
THE STANDARD

Policies, Procedures and Resolutions

of

Sigma Theta Epsilon

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2011

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Introduction to the *Standard*

The *Standard* was originally published by then National Secretary Steve Wood in 1991. The purpose for the publication of the *Standard* was to aid National officers and chapter presidents in remembering the policies of the fraternity adopted by the National Conclave at Spring Conclave and by the National Cabinet at Fall Gathering. The *Standard* was intended to serve as a reference where the policies of the fraternity could be published and be easily accessed. While it served its goal, and was updated in 1994 by Steve Scholl and then again in 1996 by Aaron Aldridge, the classification system of policies proved to be inadequate. Policies were listed in the order they were adopted and not in any sort of categorization other than Financial, Communication, and Miscellaneous.

With the 1998 version of the *Standard*, Aaron Aldridge completely reorganized the *Standard*. Policies were organized into Sections according to topic. A specific policy would be designated according to the section in which it was located. A policy dealing with Officers could be designated as 1.01. Proposed policies introduced at Fall Gathering or Conclave were titled rather than numbered (i.e., Proposed Real Estate Policy). The Appendix was added to serve as a historical reference for policies that have either expired or been removed from the *Standard* by the Conclave of Chapters.

With the 2007 version of the *Standard*, I have retained the style or organization introduced by Aaron Aldridge. I have also added an additional section for procedures. This is the first major overhaul of the *Standard* in nearly a decade, and coincides with the implementation of the new National Constitution. As a result, the Appendix has grown to include several more inactive policies. To accommodate for this, and to allow for easier tracking of changes, I have divided the Appendix of Inactive Policies into two sections: policies that were inactive prior to this revision, and policies that are inactive starting with this revision.

Tyler Betts
National Secretary 2004-2007

Altered to include revision to national meeting policy made at conclave 2008, 2009.
David K. Burden
National Secretary, 2007-2009

Altered to include revisions to national policy made at Conclave 2010, 2011.
Alexander L Johnson
National Secretary, 2009-2011

Section 1: Meetings

1.01 The official business Conclave of Sigma Theta Epsilon shall take place during the spring in accordance with Article 9 of the National Constitution.

1.02 Conclave Attendance

A. The chapter delegates and National Officers shall not be charged any fees for Conclave attendance without prior permission from the National Board.

(1) If a Chapter is delinquent in dues, it shall be required to pay for Active chapter delegates.

B. Delegates and National Officers are required at Devotion, Roll Call, Business, and Rituals unless excused by the National President.

(1) Tardiness to or absence from any required session shall result in the Delegate or Officers being charged the regular Attendance Fee.

1.03 The National Conclave of Chapters, in its official business, will consider three types of new and/or unfinished business: petitions, resolutions and constitutional amendments. All submissions shall be received by the National Secretary at least one month prior to Conclave.

A. Petitions

(1) Petitions shall pertain to any formal request for a specific action to be taken which is limited in time or limited to a certain number of instances.

(2) Petitions must be submitted to the National Secretary by either the National Board, or by two of the chapters.

B. Resolutions

(1) Resolutions shall pertain to and establish standing policy or procedure for the Fraternity. Once adopted, these policies and procedures shall remain in effect until revoked by the Conclave.

(2) Resolutions must be submitted to the National Secretary by either the National Board, or by 50%+1 of the chapters.

1.04

A. Locations for the National Conclave of Chapters

(1) The National Board shall present a slate of cities for the next National Conclave of Chapters at the beginning of each Conclave.

(2) The National Conclave of Chapters may add cities to this slate by a majority vote.

(3) The location and date of National Conclave shall be announced no later than ninety days prior to the event.

B. Fall Gathering

(1) Any chapter that wishes to host a Fall Gathering shall make its intention known to the National Board before a deadline to be set forth by the National Secretary.

(2) The National Board will determine the number of Regions for the ensuing Fall Gathering and select the host chapters.

(3) The National Board shall present the chosen host chapters to the Conclave of Chapters.

(4) All other chapters shall inform the National Board which Fall Gathering host it will travel to before the closure of the Conclave of Chapters. Each chapter's destination must be approved by the National Board.

(5) The National Board will decide to which location each of the national officers will travel.

B. Fall Gathering

(1) Any chapter that wishes to host a Fall Gathering within a region shall make its

intention known to the National Board before a deadline to be set forth by the National Secretary.

(2) The National Board will determine the number of Regions for the ensuing Fall Gathering and select the host chapters, subject to approval from the Conclave of Chapters.

(3) Upon determination of the host chapters, all other chapters shall inform the National Board which Fall Gathering host it will travel to before the closure of the Conclave of Chapters. Each chapter's destination must be approved by the National Board.

(4) The National Board will decide to which location each of the national officers will travel

1.05 Regional Fall Gatherings shall be held on concurrent weekends, dates subject to approval by the National Board.

1.06 The National Board shall arrange to have officers at each regional Fall Gathering and Conclaves.

1.07 Each chapter President shall attend all National meetings unless his absence has been approved in advance by the National President. If such approval is obtained, the chapter President must designate another active brother from his chapter to serve as his proxy.

Section 2: Online

2.01 The official National Website shall be under the domain 'www.sigmatheta.org' and shall be maintained by the Executive Director or, if appointed or hired, the Information Technology Director.

2.02 The National Board may purchase other domains and develop other websites for specialized purposes, such as expansion.

2.03 Chapters and colonies may create individual websites. Such websites must be clearly identified as belonging to the specific chapter, and must prominently display a link to the official National Website.

