

Rho Epsilon Iota General Membership Agreement

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Section I - Introduction

I.I Purpose and Scope of Agreement

This Membership Agreement (hereinafter referred to as "Agreement") outlines the terms and conditions under which individuals may participate in Rho Epsilon Iota, the nation's first professional real estate fraternity. By entering into this Agreement, the undersigned ("Member") agrees to comply with the terms outlined herein, as well as Rho Epsilon Iota's National Bylaws, Chapter Constitution, and policies. The Member also acknowledges and agrees to the binding nature of the terms, which govern their membership, participation in activities, use of Rho Epsilon Iota's resources, and access to Rho Epsilon Iota's website and digital tools.

I.II Acknowledgment of Relationship

Rho Epsilon Iota is a private, membership-based organization operating as a 501(c)(7) social club. Membership in Rho Epsilon Iota is voluntary, revocable, and subject to compliance with all provisions of this Agreement, the National Bylaws, Chapter Constitutions, and applicable policies. This document serves as the legally binding agreement between the undersigned and Rho Epsilon Iota, governing all aspects of membership, new chapter establishment, leadership roles, intellectual property assignments, and conduct expectations.

By signing this Agreement electronically, the undersigned acknowledges that it constitutes a legally binding contract and that the use of an electronic signature shall have the same legal effect and validity as a handwritten signature.

Section II - Liability Waiver and Assumption of Risk

II.I Assumption of Risk

Member acknowledges and accepts the inherent risks associated with participation in Rho

Epsilon Iota events, activities, and other fraternity-related engagements, which may include, but are not limited to:

- Physical activities, including but not limited to team-building exercises, tours, socials, or networking events;
- Travel to and from events, whether by private or public transportation;
- Interaction with third parties, including other members, speakers, and organizational partners.

Member voluntarily assumes all risks, both known and unknown, associated with participation in such activities.

II.II Hold Harmless Clause

To the fullest extent permitted by law, Member agrees to release, discharge, and hold harmless Rho Epsilon Iota, its officers, directors, agents, affiliates, chapters, sponsors/partners, and volunteers (collectively, "Released Parties") from any and all claims, demands, damages, liabilities, or causes of action arising from or related to their participation in Rho Epsilon Iota activities, regardless of whether such claims arise from the negligence of the Released Parties or otherwise.

II.III Indemnification Clause

Member agrees to indemnify, defend, and hold harmless the Released Parties against any claims, losses, or liabilities arising out of or related to the Member's actions, negligence, or breach of this Agreement.

II.IV Insurance Disclaimer

Member understands that Rho Epsilon Iota does not provide insurance coverage for any personal

injuries, property damage, or other losses that may arise from their participation in fraternity activities. Members are encouraged to obtain their own insurance coverage for such risks.

Section III - Intellectual Property (IP) Assignment

III.I Assignment of Rights

Member irrevocably assigns, transfers, and conveys to Rho Epsilon Iota all rights, title, and interest in and to any intellectual property (IP) created, developed, or contributed by the Member during their membership for use by or on behalf of Rho Epsilon Iota. This includes, but is not limited to, marketing materials, educational resources, presentations, designs, and other creative works.

III.II Scope of Assignment

The rights assigned under this Section include, but are not limited to:

- Copyrights, trademarks, and other proprietary rights;
- The right to reproduce, distribute, display, and create derivative works from the IP;
- The right to assign or license the IP to third parties at Rho Epsilon Iota's sole discretion;
- The right to commercialize any IP for the benefit of Rho Epsilon Iota and its members.

Exceptions

This assignment does not apply to IP unrelated to Rho Epsilon Iota's mission, such as personal academic work or professional projects created outside the scope of Rho Epsilon Iota activities. However, should Member decide to share such works, they are automatically assigned to Rho Epsilon Iota for use at the organization's discretion.

Section IV - Financial Terms

IV.I Dues Overview

As of fiscal year 2025, membership dues are \$100 per semester (\$200 annually). These amounts, as well as the breakdown of dues allocation, are subject to change at the discretion of Rho Epsilon Iota National and in accordance with its policies and financial needs. Any adjustments will be communicated to all members in advance. Dues are currently allocated as follows:

- 50%: Administrative fees for marketing, taxes, website/social media maintenance, and other national initiatives;
- 10%: Scholarship fund;
- 40%: Retained by the Chapter for operations and events.

IV.II Dues Payment Agreement

Members acknowledge they are individually responsible for ensuring dues are paid in full and on time. Member agrees to pay all membership dues in full and on time as set forth by Rho Epsilon Iota. Payment must be made via the approved methods (e.g., credit card, check, mobile payment processors, etc.) and by the deadlines communicated by Rho Epsilon Iota. Failure to comply may result in suspension or revocation of membership privileges.

IV.III Non-Refundable Clause

Membership dues are non-refundable under any circumstances, including but not limited to:

- Voluntary resignation from membership;
- Suspension or termination of membership for violations of this Agreement, the National Bylaws, Chapter Constitution, or local regulations;
- Cancellation of specific events or programs due to unforeseen circumstances.

IV.IV Financial Delinquency Policy

Failure to pay dues or other financial obligations in a timely manner may result in suspension of

membership privileges, access to Rho Epsilon Iota resources, and participation in fraternity activities. Persistent delinquency may result in termination of membership and revocation of any associated resources. Upon termination, Member waives the right to claim association with and use of the branding of Rho Epsilon Iota, its members, and its partners.

Section V - Agreement to National Bylaws and Chapter Constitution

V.I Acknowledgment of Governing Documents

Member acknowledges that they have been provided access to and have reviewed the National Bylaws of Rho Epsilon Iota and the Constitution of their respective Chapter. Member agrees to comply with the provisions of these governing documents at all times. Poor behavior, misconduct, or violations of Rho Epsilon Iota's policies may result in disciplinary action, up to and including membership revocation, without reimbursement of dues.

V.II Code of Conduct

Member commits to upholding Rho Epsilon Iota's standards of professionalism, ethical conduct, and mutual respect. Prohibited behaviors include, but are not limited to, harassment, discrimination, dishonesty, and conduct that undermines the mission or reputation of Rho Epsilon Iota.

V.III Compliance

Member shall adhere to all federal, state, and local laws, as well as the rules and policies of their respective educational institutions and Rho Epsilon Iota. This includes, but is not limited to, Member agreeing to comply with all anti-hazing laws and Rho Epsilon Iota's substance-free event requirements.

V.IV Participation

Member must actively participate in chapter activities, including meetings, events, and professional development opportunities. Frequent, unexcused absences may result in membership suspension or revocation at Rho Epsilon Iota or the Chapter Senior Directors' discretion.

V.V Professionalism

Members must represent Rho Epsilon Iota in a manner consistent with its values and mission, ensuring all interactions are professional, respectful, and inclusive.

V.VI Social Media

Members are expected to help maintain a professional and positive online presence for the chapter and comply with Rho Epsilon Iota's social media guidelines. Unprofessional, hateful, or negative online presences, posts, or comments may result in suspension or revocation of membership at Rho Epsilon Iota or the Chapter Senior Directors' discretion.

V.VII No Hazing or Discrimination

Member agrees to a zero-tolerance policy for hazing and discrimination in any form. All chapter activities must promote inclusivity, respect, and accessibility for all participants to the fullest extent possible. Rho Epsilon Iota prohibits discrimination based on race, ethnicity, color, national origin, sex, disability, religion, age, marital status, veteran status, gender identity, gender expression, or sexual orientation.

Section VI - Website and Data Sharing Terms and Conditions

VI.I Access to Website

Access to Rho Epsilon Iota's website (www.rhoepsiloniota.org) is a privilege granted to prospective and active Members. Member agrees to:

- Use the website solely for purposes aligned with Rho Epsilon Iota's mission;
- Protect their login credentials and report any unauthorized access immediately.

VI.II Content Ownership and License

Any content uploaded or shared by Member on Rho Epsilon Iota's website becomes the property of Rho Epsilon Iota. Rho Epsilon Iota reserves the right to use, modify, or remove such content at its discretion.

VI.III Membership Directory

By signing this Agreement, members consent to their profile and information being listed in the membership directory and shared with other members of Rho Epsilon Iota unless otherwise indicated. Members may opt-out of listing or sharing their contact details by submitting an official request to Rho Epsilon Iota.

VI.IV Privacy Policy and Compliance

Member agrees to adhere to the privacy policy of Rho Epsilon Iota, available on the website.

Member acknowledges that personal information will be used for communication, event organization, and internal purposes only, subject to all legal protections of personal data.

