

PREAMBLE

To foster and promote brotherly love to the mutual advantage of all concerned, the Iota Chapter of the Alpha Epsilon Pi Fraternity, Inc. is solemnly constituted.

ARTICLE I

Section 1.

This organization shall be known as the Iota Chapter of the Alpha Epsilon Pi Fraternity, Inc. The Iota Chapter shall refer to the chapter at Columbia University.

ARTICLE II

Section 1.

Alpha Epsilon Pi is a Jewish fraternity, though nondiscriminatory and open to all who are willing to espouse its purpose and values. Alpha Epsilon Pi 's basic purpose is to provide the opportunity for a Jewish man to be able to join with other men into a Jewish organization whose purpose is not religious, but rather social and cultural in nature.

ARTICLE III

MEMBERSHIP

Section 1.

Active membership shall be restricted to the undergraduate male population at Columbia University.

Section 2.

An undergraduate shall be given the opportunity to pledge upon consent of the rush chairs after the approval of either the Master or Lieutenant Master.

Section 3.

There must be at least one member of the executive board and the risk manager present at all rush events. In the event that the risk manager cannot attend said event, the Executive Board will appoint a brother to serve in his place.

Section 4.

A brother shall be defined as one who has completed all necessary duties as required by the pledge program and has been initiated by the Master into the fraternity. A brother in good standing shall be a brother who is registered and in regular attendance at Columbia University or is on a Columbia-approved leave of absence, has not been suspended or expelled from any Alpha Epsilon Pi chapter, and has paid all dues collected by the chapter or is up to date on his payment plan.

Section 5.

Individual membership in this organization will not be restricted on the basis of race, religion, national origin or disability.

Section 6.

Initiation into the fraternity confers membership for life, except that members may be expelled in accordance with the provisions of this Constitution.

Section 7.

All active members will be placed on the brotherhood listserv, hereby known as the Alias. Non-active members, such as alumni, are not allowed to be on the Alias without the approval of the Master. If the Master allows him to be on the Alias, he will be placed on it as "read-only."

Section 8.

Every member is required to attend all official brotherhood meetings, philanthropy events, and community service events. If a brother is not going to be able to attend an event, he must notify the Master at least 24 hours beforehand. If a brother misses three mandatory events, he will be automatically sent to the Standards Board.

ARTICLE IV**NOMINATIONS AND ELECTIONS OF OFFICERS****Section 1.**

Nomination of the Minor Board shall be held twice a year at the end of each semester. Election of the Executive Board shall be held once a year at the end of the fall academic semester.

Section 2.

Only motions that have been seconded shall be considered nominations.

Section 3.

Election of officers shall be held within one month after nominations have occurred, at the discretion of the Executive Board. This must occur before the conclusion of the fall semester. A simple majority of the votes cast shall be necessary to determine the outcome of an election. If none of the candidates receives a majority of the votes on the first ballot, a second round of voting shall occur. The candidates in this round will be the candidates who received the most and second-most votes in the first round of voting. Voting shall be conducted by secret ballot.

Section 4.

Officers shall be installed immediately following each election. The installation of Officers shall be conducted in full accordance with the Fraternity Ritual.

ARTICLE V**REPLACEMENT AND REMOVAL OF OFFICERS****Section 1.**

In the event of an office other than that of Master becoming vacant for any reason, a special election shall be held to fill that office. Nominations shall occur at the next meeting following the vacancy, and elections and installations shall occur at the following meeting.

Section 2.

If deemed necessary, a majority of the current Executive Board may appoint an active brother in good standing as an interim Executive Board member in the event of a vacancy. The tenure of the interim officer will end upon the special election, pursuant to Section 1 of this Article.

Section 3.

In the event of a vacancy in the office of Master, the Lieutenant Master shall assume the duties of the Master for the duration of the term of office. The Lieutenant Master may refuse the position and call for a special election pursuant to Section 1 of this Article, only if less than one half of the term of office has elapsed. Should the vacancy occur more than half way through the term, the Lieutenant is required to serve as Master for the duration of the term.

Section 4.

It is the right of any brother to call for the impeachment of an officer of this fraternity. Impeachment is defined as the process by which a vote of removal is brought to the brotherhood. A motion for impeachment must be sent to the Master or Lieutenant Master who will then bring the motion to the brotherhood at the next chapter meeting.

Section 5.