2.04 Pledge Colony websites will be overseen by the National Board

Section 3: Judiciary

3.01 In accordance with Article 8 of the National Constitution, the National Board shall be the sole judiciary authority, in matters relating to the National Fraternity, reserving authority to levy sanctions upon chapters that violate the National Constitution, The Standard, or that besmirch the name of Sigma Theta Epsilon. These sanctions include, but are not limited to, monetary penalties, probation, suspension or declaring a chapter to be inactive.

A. A chapter on suspension for more than two successive years for any combination of offenses shall automatically become inactive.

B. A chapter on probation for more than three successive years for any combination of offenses shall automatically become inactive.

3.02 Terms of Probation Oversight

(1). Chapter shall submit meeting minutes to the National President and National Secretary by the end of the 4th day following each meeting.

(2). Chapter shall notify the National Board of any rituals two weeks ahead of time. Failure to notify shall cause a delay in the ritual.

(3). Chapter shall submit a monthly budget report and cash flow statement to the National President and the National Treasurer by the 10th day of the month.

(4). The National Board may add additional oversight items as each situation warrants.

Section 4: Publications

4.01 The National Conclave of Chapters hereby recognizes the Standard as the official book of standing policy and procedures for Sigma Theta Epsilon, National Christian Fraternity, and its composite chapters. The Standard shall contain all resolutions passed by the Conclave. Each resolution shall remain in effect until such time as the Conclave may revoke it.

4.02 The policy section of The Standard shall be divided into two parts: Active Policies and Inactive Policies. A) Active Policies shall be the current and functional policies of the National Fraternity. B) Inactive Policies shall be policies that have been updated or superseded by more current policies. Inactive Policies shall remain in The Standard as historical record.

4.03 The National Conclave of Chapters hereby recognizes “The Ritual” as the official book of rituals and ceremonies for Sigma Theta Epsilon, National Christian Fraternity and its composite chapters.

4.04 The Vice President shall publish and distribute to chapters The Annual Program Book each year during Fall Gathering.

A. The Annual Program Book shall include ideas for individual chapters to use in incorporating the National program focus.

B. The National program focus for the upcoming year shall be introduced by the National Vice President.

4.05 The National Board shall publish and distribute the Pre-Conclave Journal and the Conclave Journal.

A. The Pre-Conclave Journal shall be distributed at least 3 weeks prior to the convening of the National Conclave of Chapter and contain the following information.

- (1) The date and location of Conclave.
- (2) Names and Officer Candidates statements.
- (3) All Conclave Business Proposals, in detail.
- (4) Conclave Agenda

B. The Conclave Journal shall be distributed at Conclave and shall contain the following information

- (1) Board and Chapter reports
- (2) Updated/Amended business items
- (3) Any other information that the Board deems to be necessary

4.06 The National Conclave of Chapters hereby recognizes “The National Pledge Manual” and “The National Pledgemaster’s Handbook as the official books of instruction and education for Sigma Theta Epsilon, National Christian Fraternity and its composite chapters. These documents shall be maintained by the National Pledgemaster.

4.07 The National Conclave of Chapters hereby recognizes “The National Recruitment Manual” as the official book of methods and instruction for recruiting Christian men for membership in Sigma Theta Epsilon, National Christian Fraternity and its composite chapters. This document shall be maintained by the National President.

Section 5: Alcohol

5.01 While Sigma Theta Epsilon recognizes both abstinence from, as well as responsible use of, alcohol as faithful witnesses to the highest ideals of Christian life, the choice of usage or abstinence lies totally in the individual. We, the National Brotherhood of Sigma Theta Epsilon also recognize the great moral, physical, and spiritual harm that can result from the misuse of alcohol.

Whereas, we recognize the harm done to local chapters, colonies, and pledge colonies and consequently the National Brotherhood, by past alcohol abuse;

Whereas, we believe it to be within the limits of reason to make our alcohol policy resoundingly clear in order to avoid any misunderstanding of the character and witness of this fraternity;

Whereas, an overwhelming majority of our functions are attended by those not of legal drinking age, it is best to simply remove this potentially troublesome element before it can become a problem;

Therefore, let the following points serve as our National Alcohol Policy:

A. All activities sponsored by or participated in by the National Organization of Sigma Theta Epsilon, its local chapters, and colonies shall be alcohol-free.

B. All chapter houses shall be alcohol-free.

C. No one affiliated with the fraternity shall consume alcohol while wearing Sigma Theta Epsilon's letters.

D. Non-conformity to these standards shall be noted and reported to the National Board, who may take appropriate punitive action except the revocation of a charter, which must be approved by the National Conclave.

E. Sacramental Elements shall be exempted from this policy, provided that they are used only for their intended purpose and their use conforms with ecclesiastical regulations appertaining thereto.

5.02 Violations of this policy by individual members of the fraternity shall not be subject to review by the National Board. However, the refusal or failure of a local chapter, colony or pledge colony to enforce this policy among its membership may be considered a violation of this policy by that chapter, colony, or pledge colony.

Section 6: Merchandise

6.01 The official insignia of Sigma Theta Epsilon shall include the pledge pin, the badge, the recognition pin, and the alumni key.

A. The pledge pin shall be worn by pledges over their hearts on the outermost layer of clothing except coats or jackets. The pledge pin may never be worn as a lapel pin. The only times that a pledge is excused from wearing the pin during the pledging period are situations wherein the pin may be damaged or lost, such as athletic events, or situations where other regulations prohibit its such, such the wearing of a military uniform. At the completion of pledging, the brother should never wear the pledge pin again.

B. The badge may be worn by brothers of the fraternity on a shirt or sweater over the heart and should never be worn on a coat lapel or elsewhere. The badge should only be worn with business or formal attire.