Appendices

The following documents are integral to this Membership Agreement and are incorporated by reference:

- A. National Bylaws of Rho Epsilon Iota**
- B. Chapter Constitution Template**
- C. Code of Conduct and Anti-Hazing Policy**
- D. Social Media and Branding Guidelines**
- E. Accessibility and Inclusivity Standards**
- F. Website Terms and Conditions**
- G. Website Privacy Policy**
- H. Website Accessibility Statement**
- I. New Chapter Agreement**
- J. Financial Management Handbook**
- K. Event Planning and Risk Management Policy**
- L. Intellectual Property Guidelines**
- M. Leadership Transition Guide**
- N. Membership Directory Opt-In Policy**
- O. Media Release**

Electronic Signature and Acknowledgment

By electronically signing below, the Member confirms that they have read, understood, and agree to the terms outlined in this Membership Agreement and the Appendices, as well as any other policies referenced herein. The Member further acknowledges that their electronic signature is legally binding and has the same effect as a handwritten signature.

Member:

Member Name: [Printed Electronically]

Member Signature: [Electronic Signature]

Date: [Date of Electronic Signing]

Rho Epsilon Iota:

Representative Name: Simran Guliani

Position: Co-Founder & President

Date: 1/1/2025



Representative Name: Ashlyn Elwood

Position: Co-Founder & President

Date: 1/1/2025



Appendix A
National Bylaws of Rho Epsilon Iota



Rho Epsilon Iota

National Bylaws

1st Edition

(Effective November 20, 2024)

Rho Epsilon Iota
Central Office
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PREAMBLE

Rho Epsilon Iota is a professional fraternity dedicated to advancing the study and practice of real estate at universities. Our organization fosters academic excellence, social engagement, and the professional development of our members. Through collaboration, research, and experiential learning, we promote the mutual growth of students, alumni, and professionals in the real estate industry. Committed to upholding the highest ethical standards, we strive to strengthen ties between academia and the professional world, contribute to the betterment of our communities, and support the social and civic well-being of our members.

ARTICLE I NAME

Section 1. Name --- This Fraternity shall be officially known and designated as RHO EPSILON IOTA.

Section 2. Variations in Name --- No abbreviations of, departures from, or variations in the name of this Fraternity will be permitted, with exception of the following: Rho Epsilon Iota and REI.

ARTICLE II ORGANIZATION AND GOVERNMENT

Section 1. Purpose --- The purpose of Rho Epsilon Iota (the "Fraternity") is to create a community that fosters social, professional, and educational development for members pursuing careers in the real estate industry. The organization operates as a nonprofit and is dedicated exclusively to the benefit of its members in accordance with Section 501(c)(7) of the Internal Revenue Code. No part of the net earnings shall inure to the benefit of any private shareholder or individual, and this organization will not engage in activities inconsistent with Section 501(c)(7) requirements. Upon dissolution, any remaining assets will be used for purposes consistent with Section 501(c)(7) or transferred to a similar nonprofit organization.

Chapters may be organized as follows:

- Collegiate Chapters: For undergraduate and graduate students enrolled in real estate-related programs at educational institutions.
- Alumni Chapter: One Chapter shall be designated for all alumni of the Fraternity, promoting lifelong involvement and networking opportunities.
- Honorary Members Chapter: One Chapter shall be designated for all honorary members recognized for their contributions to the real estate industry and the Fraternity.
- Faculty Members Chapter: One Chapter shall be designated for all faculty members who actively support the Fraternity's mission and serve as mentors to its members.

Section 2. Incorporation --- This Fraternity shall be legally represented as Rho Epsilon Iota and shall be incorporated under the laws of the State of Illinois as a nonprofit social organization under Section 501(c)(7) of the Internal Revenue Code. The Corporation shall operate as a social organization, with the primary purpose of promoting fellowship and mutual benefit among its members. This Corporation shall not have "members" as defined by the nonprofit corporation law of the State of Illinois, except for the purposes of its Collegiate Chapter participants and associated alumni, honorary, and faculty Chapters, who shall be considered members within the framework of Fraternity activities, governance, and participation.

Section 3. Units of Government --- The principal units of government of Rho Epsilon Iota shall be the National Chapter, the Board of Directors, the Collegiate Chapters, the Alumni Chapters, the Honorary Chapters, and the Faculty Chapters.

Section 4. Laws --- The Laws of this Fraternity shall consist of the Articles of Incorporation, these Bylaws, and any additional regulations enacted by the National Chapter or the Board of Directors in accordance with the Laws of this Fraternity. Any additional Laws, not specifically enumerated in the Articles of Incorporation or these Bylaws, shall be contained and published in a Policy and Procedure Manual. Each Collegiate Chapter may establish local Bylaws, rules, and regulations for its own governance, provided they are consistent with the purposes and Laws of this Fraternity. The Board of Directors shall have the authority to interpret and enforce all Laws of the Fraternity to ensure compliance with federal requirements and other applicable regulations.

Section 5. Rituals --- A Ritual may be established for this Fraternity to symbolize the values and traditions of Rho Epsilon Iota. The provisions of the Ritual may be amended or suspended as specified within the Ritual's guidelines, and any changes must align with the fraternity's mission and purposes.

Section 6. Open Meetings --- Meetings of the Board of Directors shall be open to all members of this Fraternity as observers only, except in instances where, by a three-fourths (3/4) vote, the Board of Directors elects to enter into a closed session. The Board of Directors may, at its discretion, conduct meetings virtually or in person. When meetings are held virtually, they shall be considered open to the public if members are provided a means to observe the proceedings remotely. A closed session will not exclude members of the Board of Directors or essential administrative staff unless such exclusion is specified in the closed session vote.

Section 7. Voting by Proxy and Virtual Attendance --- Voting by proxy shall not be allowed for any Fraternity meeting. This provision includes the Board of Directors, all Chapters, and any other entity recognized by this Fraternity. However, the Board of Directors may, at its discretion, allow for virtual attendance and participation in meetings through electronic means that allow for real-time interaction (such as video conferencing). When virtual attendance is permitted:

- a. Members attending virtually shall be counted towards quorum requirements.
- b. Virtual attendees shall have the same voting rights as those physically present, provided the voting method allows for secure and verifiable voting by all participants.
- c. The method of virtual attendance must be specified in the meeting notice and must allow all participants to communicate concurrently with each other.
- d. Technical requirements and instructions for accessing the meeting virtually must be provided to all members in advance.
- e. Reasonable measures must be taken to ensure that virtual attendees have an opportunity to participate in discussions and vote on matters before the meeting.

This provision for virtual attendance applies to all levels of Fraternity governance, including but not limited to Board of Directors meetings, Chapter meetings, and any other official

Fraternity meetings, unless specifically prohibited for a particular meeting or type of meeting in other sections of these Bylaws or in the Laws of the Fraternity.

Section 8. National Chapter --- The National Chapter shall consist of the Collegiate, Alumni, Honorary, and Faculty Chapters in good standing. Chapters not in good standing shall not be entitled to representation or voice in the National Chapter.

Section 9. National Chapter Congress --- The National Chapter Congress shall serve as the official assembly of the Fraternity. The authority to govern the Fraternity, including legislative powers and ultimate control of finances, shall be vested exclusively in the National Board of Directors. The National Chapter Congress may serve as a forum for discussion and recommendations; however, all final decisions and actions shall be made by the National Board of Directors in accordance with the Fraternity's bylaws.

Section 10. Board of Directors --- The Board of Directors shall serve as the supreme executive, legislative, and judicial authority of the Fraternity when the National Chapter Congress is not in session to provide recommendations. The Board shall consist of the following members: the Communications Director, the Membership Director, the Education Director, and the Finance Director. Together, the members of the Board of Directors and the National Presidents shall constitute the Grand Officers of this Fraternity.

Section 11. States --- The Chapters of this Fraternity shall be organized for administrative purposes by their respective states.

A Chapter may request reassignment to a different state for administrative purposes based on geographic proximity to Chapters in another state or for other valid reasons. Such requests shall be reviewed by the Board of Directors upon the Chapter's request or at the recommendation of the Senior Director.

Section 12. Collegiate Chapters --- A Collegiate Chapter shall consist of duly initiated undergraduate and graduate students enrolled in real estate-related programs at accredited educational institutions. Each Collegiate Chapter shall be granted a charter as specified in the governing documents. If a Chapter is established at a graduate school with a qualified program, and an undergraduate program is later established at the same institution, the Chapter shall have the ability to draw its membership from both undergraduate and graduate students.

