII — COMMITTEES

1. All members must serve on at least one standing committee.
2. The Eminent Deputy Archon assigns committee membership.
3. Committees meet bi-weekly and report to the EDA.
4. Committee absence penalties:
 - Third unexcused absence: \$15 fine
 - Fourth unexcused absence: removal from committee and possible Standards referral

ARTICLE XV — SCHOLARSHIP

1. Semester GPA below 2.5 requires meeting with Scholarship Chair.
2. Cumulative GPA below 2.5 places member in bad standing.
3. Sustained academic failure may result in suspension.

ARTICLE XIV — FINANCES

1. Dues and budgets must be approved by Executive Board and Chapter.
2. Members more than fourteen (14) days delinquent lose voting and social privileges.
3. Thirty (30) days delinquent results in automatic Standards referral.

ARTICLE XV — FINES

1. The EA, EDA, and Treasurer may issue fines.

2. Fines may be appealed to the Executive Board.
3. The issuing officer may not vote on the appeal.

ARTICLE XVI — RECORDS AND CONFIDENTIALITY

1. All disciplinary actions must be documented by the Eminent Recorder.
2. Records shall be maintained confidentially and securely.

ARTICLE XVII — RISK MANAGEMENT

Sigma Alpha Epsilon at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Sigma Alpha Epsilon at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

ARTICLE XIX — HAZING PROVENTION

Sigma Alpha Epsilon is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).