C. The recognition pin may be worn by brothers of the fraternity on a coat lapel.

D. The alumni key is reserved for those brothers who have received the Degree of the Knotted Rope.

6.02 Usage of the letters and insignia of Sigma Theta Epsilon shall be reserved for the active and alumni brothers of Sigma Theta Epsilon with the following exceptions:

A. Pledges may wear pledge shirts and letters belonging to their big brothers on occasions as determined by the pledgemaster. Pledge pins are to be worn as normal.

B. Sponsors, advisors, Sweethearts, and honorary members may wear letters the same as active and alumni brothers

C. Women who have been pinned or lavaliered by a brother of Sigma Theta Epsilon may wear letter clothing of their own or of the brother, in conjunction with the pin or lavalier, as long as it is done tastefully and respectfully. Should the couple break up, any letter clothing should be returned to the brother.

D. Wives of brothers may wear letter clothing regardless of whether they were pinned or lavaliered.

E. Shirts or other articles of clothing produced for social events, service projects, national meetings, and other events and containing in their design the fraternity name or letters may be given to and worn by non-members attending or participating in the event. The name of the event should be prominently featured and care should be taken in the design so that membership in the fraternity is not implied. The wearing of event clothing by pledges shall be within the discretion of the local pledgemaster.

6.03 The letters and insignia of Sigma Theta Epsilon should only be worn while engaging in activities that uphold the name and reputation of the fraternity.

6.04 Subject to local rules and traditions, a lavalier consisting of the Greek letters may be given to the girlfriend of a brother of the fraternity as a symbol of the serious nature of their relationship. As a symbol of a more serious relationship, short of engagement, the girlfriend may also be pinned with the badge of the brother.

A. The lavalier, while a traditional piece of jewelry, is not recognized as an official insignia of Sigma Theta Epsilon. Lavalieres may be produced or purchased from third-party vendors by the chapters and individuals.

B. The badge and the lavalier remain the property of the brother, and, should the couple break up, shall be returned to the brother.

6.05 Chapters have the express authority to design and produce clothing and other items bearing the name, letters, or crest of Sigma Theta Epsilon for the use of the members of that chapter. The sale of clothing and other items bearing the name, letters, or crest of Sigma Theta Epsilon to members of multiple chapters shall be reserved to the national organization. The type of clothing and other items, as well as the designs on those articles, should demonstrate Christian modesty and respect for Sigma Theta Epsilon.

6.06 The National Treasurer shall maintain an archive of designs utilizing the name, letters, or crest of Sigma Theta Epsilon. Prior to their initial use, all designs are to be submitted to the National Treasurer for inclusion in this archive. Any designs not exhibiting appropriate Christian modesty and respect for Sigma Theta Epsilon shall be forwarded to the National President who shall take such action as deemed necessary. The chapter shall be notified within three business days of submission if a design is considered questionable.

A. Any chapter, upon request to the National Treasurer, may receive and use copies of designs submitted by other chapters, if permission of the original designer has been granted.

B. Any shirt designs utilizing solely the Greek letters shall be exempted from this policy.

Section 7: Expansion

7.01 A group of at least eight men may petition the National President for pledge colony status if they meet the following requirements:

- A. All men in the group must be in good academic standing.
- B. The men must present the National President a petition containing their signatures, and the signature of their sponsor.

7.02 Upon receipt of an application petition, the National Pledgemaster shall supervise the organization of a pledge colony and may appoint a fraternity official to serve as pledgemaster for the pledge colony and to assist in the development of the pledge colony. Upon approval by the National Board, the National Pledgemaster shall conduct the Pledge Initiation Ritual for a Pledge Colony. Once the ritual has been performed, the pledge colony may begin the pledging process.

7.03 During the pledging process, a pledge colony may add additional pledges to the original pledge class upon the approval of the National Pledgemaster, but may not form additional pledge classes. Any additional pledges must go through the Pledge Initiation Ritual.

7.04 Upon the completion of the pledging process, the National Pledgemaster shall recommend to the National Board, which must approve by a majority vote, that the members of the pledge colony be granted Formal Activation, if the pledge colony has completed the following:

- A. At least eight pledges have fulfilled all pledge requirements.
- B. The pledge colony has been recognized by the college or university with which it is associated, or by a governing religious organization within that college or university.
- C. The pledge colony has drafted a constitution approved by the National Secretary.

7.05 Formal Activation of the members of the pledge colony must take place within one year of the date of the Pledging Ritual for a Pledge Colony. If the pledge colony fails to meet the above requirements within that time frame, they may petition the National Pledgemaster for a six-month extension.

- A. If the National Pledgemaster grants a six-month extension, no pledges may be added to the pledge colony during the extension period, unless the membership of the pledge colony has fallen below eight.
- B. If the National Pledgemaster denies the request for an extension, the pledge colony shall be dissolved. Upon dissolution, a new petition for pledge colony status may be made.
- C. If the pledge colony is granted an extension by the National Pledgemaster, but fails to meet all requirements within the additional six months, the pledge colony shall be dissolved and a petition for pledge colony status may not be made for a minimum of one year.

7.06 The National Pledgemaster shall recommend to the National Board that a charter be granted to a colony a minimum of six months but less than three years after the Formal Activation of the initial pledge class of the colony if the colony has:

- A. Successfully completed at least one pledge class in addition to the initial pledge class.
- B. A membership equal to or exceeding the minimum number of members required for a chapter.

7.07 Prior to the granting of a charter, the colony must pay a charter fee of \$500.

7.08 Any colony that fails to meet all requirements for the granting of a charter within three years of the Formal Activation of the initial pledge class of the colony shall be dissolved and a petition for colony status may not be made for a minimum three years.