Section 13. Alumni Chapters --- An Alumni Chapter shall consist of Alumni Members, as defined herein, who are in good standing and reside in the same locality. This Chapter shall be granted a charter in accordance with the Fraternity's governing documents, fostering lifelong involvement and networking opportunities for its members.

Section 14. Honorary Members Chapter --- An Honorary Members Chapter shall consist of individuals recognized for their outstanding contributions to the real estate industry and the Fraternity. This Chapter shall serve to honor these individuals and provide them with a platform for engagement and recognition within the Fraternity. A charter shall be granted to this Chapter as outlined in the governing documents.

Section 15. Faculty Members Chapter --- A Faculty Members Chapter shall consist of faculty members who actively support the mission of the Fraternity and serve as mentors to its members. This Chapter shall be dedicated to fostering relationships between faculty and students and shall be granted a

charter in accordance with the Fraternity's governing documents.

Section 16. House Corporations --- House Corporations operating or owning houses or other property affiliated with Chapters shall be subject to the Laws of this Fraternity.

Section 17. Central Office --- The Central Office shall be the administrative headquarters of this Fraternity and the office of at least one (1) President shall be located therein.

Section 18. Rules of Order --- Except when contrary to the Laws of this Fraternity, all meetings of the Fraternity shall be governed by Robert's Rules of Order.

ARTICLE III

NATIONAL CHAPTER AND ASSEMBLY

Section 1. Meetings --- The National Chapter shall meet biennially in odd-numbered years. The Board of Directors may defer a meeting of the National Chapter for one year. However, if a meeting needs to be deferred for more than one year, authorization must be obtained through a majority vote from the Chapters in good standing.

Section 2. Duties of the National Chapter Congress --- The National Chapter Congress shall conduct all regular business during its regular sessions and any special sessions as needed. Regular business includes discussions on operations, strategizing areas for improvement, optimizing expansion and student outreach, and brainstorming ways to further the mission of the Fraternity.

Section 3. Representation and Participation --- To be eligible for representation or voting in the National Chapter Congress, a Collegiate Chapter must be in good standing and send two (2) delegates, who shall be Senior Directors of the Chapter. These delegates must be returning students in a qualified program at the institution where the Chapter is located.

For Alumni, Honorary, and Faculty Chapters to participate in the Grand Chapter Congress, they must also be in good standing, have a minimum membership of ten (10), and send one (1) delegate who is a member of the Chapter and will continue residing in the locality of that Chapter.

Only official delegates and Grand Officers have the right to introduce or second motions and make nominations during the National Chapter Congress. However, any Collegiate Member, Alumni Member, Faculty Member, or Honorary Member in good standing may attend and speak on matters before the Congress.

Section 4. Quorum and Voting --- A quorum for conducting business at the National Chapter Congress shall be established by a majority of the Chapters sending delegates to represent them. Each Chapter that sends a duly qualified representative and certifies this representative as its official delegate shall be allowed one (1) vote in the Congress. If a single Chapter sends multiple representatives, they must all unanimously agree on their one (1) vote before casting it. In all matters, the National Chapter shall act by majority vote, except as specified elsewhere in these Bylaws or the Laws of the Fraternity.

Section 5. Special Meetings --- Special meetings of the National Chapter may be called by a unanimous vote of voting eligible members of the Board of Directors, provided at least thirty (30) days' notice is given to all Chapters in good standing.

ARTICLE IV BOARD OF DIRECTORS

Section 1. Duties and Powers --- The Board of Directors shall have the following duties and powers:

- a. To approve the granting of Charters for the establishment of Chapters as prescribed in the governing documents.
- b. To select and appoint the Presidents and determine the length and terms of the contract under which the Presidents shall be employed.
- c. To review and approve the annual performance evaluation of the Presidents.
- d. To discipline individuals and Chapters, as well as to receive and decide appeals regularly brought before the Board as prescribed in the governing documents.
- e. To establish a National Scholarship Fund as outlined in the governing documents.
- f. To determine the place and date of the National Chapter Congress.
- g. To fill vacancies in the positions of Director of Communications, Director of Membership, Director of Education, or Director of Finance as prescribed in the governing documents.
- h. To review and approve an annual budget for the operation of the Fraternity and oversee expenditures made by the Presidents in accordance with that budget.
- i. To determine the initiation fees and dues for Collegiate, Alumni Honorary, and Faculty Members as prescribed in the governing documents.
- j. To enforce strict observance of the Laws of the Fraternity.
- k. To conduct an independent audit annually by a certified public accounting firm if contributions exceed \$500,000 and ensure that the audit reports are made available to all members. Should contributions be between \$300,000-\$500,000, a reviewed financial statement must be submitted and made available to members.
- l. To authorize the initiation of all Alumni, Faculty, and Honorary Members.
- m. To issue an annual report to each Chapter as deemed necessary.
- n. To provide interpretations of the Laws of the Fraternity.

The Board of Directors shall have any further powers as may be prescribed in the Articles of Incorporation. Additionally, the Board may delegate these responsibilities to the National Presidents as they see fit.

Section 2. Qualifications for Office --- No one shall be elected or appointed as a President of this Fraternity, except the Co-Founders, until such individual has been a member of this Fraternity for a minimum of three (3) years, is an active Alumni Member, and has demonstrated an understanding of current Fraternity programs and operations as required by the Board of Directors. Members are allowed to be nominated for President as long as they reach the three (3) year membership requirement by the date of their election and there is a vacancy in the role. The two (2) initial Presidents are the Co-Founders of Rho Epsilon Iota, Simran Guliani and Ashlyn Elwood. Any member who accepts a position as a National President shall automatically become ineligible for their local Chapter's office and such office shall be declared vacant within one (1) year.

Section 3. Election and Tenure of Office --- All Board members, except Presidents, shall be empowered to vote on the recall or dismissal. Recall or dismissal shall be effective by a seventy-five percent (75%) vote of the Board.

Section 4. Oath of Directors --- All Directors overseeing National operations shall take the oath of office, either in the presence of the

National Chapter Congress assembled, the Board of Directors, the Presidents, or a member of the Board of Directors designated by the Presidents.

Section 5. Vacancies --- If a vacancy occurs in one of the two Presidential positions, the remaining President shall assume the role of Grand President. In the event of a vacancy in the Grand President position, the Board of Directors shall fill it. The position of Grand President shall first be offered to a Past President and their immediate family if they are current members of Rho Epsilon Iota. If the Past President and their immediate family decline the position, the vacancy may be filled by an applicant from an Alumni, Faculty, or Honorary Chapter.

If a vacancy occurs on the Board of Directors, the Presidents or the Grand President shall appoint a new Director to serve, pending confirmation by a majority vote of the remaining Board members.

Section 6. Removal --- If two-thirds of the Board of Directors, excluding the member being considered for removal, believe that the President, Grand President, or a Director should be dismissed from their duties, the following process shall be followed:

1. The charges must be submitted in writing and specify the particular act or acts that are the basis for the complaint, including the time, place, and circumstances surrounding the request for removal.
2. These charges shall be presented to the office of the President and the National Chapter Congress.
3. A vote of all representatives present at the National Chapter Congress will take place, and a majority vote will be required to officially dismiss a Grand Officer from their duties.

Section 7. Annual and Regular Meetings --- The Board of Directors shall meet at least once each year. National Presidents may call additional meetings as needed or if directed by a three-fourths (3/4) vote of the Board of Directors.

Section 8. Quorum and Voting --- A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting. Each member of the Board of Directors shall be entitled to one (1) vote on all matters coming before the Board and, except as otherwise provided by the Laws of this Fraternity, the act of a majority of the voting Directors present at a meeting at which a quorum is present shall be an act of the Board. The National Presidents may cast one (1) unanimous vote only when that vote shall serve to break a tie.

Section 9. Founding Presidents --- The Founding Presidents of Rho Epsilon Iota, Ashlyn Elwood and Simran Guliani, shall hold a distinguished status within the organization, reflecting their integral role in establishing and promoting the Fraternity's mission. As such, the removal of a Founding President from their position shall require a higher threshold of support than that required for other members of the Board of Directors.

1. **Removal Process:** A Founding President may only be removed from their position by a unanimous vote of the remaining members of the Board of Directors, excluding the Founding President in question.
2. **Written Charges:** Any request for removal must be accompanied by written charges specifying the grounds for removal, including details of the alleged conduct and circumstances.
3. **Review Period:** Upon receipt of the removal request, the Board shall conduct a thorough review and may convene a

meeting with the Founding President to discuss the charges before any vote is taken.