Any officer of the Chapter may be removed from office by a two-thirds (2/3) vote of all active brothers in good standing in the chapter. This vote shall occur at the next meeting following the motion to impeach.

ARTICLE VI

Executive Board

Section 1. The Executive Officers of this Chapter shall consist of the Master, Lieutenant Master, Scribe, Exchequer, and Member-at-Large.

Section 2. The terms of Executive Officers shall be one calendar year. Brothers who will be on a leave of absence of studying abroad during the term shall not be eligible to hold an office on the Executive Board. There is no limit to the number of terms a brother may serve in an Executive Office or on the Executive Board.

Section 3. Only those initiated brothers who are active and in good standing in the chapter shall be eligible to run for an office on the Executive Board. No brother shall be eligible for election to any office if he has been suspended for any reason or if he is not in good standing.

Section 4. MASTER

The duties and powers of the Master are:

- a) He shall be the chief executive officer of the Chapter.
- b) He shall be the presiding officer at all meetings.
- c) He shall have such powers and duties as are usually delegated to a presiding officer under parliamentary procedure.
- d) He may call a special meeting of the chapter at his discretion.
- e) He shall be chairman of the Executive Board and act as an ex-officio member of all committees.
- f) He shall be the delegate to the Supreme Council of Alpha Epsilon Pi and shall act as chairman of the delegations to the International Conventions and Regional Conclaves. If he cannot attend the International Conventions and Regional Conclaves he shall appoint a brother to act as chairman of the delegations in his place.

Section 5. LIEUTENANT MASTER

The duties and powers of Lieutenant Master are:

- a) He shall be chief operating officer of the chapter.
- b) He shall assist the Master in the conduct of the chapter's business.
- c) He shall perform all functions and duties of the Master in the event of his absence or incapacity.
- d) He shall have the power, with the approval of the Executive Board, to appoint all committee Chairmen who are not elected.
- e) He shall have the power to approve appointments of committee members made by appointed committee chairmen.
- f) He shall directly supervise the Minor Board officers and its committees and shall have the power, with the consent of a majority of the Executive Board, to remove such officers.
- g) He shall be an ex-officio member of all committees chaired by appointed chairmen.
- h) He shall prepare and submit a schedule and outline of all planned events to the Executive Board for approval prior to the beginning of each semester.
- i) He shall perform all duties assigned to him by the Master.

Section 6. SCRIBE

The duties and powers of the Scribe are:

- a) He shall record and keep accurate minutes of all meetings of the chapter and the Executive Board.
- b) He shall keep and file all committee reports.
- c) He shall be the custodian of the fraternity stationary, seals, and official communications.
- d) He shall keep an accurate roster of all brothers in the chapter and of all pertinent information relating thereto.
- e) He shall disseminate all important chapter information and, if applicable, minutes of the chapter and Executive Board meetings, to all active brothers in good standing.
- f) He shall provide all necessary and required documentation to the Columbia University administration and to the Alpha Epsilon Pi International fraternity in a timely manner.
- g) He shall perform all duties assigned to him by the Master.

Section 7. EXCHEQUER

The duties and powers of the Exchequer are:

- a) He shall be the chief financial officer of the Chapter.
- b) He shall receive all monies payable to the chapter and shall make payments for the chapter on vouchers approved by the Master.
- c) He shall be responsible for all funds of the chapter.
- d) He shall be custodian of all fraternity badges and pledge pins.
- e) He shall submit a statement of receipts and disbursements to the Lieutenant Master of assets and liabilities once each month. He shall then submit a final report to the Exchequer-elect within one week after retiring from office.
- f) He shall make entries in proper books of accounts of all monies received and paid out.
- g) He shall prepare a chapter budget to be approved by a majority of the Executive Board.
- h) He shall perform all duties assigned to him by the Master.

Section 8. MEMBER AT LARGE

The duties and powers of the member at large are:

- a) He shall represent the chapter on matters before the Executive Board and shall serve as liaison between the chapter and Executive Board.
- b) He shall act to promote good brotherhood and high morale in the chapter.
- c) He shall act to minimize conflict among brothers in the chapter.
- d) He shall act as an ex-officio member of all committees.
- e) He shall prepare and submit a schedule and outline of all of his planned events to the Executive Board for approval.
- f) He shall plan and execute brotherhood events.
- g) He shall make sure that all brotherhood events offer a kosher food option if food is being served and if a brother in the chapter requests it at least 24 hours before the event.
- h) He shall make sure that no brotherhood event will occur on Shabbat or on Jewish Holidays, unless it is in full accordance with the laws of the holiday.
- i) He shall perform all duties assigned to him by the Master.