Section 8: Pledging Process

8.01 Pledgeship in the fraternity shall be open to all Christian men enrolled in colleges or universities with an active chapter or colony of Sigma Theta Epsilon.

8.02 The National Statement of Faith shall be presented to candidates seeking pledgeship in Sigma Theta Epsilon prior to Pledge Initiation.

8.03 Men initiated as pledges shall undergo a training period of no less than six weeks nor more than ten weeks, unless prior special permission is granted by the National Pledgemaster.

8.04 During the pledge period, the pledges shall complete the National Pledge Program as promulgated by the National Pledgemaster. Pledges must successfully complete all requirements of the program and pass the National Pledge Test prior to Formal Activation.

8.05 Each pledge shall pay National Pledge Dues, which shall be set at an amount equal to National Dues plus a pledge fee of \$20. The pledge fee includes the cost of a shingle and a pledge pin, which become the property of the pledge when he becomes a brother.

8.06 Pledge names shall be reported by the end of the fourth week of pledging. Pledge dues shall be paid by the chapter at this time. Dues shall be based on the number of pledges reported and shall not be refunded should any pledge de-pledge. Chapters shall be responsible for the pledge dues of the total number of pledges reported, whether or not the pledge dues are actually collected from the pledges.

8.07 All Pledges must register with the National Board within three weeks after the pledge initiation.

Section 9: Alumni

9.01 The Degree of the Knotted Rope

A. All active members in Sigma Theta Epsilon are eligible for the Degree of the Knotted Rope.

B. If a brother is an active member at the time of his transfer, withdrawal, or successful completion of his undergraduate studies from the local college or university, the Degree of the Knotted Rope shall be bestowed upon the brother on or about that time.

C. If a brother is an associate member at the time of his transfer, withdrawal, or successful completion of his undergraduate studies from the local college or university, the brother must petition to the local brotherhood for the Degree of the Knotted Rope. All petitions must be submitted to the local brotherhood at least one week prior to any scheduled DKR Ceremony and during either the same academic period as the transfer, withdrawal or completion or the academic period immediately following.

9.02 Alumni Associations

A: The Conclave of Chapters hereby recognizes Alumni Associations of Sigma Theta Epsilon in the form of either Chapter Based Alumni Associations or Geographically Based Alumni Associations.

1. In order to be recognized, an Alumni Association shall first adopt a constitution and file a copy with the National Alumni Secretary.

2. Upon receipt of the constitution by the National Alumni Secretary, the National Board shall decide whether to approve the formation of the Alumni Association. Any Alumni Association that is not approved by the National Board within 90 days of the time it files its constitution shall disband.

3. The National Board may amend the constitution filed by the proposed Alumni Association at the time it is submitted.

a. Any amended constitution shall be provided back to the proposed Alumni Association for their review.

b. If accepted, the proposed Alumni Association shall adopt the revised constitution.

c. If the proposal is not accepted, the proposed alumni association shall disband.

4. Any Alumni Association that has been conferred by Sigma Theta Epsilon prior to the adoption of these regulations shall be required to resubmit their Constitution to the National Alumni Secretary. Failure to do so shall result in the dissolution of said Alumni Association.

B: An alumni association shall be responsible for providing and maintaining updated contact information to the National Alumni Secretary. All scheduled activities shall be forwarded to the National Alumni Secretary.

C: No Alumni Association shall conduct any activities contrary to those outlined in the Fraternity's National Constitution or the Standard. No activities shall take place that would besmirch the name of Sigma Theta Epsilon.

D: The National Alumni Secretary shall act as a liaison between the National Fraternity and any Geographically Based Alumni Association.

1. A proposed change to an Alumni Association's constitution shall first be submitted to the National Alumni Secretary.

2. A constitutional amendment that is vetoed by the National Alumni Secretary within 30 days of its receipt may not be incorporated by the Alumni Association.

3. An Alumni Association may appeal such a veto to the National Conclave of Chapters, whose decision shall be final.

E: Chapter based Alumni Association shall not be allowed to confer any honorary members into their Alumni Association. Membership shall be strictly confined to those of the brotherhood who received their DKR in accordance with the regulations set forth in 9.01 (A), Degree of the Knotted Rope. The exception is all alumni, as set forth by the alumni database as of December 31, 2006

Section 10: Hazing

10.01 Guidelines

A. No chapter, colony, or pledge colony shall allow any of its pledges, members or other persons to participate in any hazing ceremony, activity, or practice. This includes all types of corporal punishment, any action that would place a person in peril, any action which involves physical exhaustion or abuse, any activity of a dangerous, rude, or vulgar nature, any activity which would interfere mentally or physically with a person's ability to perform college work, or other activity which would reflect unfavorably on the fraternity system.

B. All acts of hazing by a chapter, colony, or pledge colony or any of its members or alumni are specifically forbidden. Hazing shall be defined as any physical or mental harassment to the individual. Specifically, hazing includes the following:

1. Any activity that requires an unreasonable or inordinate amount of the individuals' time, or in any manner impairs the individual's academic efforts.
2. Any activity that would degrade or otherwise compromise the dignity of the individual.
3. The required consumption of any liquid or solid matter.
4. Any requirement which compels an individual to participate in any activity which is illegal, or contrary to an individual's genuine moral and/or religious beliefs, or contrary to the rules and regulations of the college/university.

10.02 Any allegations of hazing shall be reported to a member of the National Board by the chapter, colony, or pledge colony president, National Pledgemaster, or any other party aware of the incident. Upon receipt of an allegation, the National President shall convene the National Board, which shall investigate the allegation.