4. **Final Decision:** Following the review and discussion, a vote shall be held. A unanimous decision is required for removal to ensure that the integrity and contributions of the Founding Presidents are respected and preserved.

ARTICLE V DUTIES AND POWERS OF THE BOARD OF DIRECTORS

Section 1. Communications Director --- The Communications Director shall serve as a key officer of Rho Epsilon Iota and shall have the following duties and powers:

- a. To oversee and coordinate all communication efforts of the Fraternity, ensuring that information is disseminated accurately and efficiently to all members and stakeholders.
- b. To develop and implement a comprehensive communications strategy that promotes the mission and values of the Fraternity, including public relations, social media, and outreach initiatives.
- c. To create and distribute official communications, including newsletters, announcements, and promotional materials, in accordance with the policies and procedures of the Fraternity.
- d. To serve as the primary point of contact for all media inquiries and to represent the Fraternity in public forums, ensuring a positive image is maintained.
- e. To collaborate with the President and other Grand Officers in crafting messages and communications that align with the Fraternity's goals and objectives.
- f. To maintain and update the Fraternity's website and other digital platforms, ensuring that all content is current, relevant, and accessible to members.
- g. To assist in organizing events and initiatives that enhance member engagement and promote the Fraternity's visibility within the community.
- h. To conduct periodic assessments of communication effectiveness and recommend improvements to enhance outreach and engagement with members.
- i. To delegate tasks and responsibilities to the President or other officers as deemed appropriate to ensure efficient operations and effective communication.

The Communications Director shall have such further powers and duties as may be prescribed by these Bylaws and the policies of this Fraternity.

Section 2. Membership Director --- The Membership Director shall serve as a key officer of Rho Epsilon Iota and shall have the following duties and powers:

- a. To oversee the recruitment and retention strategies for members of the Fraternity, ensuring a diverse and engaged membership base.
- b. To develop and implement programs and initiatives that promote membership growth and enhance member engagement within the Fraternity.
- c. To maintain accurate and up-to-date records of all members, including their status, contact information, and participation in Fraternity activities.
- d. To coordinate and facilitate membership orientation and training sessions, ensuring new members are effectively integrated into the Fraternity's culture and operations.
- e. To collaborate with the Grand President and other Grand Officers to identify and address membership needs and concerns.

- f. To serve as a resource for chapters in best practices related to recruitment, retention, and member engagement.
- g. To create and distribute materials that promote the value of membership in Rho Epsilon Iota and its benefits to potential and current members.
- h. To conduct periodic assessments of membership programs and initiatives and recommend improvements to enhance member satisfaction and involvement.
- i. To delegate tasks and responsibilities to the President or other officers as deemed appropriate to ensure efficient operations and effective communication.

The Membership Director shall have such further powers and duties as may be prescribed by these Bylaws and the policies of this Fraternity.

Section 3. Education Director --- The Education Director shall serve as a key officer of Rho Epsilon Iota and shall have the following duties and powers:

- a. To develop and implement educational programs and resources that align with the mission and values of the Fraternity, enhancing the professional and personal development of its members.
- b. To oversee the curriculum and content of training sessions, workshops, and seminars designed to improve members' knowledge and skills related to real estate and professional development.
- c. To collaborate with the Grand President and other Grand Officers to identify educational needs and opportunities for members at various stages of their academic and professional careers.
- d. To establish partnerships with educational institutions, industry professionals, and organizations to provide members with access to valuable resources and networking opportunities.
- e. To coordinate and facilitate mentorship programs that connect members with experienced professionals in the real estate field, fostering career growth and guidance.
- f. To evaluate and assess the effectiveness of educational programs and initiatives, making recommendations for improvements based on member feedback and industry trends.
- g. To create and distribute educational materials, including guides, toolkits, and newsletters, to support the ongoing learning and development of members.
- h. To organize and promote events, such as guest speaker sessions and panel discussions, that contribute to the educational mission of the Fraternity.
- i. To delegate tasks and responsibilities to the President or other officers as deemed appropriate to ensure efficient operations and effective communication.

The Education Director shall have such further powers and duties as may be prescribed by these Bylaws and the policies of this Fraternity.

Section 4. Finance Director --- The Finance Director shall serve as a key officer of Rho Epsilon Iota and shall have the following duties and powers:

- a. To oversee the financial management of the Fraternity, ensuring that all financial practices align with applicable laws, regulations, and the policies of the Fraternity.
- b. To develop and prepare the annual budget in collaboration with the Board of Directors, ensuring that

- c. To maintain accurate and up-to-date financial records, including income, expenses, and accounts payable and receivable, providing regular reports to the Board of Directors.
- d. To ensure timely payment of all bills and obligations of the Fraternity, including dues, operational expenses, and any other financial commitments.
- e. To work with independent auditors to conduct annual financial audits, ensuring transparency and accountability in the Fraternity's financial practices.
- f. To provide financial guidance and support to the Board of Directors, assisting in the evaluation of funding opportunities and financial planning for special projects and initiatives.
- g. To oversee the collection of dues and fees from members, ensuring that all payments are processed accurately and promptly.
- h. To prepare and present financial reports at the National Chapter Congress and other meetings, summarizing the financial status of the Fraternity and any pertinent financial developments.
- i. To delegate tasks and responsibilities to the President or other officers as deemed appropriate to ensure efficient operations and effective communication.

The Finance Director shall have such further powers and duties as may be prescribed by these Bylaws and the policies of this Fraternity.

Section 5. Indemnification --- The members of the Board of Directors, the Presidents or Grand President, all Grand Officers, individuals holding national positions, and national employees, as well as those who have previously held any of the aforementioned roles, shall be indemnified by Rho Epsilon Iota to the fullest extent permitted by applicable non-profit corporation law in the state of Illinois, as amended from time to time.

However, indemnification shall not apply to any person in the following circumstances:

1. If there has been a final adjudication (that has not been reversed) indicating that the individual committed or allowed any act or omission that:
 - a. Was not performed in good faith and was not believed to be in the best interests of the Fraternity.
 - b. Was executed without reasonable cause to believe that such act or omission was proper and legal.
2. In the event of a settlement of any claim, action, suit, or proceeding, unless:
 - a. The court having jurisdiction approves the settlement with knowledge that indemnification under this section would be granted; or
 - b. A written opinion from independent legal counsel, selected by the Board of Directors, is rendered concurrently with the settlement, stating that it is not probable that the conduct for which indemnification is being sought would result in a final adjudication as specified in clause (1), and that the associated loss, cost, liability, or expense can be appropriately borne by the Fraternity.

ARTICLE VI COLLEGIATE COMMITTEES

Section 1. Qualifications for Office --- All Chapter Senior Directors, Associate Directors, and Directors appointed by the President, Grand President, or current Chapter Officers shall demonstrate understanding of current Fraternity programs and

operations as required by the Board of Directors.

Section 2. Senior Director of Commercial Real Estate ---

The Senior Director of Commercial Real Estate shall serve as a key officer of the university Chapter and shall have the following duties and powers:

- a. To assist the National Presidents and the Board of Directors in overseeing the chapter's initiatives and programs related to commercial real estate, ensuring alignment with the overall mission and objectives of Rho Epsilon Iota.
- b. To develop and maintain relationships with industry professionals, local businesses, and real estate organizations to enhance networking opportunities for chapter members, as directed by the National Presidents.
- c. To organize educational events, workshops, and seminars focused on commercial real estate topics, subject to approval from the National Presidents and the Board of Directors.
- d. To facilitate opportunities for chapter members to engage in real-world commercial real estate projects, including internships, case studies, and collaborative initiatives with local businesses, under the guidance of the National Presidents.
- e. To keep the chapter informed of current trends, news, and developments in the commercial real estate sector, providing resources and information as needed and as directed by the National Presidents.
- f. To coordinate with the Director of Education to integrate commercial real estate content into the chapter's educational programming and curriculum, ensuring alignment with the overall educational goals set by the National Presidents.
- g. To collaborate with other chapter officers and committees to plan and execute events that promote commercial real estate, with the approval of the National Presidents and the Board of Directors.
- h. To ensure adherence to the guidelines set forth in the chapter bylaws, monitoring compliance by all chapter members and addressing any issues of non-compliance in consultation with the National Presidents.
- i. To report to the National Presidents and the Board of Directors on the progress and outcomes of commercial real estate initiatives, providing insights and recommendations for improvement as requested.
- j. To perform any additional duties as assigned by the National Presidents and the Board of Directors, ensuring all activities align with the goals of Rho Epsilon Iota.