ARTICLE VII

The Minor Board

Section 1.

Each appointed Chairman shall prepare, no later than the beginning of each academic semester, a detailed schedule of functions for that semester, and shall submit such schedule to the Lieutenant Master and obtain his approval before commencing such functions. Each Chairman shall prepare regular reports to be

presented at Chapter meetings and, if requested to do so, at Executive Board meetings.

Section 2.

Each Chairman may, with the approval of the Lieutenant Master, appoint a reasonable number of brothers as members of his committee. Appointment of committee members and having regular committee meetings is to be encouraged.

Section 3.

Although additional Chairmanships may be created at the discretion of the Master and Lieutenant Master, at minimum there shall exist the following Chairmanships:

a) Rush

The Rush Committee shall consist of the two Rush Chairmen, to be elected by the brotherhood during the election meeting, the Master, and additional brothers appointed by the Rush Chairmen and approved by the Executive Board. The duties and powers of the Rush Committee are to plan, coordinate, and execute the Chapter's rush program under the direction of the Rush Chairmen, and to otherwise ensure that the Chapter recruits strong numbers of pledges of the highest quality, in conformity with the policies and mission of the fraternity.

b) Social

The two Social Chairmen shall be responsible for planning, coordinating, and executing the Chapter's social program.

c) Jewish Heritage

The Jewish Heritage Chairman shall be responsible for enhancing Jewish identity in the Chapter and for promoting a relationship between the Chapter and the Jewish community at large.

d) Philanthropy

The Philanthropy Chairman shall be responsible for planning, coordinating, and executing the Chapter's philanthropy program, and shall report all monies raised and achievements to the Scribe.

e) Community Service

The Community Service Chairman shall be responsible for planning, coordinating, and executing the Chapter's community service program, and shall report all hours and achievements to the Scribe.

f) Alumni

The Alumni Chairman shall be responsible for maintaining contact with the Chapter's alumni and for planning, coordinating, and executing the Chapter's alumni program.

g) Athletics

The Athletics Chairman shall be responsible for planning, coordinating, and executing the Chapter's athletic program.

h) Historian

The Historian shall be responsible for recording and archiving the Chapter's history and activities.

i) Risk Management

The Risk Management Chairman shall be responsible for creating risk management policies and enforcing said policies at all Chapter events. In addition, he shall attend the Risk Manager training at Columbia University, and shall be present at any meetings with the administration regarding chapter violations or risk management policies.

j) Civil and Public Action (CPAC)

The Civil and Public Action Chairman shall be responsible for disseminating the chapter's position on all political events. In particular he shall focus on Israel advocacy, and shall create events often in partnership with Hillel, LionPAC, and other Israel advocacy groups on campus.

k) Sentinel

The Sentinel shall be the guardian of the Fraternity Ritual, as well as the custodian of all ritual paraphernalia. He shall be the guardian of the entrance at all chapter meetings, and he shall serve as the sergeant-at-arms at all chapter meetings and ritual ceremonies, and shall assist the Master in maintaining decorum.

Section 4.

The Lieutenant Master may, at his discretion and with consent of the Master, create or eliminate other standing or ad hoc committee Chairmanships. If such other standing or ad hoc Chairmanships are created, such fact shall be made known to the Brotherhood.

Section 5.

A non-elected Chairman is subject to removal from his position by decision of the Lieutenant Master with the consent of a majority of the Executive Board.

Section 4.

If the Chapter has a house, a House Manager must be a Chairman on the Minor Board and he must reside in the Chapter house. The House Manager shall be responsible for all issues of house upkeep, maintenance and improvement. He shall function as the liaison between the University Housing authorities and the fraternity for all matters relevant to the house.

Section 5.

It is the duty of the Lieutenant Master to hold regular meetings with the Minor Board to ensure the successful completion of their duties.

Section 6.

All Minor Board Chairmen and Committee members are to perform all duties assigned to them by the Master and Lieutenant Master.

ARTICLE VIII

The Pledge Committee

Section 1.