10.03 If the National Board determines that hazing did occur, it shall determine the appropriate penalty for the chapter, colony, or pledge colony where the incident occurred. Such penalties may include, but are not limited to, ordering that the National Pledgemaster monitor and approve the pledge program of the chapter, colony, or pledge colony for a period not to exceed two academic years, and placing the chapter on suspension.

Section 11: Real Estate

11.01 Housing Corporation

A. The National Conclave of Chapters hereby authorizes the incorporation of the Sigma Theta Epsilon Housing Corporation.

B. All real property purchased or leased for the benefit of Sigma Theta Epsilon and the local chapters shall be owned or leased by the Sigma Theta Epsilon Housing Corporation. No real property shall be owned or leased by Sigma Theta Epsilon or the local chapters.

11.02 Each chapter at which the Sigma Theta Epsilon Housing Corporation owns or leases a house shall adopt a policy outlining the general rules for the house.

A. This policy shall be drafted by the chapter in conjunction with the local House Management Team, and shall be submitted to the Housing Corporation for approval prior to the start of each school year.

B. The policy shall include rules enforcing the Alcohol Policy and set specific visitation rules for female guests.

C. Additional rules shall be at the discretion of the chapter with the approval of the Housing Corporation Board.

11.03 Property shall not be purchased or leased to provide residency facilities for brothers of pledge colonies or colonies.

Section 12: Financial

12.01 All funds contributed and paid to the National Organization of Sigma Theta Epsilon, National Christian Fraternity, must be submitted to the National Treasurer within 30 days of receipt for proper recording and appropriation.

12.02 The National Treasurer shall submit a proposed budget for inclusion in the Pre-Conclave Journal. The budget shall consist of all anticipated incomes (dues, alumni contributions, etc.) and expenses (officer expenses, publications, national meetings, etc.). The budget must be approved by the Conclave.

12.03 The fiscal year shall be from June 1 to May 31, unless changed by the National Board.

12.04 The National Treasurer may not disburse funds in excess of 110% of the budgeted amount for any particular purpose without permission from the National Board by way of a three-fourths vote.

12.05 The National Treasurer shall approve in advance all National Officer expenses on any single purchase that exceeds \$100. The National President and the National Treasurer shall approve in advance all National Officer expenses on any single purchase that exceeds \$250. Any of the above expenditures made without advance approval will need to be approved by the remainder of the National Board for reimbursement.

12.06 All account balances of the National Fraternity shall be verified by the National President and the National Alumni Secretary at each Conclave by comparing the National Treasurer's reported balances with the most recent statements received from the financial institution(s) holding the assets of the fraternity. Discrepancies shall warrant further investigation by the National Board.

12.07 There shall be no intermixing of fraternity and personal funds.

12.08 All requests for reimbursement of expenses shall be submitted through the Online Reimbursement form and accompanied by receipts. The form must be submitted by the end of the next month after the expense. Extravagant or excessive expenses, as deemed by the National Treasurer, may not be reimbursed without proper justification. The National Treasurer shall process reimbursements within 30 days of receipt.

12.09 All chapters shall submit a budget report at each National or Regional Conclave in confidence to the National Treasurer or his designee.

A. The budget report shall consist of the chapter's budgeted amounts compared with the actual financial activity during the previous fiscal year and a copy of the chapter's budget for the current fiscal year.

B. The fiscal year for chapters, colonies, and pledge colonies shall run from January 1st through December 31st.

12.10 National Dues

A. National Dues shall be \$60 per Active, or Associate, brother, per year

B. If there are two academic periods per year (semesters), Brothers owe one half of annual National dues per period they are active or associate. If there are three academic periods per year (quarters), Brothers owe one third of annual National dues per period they are active or associate.

C. Chapters, colonies, and pledge colonies shall report membership numbers via the

Online Reporting Form, 30 days after the beginning of each academic period. The form provides an invoice. All dues, other than pledge dues, are due 60 days after the beginning of each academic period. Chapters, colonies, and pledge colonies are responsible for the total amount of dues owed, regardless of whether or not each individual member has paid. Chapters, colonies and pledge colonies may contact the National Treasurer to request an exemption to this policy in the event of financial hardship.

Section 13: National Awards and Grants

13.01 The Dr. E.G. Williamson Award shall be awarded each year to the chapter that has in the prior year best upheld the principles expressed by Dr. Williamson in 1927. The recipient of the award shall be determined at Spring Conclave by the National Board. That chapter shall then possess the plaque until the award is given to a different chapter. In deciding the recipient, the National Board shall consider the following criteria:

1. Service projects.
2. Religious projects.
3. Social activities.
4. Stewardship on the local and national levels.
5. Overall success of the chapter in the past year.

13.02 The Conclave Attendance Award shall be awarded each Conclave to the chapter that is best represented in manpower at the National Conclave of Chapters. The winner of the award shall be determined at Conclave by the National Board. That chapter shall then possess the plaque until the award is given to a different chapter. In order to be eligible for the award, the chapter must have its roll sheet and DKR information up to date as determined by the National Secretary and National Alumni Secretary. In deciding the winner, the National Board shall consider the following criteria:

1. Percentage of the chapter's active brothers present at Conclave.
2. Cumulative total of chapter's active brothers present at Conclave.
3. Cumulative total of chapter's alumni present at Conclave, excluding those obligated by offices held.