The Senior Director of Commercial Real Estate shall have limited powers as prescribed by the Chapter Bylaws and the policies of Rho Epsilon Iota, operating under the supervision of the National Presidents and the Board of Directors.

Section 3. Senior Director of Residential Real Estate ---

The Senior Director of Residential Real Estate shall serve as a key officer of the university Chapter and shall have the following duties and powers:

- a. To assist the National Presidents and the Board of Directors in overseeing the chapter's initiatives and programs related to residential real estate, ensuring alignment with the

- overall mission and objectives of Rho Epsilon Iota.
- b. To develop and maintain relationships with industry professionals, local property managers, and residential real estate organizations to enhance networking opportunities for chapter members, as directed by the National Presidents.
 - c. To organize educational events, workshops, and seminars focused on residential real estate topics, subject to approval from the National Presidents and the Board of Directors.
 - d. To facilitate opportunities for chapter members to engage in real-world residential real estate projects, including internships, case studies, and collaborative initiatives with local businesses, under the guidance of the National Presidents.
 - e. To keep the chapter informed of current trends, news, and developments in the residential real estate sector, providing resources and information as needed and as directed by the National Presidents.
 - f. To coordinate with the Director of Education to integrate residential real estate content into the chapter's educational programming and curriculum, ensuring alignment with the overall educational goals set by the National Presidents.
 - g. To collaborate with other chapter officers and committees to plan and execute events that promote residential real estate, with the approval of the National Presidents and the Board of Directors.
 - h. To ensure adherence to the guidelines set forth in the chapter bylaws, monitoring compliance by all chapter members and addressing any issues of non-compliance in consultation with the National Presidents.
 - i. To report to the National Presidents and the Board of Directors on the progress and outcomes of residential real estate initiatives, providing insights and recommendations for improvement as requested.
 - j. To perform any additional duties as assigned by the National Presidents and the Board of Directors, ensuring all activities align with the goals of Rho Epsilon Iota.

The Senior Director of Residential Real Estate shall have limited powers as prescribed by the Chapter bylaws and the policies of Rho Epsilon Iota, operating under the supervision of the National Presidents and the Board of Directors.

Section 4. Directors --- The Directors serve under the Senior Directors and are essential members of the university chapter, responsible for specific areas of real estate operations and initiatives. Each Senior Director shall oversee five Directors, with their roles determined based on the needs and interests of the student body to enhance educational opportunities in the real estate realm. Common positions include, but are not limited to: Director of Finance, Director of Marketing & Recruitment, Director of Infrastructure & Facilities, Director of Compliance, and Director of Social Development. The duties and powers of the Directors are as follows:

- a. To stay informed about current trends, regulations, and best practices in their respective sectors of real estate, ensuring the chapter remains knowledgeable and relevant in the field.
- b. To find and invite speakers from the industry to provide insights and expertise to chapter members, thereby enriching the educational experience.
- c. To act as mentors to chapter members, offering guidance, support, and professional development opportunities in their area of specialization.
- d. To organize workshops, events, and activities related to their position, aimed at fostering learning and engagement among chapter members, with

- e. approval from the Senior Directors.
- e. To collaborate with the Senior Directors in developing and implementing strategic initiatives that align with the chapter's goals and objectives in real estate.
- f. To report regularly to the Senior Directors on their activities, progress on initiatives, and any challenges faced, providing recommendations for improvement as needed.
- g. To assist in the recruitment and retention of chapter members by promoting the benefits of involvement in their respective areas and demonstrating the value of the chapter's educational programming.
- h. To adhere to the guidelines established in the chapter bylaws, ensuring that all actions and initiatives comply with the rules and regulations of Rho Epsilon Iota.
- i. To be elected by the membership body at their specific chapter, serving a term of one semester. Directors may run for re-election after their term ends but may not serve in the same position for more than one year unless there are no other active members interested in running for that position by the end of their term.
- j. To perform any additional duties as assigned by the Senior Directors, ensuring that the chapter continues to thrive and meet the educational needs of its members.

The Directors, while empowered to lead initiatives in their designated areas, operate under the supervision of the Senior Directors and must align their activities with the overall mission of Rho Epsilon Iota.

Section 5. Associate Directors --- Associate Directors serve as intermediaries between the Senior Directors and the Directors, playing a vital role in supporting the chapter's operations and leadership development. These positions can be created at the discretion of the Senior Directors and must be approved by the National Presidents, Grand President, or the Board of Directors. The following guidelines apply to the Associate Directors:

- a. **Selection Process:** Associate Directors are chosen by the Senior Directors and must have been active members of Rho Epsilon Iota in good standing for over one year.
- b. **Duties and Responsibilities:** Associate Directors are responsible for assisting the Senior Directors in their functions, which may include:
 - Helping to organize and execute initiatives within their designated areas.
 - Collaborating with Directors to ensure the efficient operation of the chapter.
 - Shadowing Senior Directors to gain experience and insights into their responsibilities, preparing them to assume the position of Senior Director when vacancies arise.
 - Finding related speakers and organizing workshops/events pertinent to their area of focus.
 - Mentoring the incoming pledge class and supporting chapter members in their development.
- c. **Example Positions:** Common Associate Director positions may include:
 - Associate Director of Communications
 - Associate Director of Recruitment
 - Associate Director of Sponsorship
- d. **Term Duration:** Associate Directors serve a term of one

year. This term cannot be renewed, as they are expected to either transition into the role of Senior Director by the end of their term or act as mentors to the incoming pledge class before graduating.

- e. **Adherence to Bylaws:** Associate Directors are required to adhere to the guidelines established in the chapter bylaws and ensure their actions align with the objectives of Rho Epsilon Iota.
- f. **Participation in Meetings:** Associate Directors are encouraged to participate in meetings with Senior Directors and Directors, providing ideas, feedback, and support to enhance chapter activities and initiatives.
- g. **Additional Duties:** Associate Directors may be assigned additional duties by the Senior Directors, further contributing to the success and development of the chapter.

Through their leadership and mentorship, Associate Directors play a crucial role in fostering a supportive environment within Rho Epsilon Iota, helping to prepare the next generation of leaders in the realm of real estate.

ARTICLE VII COLLEGIATE CHAPTERS

Section 1. Charter --- Each Chapter must possess a duly issued charter authorizing it to operate as a Chapter of this Fraternity. The charter is the property of this Fraternity and is loaned to the Chapter, so long as it shall remain in good standing.

Section 2. Bylaws --- Each Chapter shall enact Bylaws for local government consistent with the Laws of this Fraternity and shall file a current, approved copy of those Bylaws at the Central Office.

Section 3. Good Standing --- No Chapter shall be in good standing that is on probation, that is indebted to the National Chapter for any sum of money past due, or that has been placed on probation by local university authorities.

Section 4. Meetings --- Each Chapter shall hold at least one professional meeting and one social meeting a month during the college year at which a quorum shall be present. A regular meeting shall be one that is called in accordance with the Bylaws of the Chapter. In the absence of this determinant, a regular meeting shall be one due notice of which shall have been given to all Collegiate Members of the Chapter at least three (3) days before the date of the meeting and at which meeting a quorum of such membership shall be present. Each Chapter shall also hold at least one (1) internal meeting during each academic semester at which a quorum shall be present. This meeting shall be for the election of Directors. The Officers of each Chapter shall meet at least one (1) time each month to check in on Chapter progress and plan upcoming events.

Section 5. Quorum and Voting --- A quorum for the transaction of business by a Chapter shall be such number of the Collegiate Members as determined by the Bylaws of the Chapter, except that it shall not be less than one-third (1/3) of the Chapter membership. Only Collegiate Members in good standing may vote in a Collegiate Chapter or hold a leadership position.

Section 6. National Chapter Congress Delegate --- The Senior Directors of a Collegiate Chapter shall serve as that Chapter's Delegates on the National Chapter Congress. If, for any reason, the Senior Directors are unable to attend a National Chapter Congress

meeting, the Chapter shall, by majority vote, elect an alternate Delegate who shall be an Associate Director or Director, in good standing, of that Chapter. The Chapter Presidents shall notify the National Presidents of the election of an alternate Delegate within forty-eight (48) hours after the election.

Section 7. Finance --- Each Chapter of Rho Epsilon Iota is empowered to assess its own dues and fees, ensuring that these amounts are not less than the Fraternity Dues and Fees as determined by the Board of Directors in the National Constitution.