Each semester there shall be an elected Pledge Master who has a one-semester term with no limit on the number of terms he may be elected to be the Pledge Master. From the night of pinning until the night of initiation, the Pledge Master shall become a non-voting Executive Board member.

Section 2.

The Pledge Master is responsible for educating, training, and supervising the chapter's pledges. He shall be responsible for planning, coordinating, and executing the chapter's pledge program. This program shall fall under the guidelines prescribed by the national office and shall conform to the University's anti-hazing policy. He shall prepare and submit a schedule and outline of all planned events to the Executive Board at least one week in advance of the events proposed.

Section 3.

The Master or a two-thirds (2/3) vote of the Executive Board may veto any Pledging event.

Section 4.

Initiation of the pledges shall be held on a night determined by the Pledge Master and the Executive Board. All pledges that complete the pledge program to the satisfaction of the Pledge Master shall be initiated.

ARTICLE IX

The Standards Board

Section 1.

The Standards Board shall be comprised of one (1) elected Standards Board Chair who shall be elected during the normal elections period and two (2) appointed members. The appointed members shall be selected by the Standards Board Chair in conjunction with the Executive Board.

Section 2.

All members of the Standards Board shall serve for a term of one (1) year.

Section 3.

The Standards Board's purpose shall be to mediate problems within the fraternity and impose punishments for infractions of principle and reasonable conduct expected of Brothers.

Section 4.

It is the right of any brother to request that another brother be sent to the Standards Board with just cause, as determined by the Executive Board. A motion for sending to the Standards Board must be sent to the Master or Lieutenant Master who will then bring the motion to the Standards Board.

Section 5.

The Standards Board shall meet at any time the Master or Lieutenant Master submits a request from a brother. The Standards Board shall then notify the brother of his requirement to appear before it. At this meeting, the charges will be reviewed and the accused brother will have a chance to answer the charges through whatever means he sees fit. The Standards Board shall then ask any relevant questions to the accused brother. The accused brother shall leave following the Standards Board's questioning.

Section 6.

Upon completion of the hearing, the Standards Board shall deliberate amongst themselves and reach a decision and punishment (if necessary). That decision shall be sent to the Master, who will then notify the brother.

Section 7.

The punishments that are available to the Standards Board are as follows: warning, monetary fine, probation, social suspension, suspension, and expulsion from the brotherhood.

Section 8.

All aspects of Standards Board procedure shall be kept confidential.

Section 9.

Members of the Standards Board are subject to impeachment in the same manner as members of Executive Board.

Section 10.

The Standards Board shall issue a written opinion, for the fraternity's records, concerning every action it takes.

Section 11.

If a brother refuses to report to the Standards Board, he shall immediately be suspended from all brotherhood activity, and will no longer be considered a brother in good standing until he reports.

ARTICLE X

Dues

Section 1.

Every brother is required to pay membership dues every semester to be considered a brother in good standing.

Section 2.

Membership Dues shall be collected by the Exchequer.

Section 3.

The cost of membership shall be determined by the Exchequer in conjunction with the Executive Board.

Section 4.

All dues must be paid in full by a day to be determined by the Exchequer. This day may be no earlier than the second week of classes in a semester, and no later than the fifth week of classes.

Section 5.

A brother has the right to request a payment plan with the Exchequer if he is not able to pay by the determined date. However, at least one-third (1/3) of dues must be paid by the prior date, and all dues must be paid in full by the last day of classes of the current semester.

Section 6.

If a brother fails to pay dues by the required dates, he shall no longer be considered a brother in good standing in the chapter. He shall be removed from the chapter email list, and will not be allowed to attend any brotherhood activities of any kind. Once he chooses to pay in full, he shall be restored as a brother in good standing.

Section 7.

A brother is not required to pay membership dues if he is on a university-approved leave of absence, such as a semester or year studying abroad.

ARTICLE XI**Ratifying and Amending the Constitution****Section 1.**

This Constitution shall be considered the law of the fraternity if it is approved by two-thirds (2/3) of the brotherhood.

Section 2.

This Constitution may only be amended by a two-thirds (2/3) majority vote of the brotherhood, to take place during a brotherhood meeting.

ARTICLE XII**Parliamentary Procedure****Section 1.**

All brotherhood elections and votes shall adhere to Robert's Rules of Order.

Section 2.

Quorum must be present for any brotherhood elections or votes to occur. Quorum shall be defined as one-half (1/2) of all active members of the fraternity.