13.03 The Innovation Award may be awarded each year to the chapter that has produced the greatest originality in one single event during that year. The winner of the award shall be determined at Spring Conclave by the National Board. That chapter shall then possess the plaque until the award is given to a different chapter. Application for the event shall be filled out and submitted to the National Secretary one month prior to the National Conclave. In deciding the winner, the National Board shall consider all of the following criteria:

1. Originality of the event
2. Results of the event
3. Creativity
4. Chapter participation
5. Application

13.04 The Timothy Grant

A. The Timothy Grant shall be awarded by the Grant Committee in the amount of \$300 for the purpose of missions, upholding the character of 1 Thessalonians 3:2 (NIV), “We sent Timothy, who is our brother and God’s fellow-worker in spreading the gospel of Christ, to strengthen and encourage you in your faith.” The Grant Committee composed of the National Board, chaired by the National Vice President, shall determine the application deadline, number of grants awarded, and grant recipient(s). The Timothy Grant is available only to active brothers and Alumni who have received the Degree of the Knotted Rope. The National Board shall consider the following criteria to determine the grant recipient(s):

1. Mission destination and duration
2. Financial Need
3. Seniority
4. Offices held in the fraternity
5. Fulfillment of national obligations of the applicant’s home chapter
6. GPA

B. The Timothy Grant awards shall be funded by donations to the Timothy Grant Fund.

1. The National Finance Director shall maintain the Timothy Grant Fund.
2. The Grant Committee shall not award more scholarships than the Timothy Grant Fund can support.
3. National Fraternity monies shall not be donated or transferred to the Timothy Grant Fund.

C. The Grant Committee will maintain all rules and policies governing the Timothy Grant

Procedure 1: Conclave Rules of Order

I. Conclave Role Call/Announcements

- A. Conclave Roll Call
- B. Announcements

II. Appeal of Judicial Sanctions (If Necessary)

- A. Presentation of case by Chapter President
- B. Questions for the Chapter President
- C. Debate
- D. Vote

III. Elections: Considered Officer by Officer

- A. Nominations
 - 1. Opened by presiding officer
 - 2. Closed by motion to close
- B. Candidate Speeches (only if running opposed) – 2 minutes for each candidate
- C. Questions for Candidates
 - 1. The time period for questions shall be the sum total of 5 minutes per candidate
 - 2. Each individual response shall be limited to 2 minutes
 - 3. Only the candidate being questioned shall remain in the room.
- D. Call for vote – may come earlier with a motion to vote
- E. All candidates leave the room
- F. Discussion
 - 1. Limited to 5 minutes
 - 2. No individual may speak for more than 1 minute without relinquishing the floor
- G. Vote

IV. Votes of Confidence

- A. Questions for Candidates
 - 1. The time period for questions shall be the sum total of 5 minutes per candidate
 - 2. Each individual response shall be limited to 2 minutes
- B. Call for vote – may come earlier with a motion to vote
- C. Candidate leaves the room
- D. Discussion
 - 1. Limited to 5 minutes
 - 2. No individual may speak for more than 1 minute without relinquishing the floor
- E. Vote

V. Business Items

- A. Presentation of Proposal
- B. Authorship Speech
- C. Questions for Clarification
- E. Discussion of Proposal
- 1. No individual may speak for more than 2 minutes without relinquishing the floor
- G. Vote

VI. Budget (Not to Exceed 15 Minutes)

- A. Presentation of Budget
- B. Discussion
- C. Amendments
- D. Vote to Accept

These rules of order may be suspended at the discretion of the presiding officer or by a motion from the floor (i.e. "I move to extend discussion ____ minutes") and majority approval

- All questions, concerns, or comments must come from delegates. audience members must remain quiet and will not be allowed to ask questions
- The Executive Director, Past National Officers, and Housing Corporation members may provide input and ask questions
- The rights to ask questions and provide input given to delegates, and Past National Officers and HC members will also be extended to National Officer and Housing Corp members elect, immediately following the vote to elect them
- The rights to ask questions and provide input given to delegates and past National Officers and HC members will be extended to all members of any standing committee during the time dealing with the business worked on by that committee
- Roberts Rules of Order shall establish guidelines for the meeting unless otherwise stated above.

APPENDIX: Inactive Policies

I. Pre-existing Inactive Policies

These inactive policies have not been re-numbered as has the remainder of the Standard. They are identified by their original designation. Under the old numbering system, the first numbers are the year the policy was adopted. The first letter denotes category; F for Financial, C for Communication, and M for Miscellaneous. The second letter is either A for Resolution, B for Policy. The next number is either a 1 for Spring Conclave, or a 2 for Fall Gathering.

88FA1.2 Funding and implementation upon all programs and projects shall be contingent upon the availability of monies. A priority listing of expenditures shall be established by the National Cabinet as to the distribution of funds. Over the course of the year, the National Financial Director shall have the option of changing the priority listing with permission of the National President. The National Cabinet shall also be notified in a timely manner.

88FA1.4 Five dollars of the National Pledge Fee assessed to each pledge shall go into a savings fund for the future purchase of shingles.

89FA2.1 That certain funds be designated as restricted or unrestricted, and all the interest from individual funds be directed (according to plan available upon request from the National Financial Director).

89FA2.2 That the first non-designated \$600 to come into the Alumni Fund will be transferred to the operating budget. The Alumni Director's budget will be increased by \$600 accordingly. Monies may not be spent until matching amounts are received.

89FB2.2 Each time a Conclave or National Retreat is held at a chapter, that chapter's financial records will be audited.

91FA1.1 The fiscal year for Sigma Theta Epsilon, National Christian Service Fraternity shall be June 1 to May 31.

92FA1.1 National Dues shall be \$15 per brother.

94FA1.1 All National Records of the fraternity shall be audited every year two weeks prior to the Conclave of Chapters.

94FA1.2 All chapters of the fraternity shall have their financial records audited very year. The audit reports shall be sent to the National Financial Director for verification of the audit two weeks prior to the Conclave of Chapters.

94FA1.5 Any Cabinet Member seeking reimbursement for fraternity expenses must provide the appropriate receipts.