- a. **Collection of Dues:** Dues will be collected by the Central Office, which will then distribute the appropriate percentage back to each Chapter for use in accordance with an approved budget.
- b. **Fiscal Semesters:** The fiscal year for each Chapter is divided into two semesters:
 - **Fall Semester:** Begins on September 1 and ends on December 31.
 - **Winter Semester:** Begins on January 1 and ends on May 31.
- c. **Payment Deadline:** All dues must be paid in full by members and submitted to the Central Office no later than five (5) days after the start of each fiscal semester. Failure to meet this deadline may result in the member being considered in good standing or subject to additional penalties as determined by the Chapter leadership.

This structure ensures that each Chapter maintains financial responsibility while also supporting the overarching goals and initiatives of Rho Epsilon Iota.

Section 8. Publications --- A Collegiate Chapter may publish bulletins or periodicals for distribution to other College Chapters of the Fraternity or their members, provided that such publications receive prior approval from and remain under the oversight of the Presidents, Grand President, or Board of Directors.

ARTICLE VIII ALUMNI CHAPTERS

Section 1. Charter --- Each Chapter which seeks to be chartered by the Board of Directors shall pay a charter fee. In addition, it shall submit a list of officers and a roster of its membership. Only after this is done will the issuance of a charter be considered. The charter fee is determined by the Board of Directors for each fiscal year. The fee is subject to change at an annual rate of no more than twenty (20) percent. If a situation arises where the fee must be increased by an amount greater than the cap, that amount must be approved by the National Chapter prior to implementation.

Section 2. Bylaws --- Each Chapter shall enact Bylaws for local government consistent with the Laws of this Fraternity and shall file a current, approved copy of those Bylaws at the Central Office.

Section 3. Good Standing --- No Chapter shall be in good standing that is on probation, that is indebted to the National Chapter for any sum of money past due, or that has had operations suspended by local or national authorities.

Section 4. Meetings --- Each Chapter shall hold at least one professional meeting and one social meeting a month during the year at which a quorum shall be present. A regular meeting

shall be one that is called in accordance with the Bylaws of the Chapter. In the absence of this determinant, a regular meeting shall be one due notice of which shall have been given to all Alumni Members of the Chapter at least three (3) days before the date of the meeting and at which meeting a quorum of such membership shall be present. Each Chapter shall also hold at least one (1) internal meeting each year at which a quorum shall be present. This meeting shall be for the election of a Senior Director, Treasurer, and Secretary. The Officers of each Chapter shall meet at least one (1) time each month to check in on Chapter progress and plan upcoming events.

Section 5. Quorum & Voting --- A quorum for transaction of business by any Alumni Chapter shall be such number of members as determined by the Bylaws of the Chapter, except that it shall not be less than twenty-five per cent (25%) of the membership in good standing of the Chapter. Only Alumni Members in good standing may vote in the Alumni Chapter or hold a leadership position.

Section 6. Status of Membership --- Members of the Alumni Chapter must be initiated members of the Fraternity in good standing and may not hold active membership in a Collegiate Chapter. To remain a member and continue to benefit from the Rho Epsilon Iota network, alumni members must maintain their good standing by ensuring that all dues are current and paid by the designated deadlines for each semester. Upon graduation or completion of their academic program, members transition to the Alumni Chapter to uphold their affiliation with Rho Epsilon Iota and continue engaging in the Fraternity's mission and activities.

Section 7. National Chapter Congress Delegate --- The Senior Director of an Alumni Chapter shall serve as that Chapter's Delegate on the National Chapter Congress. If, for any reason, the Senior Director is unable to attend the National Chapter Congress, the Chapter shall, by majority vote, elect an alternate Delegate who shall be a member, in good standing, of that Chapter. The Chapter Secretary shall notify the National Presidents of the election of an alternate Delegate within forty-eight (48) hours after the election.

Section 8. Finance --- The Alumni Chapter of Rho Epsilon Iota is empowered to assess its own dues and fees, ensuring that these amounts are not less than the Fraternity Dues and Fees as determined by the Board of Directors in the National Constitution.

- d. **Collection of Dues:** Dues will be collected by the Central Office, which will then distribute the appropriate percentage back to each Chapter for use in accordance with an approved budget.
- e. **Fiscal Semesters:** The fiscal year for each Chapter is divided into two semesters:
 - **Fall Semester:** Begins on September 1 and ends on December 31.
 - **Winter Semester:** Begins on January 1 and ends on May 31.
- f. **Payment Deadline:** All dues must be paid in full by members and submitted to the Central Office no later than five (5) days after the start of each fiscal semester. Failure to meet this deadline may result in the member being considered in good standing or subject to additional penalties as determined by the Chapter leadership.

This structure ensures that the Alumni Chapter maintains financial responsibility while also supporting the overarching goals and

initiatives of Rho Epsilon Iota.

Section 9. Publications --- An Alumni Chapter may publish bulletins or periodicals for distribution to other Chapters of the Fraternity, their members, or to the Alumni Chapter and its members provided that such publications receive prior approval from and remain under the oversight of the Presidents, Grand President, or Board of Directors.

ARTICLE IX HONORARY MEMBERS CHAPTER

Section 1. Charter --- Each Chapter which seeks to be chartered by the Board of Directors shall pay a charter fee. In addition, it shall submit a list of officers and a roster of its membership. Only after this is done will the issuance of a charter be considered. The charter fee is determined by the Board of Directors for each fiscal year. The fee is subject to change at an annual rate of no more than twenty (20) percent. If a situation arises where the fee must be increased by an amount greater than the cap, that amount must be approved by the National Chapter prior to implementation.

Section 2. Bylaws --- Each Chapter shall enact Bylaws for local government consistent with the Laws of this Fraternity and shall file a current, approved copy of those Bylaws at the Central Office.

Section 3. Good Standing --- No Chapter shall be in good standing that is on probation, that is indebted to the National Chapter for any sum of money past due, or that has had operations suspended by local or national authorities.

Section 4. Meetings --- Each Chapter shall hold at least one professional meeting and one social meeting a month during the year at which a quorum shall be present. A regular meeting shall be one that is called in accordance with the Bylaws of the Chapter. In the absence of this determinant, a regular meeting shall be one due notice of which shall have been given to all Honorary Members of the Chapter at least three (3) days before the date of the meeting and at which meeting a quorum of such membership shall be present. Each Chapter shall also hold at least one (1) internal meeting each year at which a quorum shall be present. This meeting shall be for the election of a Senior Director, Treasurer, and Secretary. The Officers of each Chapter shall meet at least one (1) time each month to check in on Chapter progress and plan upcoming events.

Section 5. Quorum & Voting --- A quorum for transaction of business by any Honorary Members Chapter shall be such number of members as determined by the Bylaws of the Chapter, except that it shall not be less than twenty-five per cent (25%) of the membership in good standing of the Chapter. Only Honorary Members in good standing may vote in the Honorary Members Chapter or hold a leadership position.

Section 6. Status of Membership --- Members of the Honorary Members Chapter must be individuals who have been formally recognized for their significant contributions to the real estate industry or the mission of Rho Epsilon Iota. Honorary Members are not required to have been initiated members of the Fraternity but must be in good standing as determined by the Board of Directors. To maintain their honorary membership and continue benefiting from the Rho Epsilon Iota network, members must adhere to any requirements set forth by the Fraternity and ensure that all applicable dues are current and paid by the designated deadlines for each semester. Honorary Members play a vital role in supporting the Fraternity's mission through mentorship, engagement, and advocacy.

Section 7. National Chapter Congress Delegate --- The Senior

Director of an Honorary Members Chapter shall serve as that Chapter's Delegate on the National Chapter Congress. If, for any reason, the Senior Director is unable to attend the National Chapter Congress, the Chapter shall, by majority vote, elect an alternate Delegate who shall be a member, in good standing, of that Chapter. The Chapter Secretary shall notify the National Presidents of the election of an alternate Delegate within forty-eight (48) hours after the election.

Section 8. Finance --- The Honorary Members Chapter of Rho Epsilon Iota is empowered to assess its own dues and fees, ensuring that these amounts are not less than the Fraternity Dues and Fees as determined by the Board of Directors in the National Constitution.

- g. **Collection of Dues:** Dues will be collected by the Central Office, which will then distribute the appropriate percentage back to each Chapter for use in accordance with an approved budget.
- h. **Fiscal Semesters:** The fiscal year for each Chapter is divided into two semesters:
 - **Fall Semester:** Begins on September 1 and ends on December 31.
 - **Winter Semester:** Begins on January 1 and ends on May 31.
- i. **Payment Deadline:** All dues must be paid in full by members and submitted to the Central Office no later than five (5) days after the start of each fiscal semester. Failure to meet this deadline may result in the member being considered in good standing or subject to additional penalties as determined by the Chapter leadership.

This structure ensures that the Honorary Members Chapter maintains financial responsibility while also supporting the overarching goals and initiatives of Rho Epsilon Iota.

Section 9. Publications --- An Honorary Members Chapter may publish bulletins or periodicals for distribution to other Chapters of the Fraternity, their members, or to the Honorary Members Chapter and its members provided that such publications receive prior approval from and remain under the oversight of the Presidents, Grand President, or Board of Directors.

ARTICLE X

FACULTY MEMBERS CHAPTER

Section 1. Charter --- Each Chapter which seeks to be chartered by the Board of Directors shall pay a charter fee. In addition, it shall submit a list of officers and a roster of its membership. Only after this is done will the issuance of a charter be considered. The charter fee is determined by the Board of Directors for each fiscal year. The fee is subject to change at an annual rate of no more than twenty (20) percent. If a situation arises where the fee must be increased by an amount greater than the cap, that amount must be approved by the National Chapter prior to implementation.

Section 2. Bylaws --- Each Chapter shall enact Bylaws for local government consistent with the Laws of this Fraternity and shall file a current, approved copy of those Bylaws at the Central Office.

Section 3. Good Standing --- No Chapter shall be in good standing that is on probation, that is indebted to the National Chapter for any sum of money past due, or that has had operations suspended by local or national authorities.

Section 4. Meetings --- Each Chapter shall hold at least one professional meeting and one social meeting a month during the year at which a quorum shall be present. A regular meeting shall be one that is called in accordance with the Bylaws of the Chapter. In the absence of this determinant, a regular meeting shall be one due notice of which shall have been given to all Honorary Members of the Chapter at least three (3) days before the date of the meeting and at which meeting a quorum of such membership shall be present. Each Chapter shall also hold at least one (1) internal meeting each year at which a quorum shall be present. This meeting shall be for the election of a Senior Director, Treasurer, and Secretary. The Officers of each Chapter shall meet at least one (1) time each month to check in on Chapter progress and plan upcoming events.

Section 5. Quorum & Voting --- A quorum for transaction of business by any Faculty Members Chapter shall be such number of members as determined by the Bylaws of the Chapter, except that it shall not be less than twenty-five per cent (25%) of the membership in good standing of the Chapter. Only Faculty Members in good standing may vote in the Faculty Members Chapter or hold a leadership position.

Section 6. Status of Membership --- Members of the Faculty Members Chapter must be faculty members who actively support the mission of Rho Epsilon Iota and have been formally recognized by the Fraternity for their contributions to the education and development of its members. To maintain their status as Faculty Members, they must be in good standing as determined by the Board of Directors. Faculty Members are expected to engage with the Fraternity by providing mentorship, guidance, and support for student initiatives. To continue benefiting from the Rho Epsilon Iota network, Faculty Members must fulfill any specific obligations set forth by the Fraternity and ensure that all applicable dues are current and paid by the designated deadlines for each semester.

Section 7. National Chapter Congress Delegate --- The Senior Director of a Faculty Members Chapter shall serve as that Chapter's Delegate on the National Chapter Congress. If, for any reason, the Senior Director is unable to attend the National Chapter Congress, the Chapter shall, by majority vote, elect an alternate Delegate who shall be a member, in good standing, of that Chapter. The Chapter Secretary shall notify the National Presidents of the election of an alternate Delegate within forty-eight (48) hours after the election.

Section 8. Finance --- The Faculty Members Chapter of Rho Epsilon Iota is empowered to assess its own dues and fees, ensuring that these amounts are not less than the Fraternity Dues and Fees as determined by the Board of Directors in the National Constitution.

- j. **Collection of Dues:** Dues will be collected by the Central Office, which will then distribute the appropriate percentage back to each Chapter for use in accordance with an approved budget.
- k. **Fiscal Semesters:** The fiscal year for each Chapter is divided into two semesters:
 - **Fall Semester:** Begins on September 1 and ends on December 31.
 - **Winter Semester:** Begins on January 1 and ends on May 31.
- l. **Payment Deadline:** All dues must be paid in full by members and submitted to the Central Office no later than five (5) days after the start of each fiscal semester. Failure to meet this deadline may result in the member being considered in good standing or subject to additional

penalties as determined by the Chapter leadership.

This structure ensures that the Faculty Members Chapter maintains financial responsibility while also supporting the overarching goals and initiatives of Rho Epsilon Iota.

Section 9. Publications --- An Faculty Members Chapter may publish bulletins or periodicals for distribution to other Chapters of the Fraternity, their members, or to the Faculty Members Chapter and its members provided that such publications receive prior approval from and remain under the oversight of the Presidents, Grand President, or Board of Directors.

ARTICLE XI

MEMBERSHIP AND INITIATION

Section 1. Qualifications --- Only those students who are matriculating in a qualified program as hereinafter described, who are of good moral character and who agree to comply with the laws of this Fraternity shall be eligible for election as a Collegiate Member.

Section 2. Qualified Programs ---

- a. The term “qualified program” whenever used in the Laws of this Fraternity, shall include, but shall not be limited to,
 1. Those courses within the curriculum offered by an accredited school of real estate, business administration, commerce, accounting, engineering, architecture, public policy, sustainability, law, nursing, medicine, etc. that are requisite to obtaining a bachelor or graduate degree conferred by such school or,
 2. Those courses designated by such school as a prerequisite to matriculation in the courses specified in paragraph 1, above. The Board of Directors shall determine the accreditation standards required under this subsection.
- b. The term “school” whenever used in the Bylaws shall include, but shall not be limited to, the terms “college”, “university,” “department”, “division”, and any other designation as may be determined by the Board of Directors.
- c. Upon petition of a Collegiate Chapter or any member of the Board of Directors, the Board of Directors shall determine if courses within the curriculum of other than a school of real estate, business administration, commerce, accounting, engineering, architecture, public policy, sustainability, law, nursing, or medicine may be deemed a “qualified program” under subsection (a).
- d. If the curriculum of a qualified program is transferred to other than a school of real estate, business administration, commerce, accounting, engineering, architecture, public policy, sustainability, law, nursing, or medicine and such program is otherwise qualified but for the transfer, then the program shall be deemed qualified under subsection (a) for a period of four (4) years following the date of transfer. At the end of the four (4) year period, the Board of Directors shall make a determination if the program shall continue to be deemed qualified as provided under subsection (c).

Section 3. Membership in Other Fraternities and Sororities --- Membership in this Fraternity shall not be granted to any individual who is a member of any local, national or international professional fraternity or sorority in competition with this Fraternity as shall be determined by the Board of Directors. No member of this Fraternity may become a member of any other professional fraternity or sorority in competition with Rho Epsilon Iota, and should a member become so, he or she shall upon this action be automatically expelled from this Fraternity without regard to any due process of jurisprudence defined in the Laws of this Fraternity. Other honorary scholarship fraternities or sororities embracing any branch of collegiate learning, or general fraternities or sororities, shall not be held to be in direct competition with this Fraternity unless otherwise specified.

Section 4. Duties of Membership --- Members of Rho Epsilon Iota are expected to:

- a. **Attendance:** Attend all meetings, activities, and events of the Chapter unless there is a compelling reason for absence. Members must notify the Senior Directors, or their designee, in advance of any planned absences. The Senior Directors will determine whether these absences will be classified as excused, approved, or unapproved.
- b. **Fulfillment of Responsibilities:** Fully perform all assigned duties upon granting of membership or when elected or appointed to an office. This includes completing any tasks associated with their roles in a timely and effective manner.
- c. **Recruitment:** Actively seek out and recruit the most qualified candidates for membership in the Fraternity, promoting the values and mission of Rho Epsilon Iota.
- d. **Collaboration:** Assist fellow members in achieving the goals and purposes of the Fraternity, fostering a spirit of teamwork and support among members.
- e. **Financial Obligations:** Pay all financial obligations, including dues and fees, in full and by the specified deadlines to maintain good standing within the Chapter.
- f. **Lifetime Support:** Actively support the Fraternity throughout one’s lifetime by engaging in alumni activities, mentoring new members, and contributing to the Fraternity’s initiatives.
- g. **Professional Standards:** Uphold the highest standards of integrity, professionalism, and honesty in all real estate-related activities, serving as a positive representative of the Fraternity.
- h. **Compliance:** Adhere to all bylaws, policies, and regulations set forth by the Fraternity, demonstrating commitment to the organization’s principles and mission.
- i. **Personal Development:** Engage in continuous learning and professional development opportunities in real estate and related fields, thereby enhancing one’s contributions to the Fraternity and its members.
- j. **Respect and Inclusion:** Treat all members with respect and dignity, regardless of race, ethnicity, gender, sexual orientation, disability, or any other characteristic. Foster an inclusive environment where all voices are heard and valued.