95FA1.1 Reimbursements for expenses of Fall Gathering shall be accompanied by

receipts.

95FA1.2 Checks over \$100 require two signatures.

96FA1.1 National Dues shall be \$15 per brother, per year.

88CA1.2 The National President is urged to visit each chapter at least once a year at a time other than Conclave events. The National Cabinet shall give priority to the funding of this project.

89CB2.1 PROCEDURE FOR APPROVAL OF WRITTEN MATERIAL

1. Material will be classified in three categories:

- a. Material Of Policy (MOP)
- b. Material Of Policy Requiring Immediate Attention (MOPRIA)
- c. Material Of Information (MOI)

2. MOP will need to be approved by the National Conclave of Chapters.

(i.e. *Pledge Manual, Ritual Book, Rush Manual, etc.*)

3. MOPRIA will be approved by the national officer who is responsible for the material. He must then inform the National Cabinet of the material. It will then be considered approved unless there is a call for a vote by any cabinet member. (i.e. pledge programs, Domicile Relinquishment, etc.)

4. MOI need not be approved by Conclave or cabinet. The format of the program is the only thing that needs to be approved by the Conclave. (i.e. *Philoi, Program Book, Alumni letter, etc.*)

91CA1.3 Prior to each National Conclave, the Vice President, acting as Parliamentarian, shall review petitions submitted for the *Pre-Conclave Journal*. He shall divide them into resolutions and petitions. The former, upon approval by the Conclave, shall be recorded in the book of policies maintained by the National Secretary. After the Conclave, any petition brought up and passed on the floor of the Conclave shall be similarly divided. His decisions are subject to review by the National Conclave of Chapters.

87MA1.1 Temporary chapters shall be allowed to exist with six or more people, and a membership of 12 shall be necessary to become a full chapter.

88MA1.1 The last sentence of the National Hazing Policy shall read, "If a hazing allegation is made, a report shall be made within twenty-four hours to the National Expansion Director by the chapter/temporary club president or a chapter designee/national expansion representative. The local advisor shall work in consultation with the National Expansion Director in determining the outcome of the investigation. The National Cabinet shall be responsible for any actions against the chapter (and possibly individuals) if it is determined that hazing did occur. The National Expansion Director may take immediate action specifically within that local chapter's pledge program."

The section on “Pledge Mischief” found within *The Pledgemaster’s Handbook* shall be amended. The result will be that rides, ditching, and raiding will no longer be permitted at any chapter/temporary club without the approval of the National Expansion Director.

92MA1.2 The song presented to the Conclave of Chapters shall be recognized as the National Song of Sigma Theta Epsilon, National Christian Service Fraternity. Whereas, after a period of two years of use by local chapters, the song shall be brought before the Conclave of Chapters to determine whether or not the song should be given that status of a National Ritual of the Fraternity.

93MA1.1 The minimum number for formation of a Temporary Club of Sigma Theta Epsilon shall be set at eight (8).

03FA1.1 The chapter hosting Conclave must not charge any fees for Conclave attendance without prior permission from the National Cabinet.

03CA1.1 Regional Fall Gatherings shall be held on separate weekends, dates subject to approval by the National Officers so that they will be able to attend all Fall Gatherings.

03FA1.2 National Dues shall be \$20 per brother, per year.

Section 8 Real Estate

8.01 These stipulations must be met for sanction of Real Estate Plans by National Sigma Theta Epsilon:

1. The house shall be under the control of the chapter.
2. The chapter shall abide by the housing policies of the college/university.
3. The chapter shall file all housing policies with the National Cabinet.
4. All contractual agreements shall be sent to the National President, National Financial Director, and local advisor/sponsor prior to signature for review and approval. Current agreements shall also be submitted for review and approval.
5. The National President and National Financial Director shall be authorized to examine possible insurance policies for leased homes and to negotiate a solution with Alpha Gamma Chapter; and disagreement shall be decided by the National Cabinet.

8.02

A. Local chapters of Sigma Theta Epsilon, National Christian Service Fraternity may lease, or rent real estate in compliance with all national, state, local, and campus laws and approval of purchase and financial arrangements by the National Cabinet.

B. Whereas real estate is acquired through purchase or lease, the local chapter is responsible for establishing a council to oversee management of the property.

1. Membership of the Council:
 - a. Local president
 - b. Local treasurer
 - c. Local advisor/sponsor
 - d. Local house manager (or similar position)

e. Alumnus (approved by National Cabinet)

2. Chair of Council shall be chosen from among its members.

3. Duties of Council are:

a. To make sure all payments (e.g., mortgage, insurance, utilities, telephone, cable, etc.) are paid.

b. To write a policy that governs those living on the property when real estate is initially purchased. These policies must reflect the current policies of the National Fraternity (e.g., hazing, alcohol, etc.). These policies shall be approved by the National Cabinet. Whereas changes are made in the policy, at that time the changes shall be sent to the National Cabinet to be approved.

c. To act as a mediator in times of need or when situations call for a third party to aid in the resolution process.

d. To be responsible for making sure the property is kept up (e.g., make sure grass is cut, repairs are done, house gets cleaned regularly, etc.).

e. To make sure arrangements are made for the property to be cared for over the summer (if needed).

C. Whereas a local chapter has obtained real estate, the National President and National Financial Director shall have the following responsibilities:

1. To meet with a portion of the council at the Fall Gathering and Spring Conclave to discuss how everything is going with the real estate and any problems that the council has faced or any violations of the house policy.

2. To conduct a yearly audit of the finances of the property.

3. To be available to the local chapter to help solve disputes or problems when called upon to intervene.

D. Whereas a local chapter has obtained real estate, the chapter must submit proposed insurance coverage to the National Cabinet to be approved. The insurance must be comprehensive coverage, including liability coverage. Additionally, the insurance proposal will have to meet college/university requirements.

10.02(2004)

C. No local alumni association shall conduct any activities contrary to those outlined in the Standard that would besmirch the name of Sigma Theta Epsilon.

II. New Inactive Policies

The Following policies were removed and/or replaced by new policies with new section headers following the overhaul of policy at the 2007 National Conclave of Chapters to coincide with implementation of the new National Constitution. Section numbers have been removed, but all other format (except for software specific formatting) has been retained.

Section: Dues

- .01 National Dues shall be \$30 per Active, or Associate, brother, per year
- .02 National Pledge Dues shall be set at an amount equal to National Dues plus a pledge fee of \$10. The pledge fee includes the cost of a shingle and a pledge pin, which become the property of the pledge when he becomes a brother.
- .03 Dues per academic period:
 - A. If there are two academic periods per year (semesters), Brothers owe one half of annual National dues per semester they are active. Pledges owe one half of annual National dues per semester they are pledging plus the pledge fee.
 - B. If there are three academic periods per year (quarters), Brothers owe one third of annual National dues per quarter they are active. Pledges owe one third of National dues per quarter they are pledging plus the pledge fee.
- .04 Membership form is due electronically to National Financial Director and National Secretary 45 days after the start of the academic period. National Financial Director shall electronically send chapter dues invoice. Dues are due 30 days after receipt of invoice..

Section: Chapter Visits

- .01 The National President shall visit each local chapter each school year. These visits shall serve to increase the chapters' exposure to Nationals, to develop awareness of national policies and goals, and to cultivate a unifying fellowship as a national fraternity. The visits shall be conducted in the following manner:
 - A. The National President shall visit each chapter a minimum of once per school year.
 - B. Visitation shall be at times other than Fall Gathering or Spring Conclave.
 - C. Other National Officers are encouraged to visit the local chapters as well.

Section: National Flag

- .01 The flag of Sigma Theta Epsilon shall consist of the colors purple, white, and gold equally distributed in three vertical stripes from left to right. The middle stripe from top to bottom shall contain the Greek letters, $\Sigma\Theta\epsilon$; below that, the Fraternity Crest; and, below that, the local chapter name. The flag of Sigma Theta Epsilon contains all the fraternity symbols and colors and thus should be handled with respect and pride. At no time may the flag be desecrated, burned, allowed to touch the ground, displayed outside in the dark or extreme weather, or marked in any way. If a chapter possesses a flag, the flag is to be present at all formal gatherings, including weekly meetings.

Section: Judicial Procedure

.01

A. Charges of a violation by a chapter of the National Constitution and By-laws or of policies adopted by the National Conclave of Chapters, shall be submitted in writing to the National President. The charges shall contain the nature of the violation, details relating to the incident, and the reasons why it is believed that a violation has occurred. Upon receipt of such charges, the National Judiciary shall be convened.

B. Upon being convened, the National Judiciary will determine whether a charge has merit and whether it is within the jurisdiction of the committee. If the charge either lacks merit or is outside of the jurisdiction of the committee, the National Judiciary shall refuse to investigate the accusation and so notify in writing all parties involved. If the charges have merit and the committee has jurisdiction, an investigation of the charges shall be undertaken.

C. Upon completion of the investigation, the National Judiciary shall issue a decision on whether a violation has occurred and what, if any, penalties are to be imposed. A majority vote of the committee is necessary for finding of a violation. The committee shall issue a written decision to the National Conclave of Chapters regardless of the result. The written decision may contain dissenting and concurring opinions.

.02 If a chapter desires to appeal the decision of the National Judiciary, it shall follow the procedure in Article VI, Section 3, C, of the National Constitution.

A. Properly submitted motions shall be inserted into the new business section of Conclave.

1. The majority and dissenting opinions and the challenger's motion, shall be presented to the members of Conclave.

2. The challenger shall have 5 minutes to present orally any additional argument, followed by 5 minutes of rebuttal from a member of the National Judiciary, voting in the majority.

3. There will be no questions brought from the spectators, the delegates, or the National Officers and the delegates will vote.

B. A majority vote in favor of the challenger shall overturn the decision of the Court. If the challenger's motion fails, the decision stands.

1. In the event of decision of the Court being overturned, the decision will be sent back to the National Judiciary to be amended within the guidelines set by the successful motion, and ratified by Conclave.

2. In the event that a challenger's motion to completely overturn the decision is successful, the motion is overturned and any applicable penalties lifted.

.03 In addition to the penalties defined in Article VII of the National Constitution, or otherwise contained in National policies, the National Judiciary may levy the following penalties:

A. If a chapter is found to be in violation of its financial obligations to the National Fraternity, the National Judiciary may require the chapter to pay the full Conclave fees for all chapter delegates.

B. The National Judiciary may levy other financial penalties as it sees fit, but such penalties are not to exceed the total national dues assessed against the chapter for the previous two academic years.

The following policies have been altered/ removed after the reorganization in 2007

Conclave 2010

1.02 The chapter delegates and National Officers shall not be charged any fees for Conclave attendance without prior permission from the National Board.

1.03 The National Conclave of Chapters, in its official business, will consider three types of new and/or unfinished business: petitions, resolutions and constitutional amendments. Petitions shall pertain to any formal request for a specific action to be taken which is limited in time or limited to a certain number of instances. .

Resolutions shall pertain to and establish standing policy or procedure for the Fraternity. Once adopted, these policies and procedures shall remain in effect until revoked by the Conclave

Conclave 2011

12.10 National Dues

A. National Dues shall be \$48 per Active, or Associate, brother, per year