Section 5. Membership Classifications --- The membership of this Fraternity shall consist of Charter Members, Collegiate Members, Alumni Members, Faculty Members, and Honorary Members.

Section 6. Definition of Charter Members --- Charter Members shall be such members as are initiated at the time of granting a charter to a Chapter and shall be designated as Charter Members of the Chapter into which they are initiated.

Section 7. Definition of Collegiate Members --- Collegiate Members shall be duly initiated students matriculating in a qualified program where the Chapter is located and students who have been regularly initiated by another Chapter, who are in good standing, who have regularly affiliated with the Chapter and are matriculating in a qualified program where the Chapter is located. Any member who ceases to matriculate in a qualified program where the Chapter is located and is matriculating in a non-qualified program may retain collegiate status at the member's option. Any member in good standing who transfers to any school at which a Chapter of this Fraternity is situated, and who is matriculating in a qualified program where the Chapter is located may affiliate with such Chapter.

Section 8. Definition of Alumni Members --- Alumni Members shall be those who were members in good standing of a Collegiate Chapter, who have graduated from, or who have ceased to matriculate in a qualified program in the university.

Section 9. Definition of Faculty Members --- The Dean, Associate Dean, Departmental Director, or their equivalent and those members of faculties instructing courses or conducting research in a qualified program may be initiated by a Collegiate Chapter upon having been duly elected by the associated Collegiate Chapter and receiving a majority approval of the Board of Directors. Faculty Members cannot hold office in Collegiate Chapters, other than that of Chapter Advisor or another position deemed necessary for a Collegiate Chapter to remain in good standing with its associated school.

Section 10. Definition of Honorary Members --- Honorary Members shall be those who have been duly elected by the Board of Directors or a Chapter and approved by the Board of Directors, but who, at the time of initiation, are not students or members of the faculty in the university where a Chapter is situated. Only those individuals who, in the opinion of the Board of Directors, have made a significant contribution to business, government, real estate, education or the Fraternity and whose professional or personal achievements warrant the bestowing upon them of Honorary Membership in Rho Epsilon Iota may be initiated as Honorary Members.

Section 11. Election of Pledges --- Except as provided hereinafter, no person shall be initiated into this Fraternity except via a Collegiate Chapter and by an anonymous vote of the members of said Chapter, in good standing, constituting a quorum present at a regularly called meeting as may be defined by the Bylaws of the Chapter and the Laws of this Fraternity. All members in good standing of the Chapter present shall vote. Abstentions shall be counted as a favorable vote for the candidate. If twenty percent (20%) of the members present and in good standing, or five (5), whichever is greater, cast an unfavorable vote for the prospective pledge, the candidate shall be considered rejected. Should the prospective pledge receive a favorable election for membership, but be unable to complete Initiation, an election must be held for any subsequent pledge program in which the prospective pledge's name is proposed again.

Section 12. Voting on Pledges --- A majority vote of Chapter members in good standing, present and voting at a regular or special Chapter meeting, held at least three (3) days prior to the initiation ceremony, is required to remove a student from the pledge education program. A four-fifths (4/5) vote of Chapter

members in good standing, present and voting at a regular or special Chapter meeting, held less than three (3) days prior to the initiation ceremony, is required to remove a student from the pledge education program.

Section 13. Election of Additional Honorary Members --- In addition to Honorary Members initiated by Collegiate Chapters, the Board of Directors may approve the initiation as Honorary Members of persons who have been duly elected by the secret unanimous vote of a quorum present at a regularly scheduled meeting of a fully franchised Alumni Chapter. Such persons, after approval of the Board of Directors, may be initiated by the Alumni Chapter at a time and place of the Chapter's choice. The Board of Directors may elect persons who will be initiated into the Fraternity as National Honorary Members.

Section 14. Pledging --- After a prospective member has been elected by a Collegiate Chapter, the prospective member shall be approached with a view of pledging by the properly designated member of the Chapter. Upon acceptance, each prospective member shall be pledged according to the pledging ceremony of this Fraternity. Each Chapter shall adopt a definite program of pledge education embodying pertinent facts pertaining to the history, ideals, organization and administration of this Fraternity, and each pledge shall be required to pass a satisfactory examination before being initiated. Pledging this Fraternity is not a guarantee of membership. If, after having been pledged, the prospective member should prove unworthy of membership in this Fraternity, the Chapter may revoke the pledge as described in Article XII, Section 1, of these Bylaws of the National and local Constitutions.

Section 15. Hazing --- No physical or mental hazing of any pledge or member shall be permitted by any member of this Fraternity.

Section 16. Good Standing --- Members shall be in good standing provided they are not indebted to the National Chapter or the Central Office for any sum of money past due and are not on probation or suspension by this Fraternity and are in compliance with the eligibility requirements for participation in activities, as set forth in their respective school's policy.

Section 17. Inactive Status --- While attendance and participation are fundamental duties of membership, a collegiate member in good standing may request inactive status during periods of extreme circumstances. The Board of Directors shall establish specific guidelines outlining eligible circumstances and the process for submitting such requests. It is important to note that requests for inactive status are not automatically granted and do not terminate membership in Rho Epsilon Iota. Furthermore, a refund of any paid dues is not guaranteed upon becoming inactive and will be determined at the sole discretion of the Presidents or the Board of Directors.

Section 18. Resignation --- Membership in Rho Epsilon Iota is lifelong; however, members may submit an application for voluntary withdrawal to the office of the Presidents or Grand President. The submission of this application does not automatically result in the termination of membership. By choosing to withdraw, the member acknowledges and accepts that they will forfeit access to all materials and resources provided by Rho Epsilon Iota, including but not limited to courses, pending certificates, events, and discounts or complimentary offerings from Rho Epsilon Iota's partners.

Furthermore, by submitting a voluntary withdrawal application, the member agrees to hold Rho Epsilon Iota harmless from any claims or actions that may arise from this decision and waives the right to pursue legal action against the organization. The Board of Directors shall establish guidelines outlining the acceptable terms for resignation. Please be aware that no dues will be refunded upon voluntary withdrawal.

ARTICLE XII DISCIPLINE OF THE INDIVIDUAL

Section 1. Types of Offenses and Penalties --- Any member who violates the oath of allegiance to Rho Epsilon Iota, breaks the Laws of this Fraternity, or any Chapter with which the member is affiliated, or who acts in a manner unbecoming a member of this Fraternity, or who engages in, participates in, consents to, aids or abets any act or acts of disloyalty or conduct, or who is delinquent for any sum of money past due or who fails to discharge financial obligations to the Chapter with which affiliated or this Fraternity, or who does anything, or causes anything to be done that, in the opinion of the Board of Directors or Presidents, is prejudicial to the best interests of this Fraternity or any of its Chapters, shall be subject to fine, reprimand, probation, suspension or expulsion. Discipline of individuals shall be in accordance with the provisions of the Laws of this Fraternity.

ARTICLE XIII DISCIPLINE OF CHAPTERS

Section 1. Penalties --- Any Chapter of this Fraternity may receive a warning, be placed on probation, or suspension, or may have its Charter revoked for any good cause as hereinafter defined. A Chapter may assume an inactive status as hereinafter described.

Section 2. Warning --- The Presidents, Grand President, and Board of Directors shall have the power to issue an official warning in writing to a Chapter for any violation of Fraternity Law. This may be done at the discretion of the Grand Officers or upon recommendation of the Board of Directors or the National Chapter Congress.

Section 3. Definition of Inactive Status, Probation, or Suspension ---

- a. Inactive status results from the self-imposed dormant state of a Chapter.
- b. Probation is an official notification to a Chapter that it has violated the Laws of this Fraternity or its respective school and that if its conduct is not satisfactorily corrected, charter revocation may be necessary. During the probation period, certain specific objectives will be given to the Chapter designed to correct its conduct in those programs, operations or other areas that caused the violation(s) of Fraternity law. Probation must be for a specific period not to exceed twelve (12) months. A Chapter may not be on probation for more than twenty-four (24) consecutive months for the same violation(s).
- c. Suspension involves a Chapter being put on notice that the Chapter cannot conduct any activity except that which may be authorized or directed by the Board of Directors or anyone commissioned by the Board of Directors to act on its behalf in order to allow the Board of Directors time to determine what action should be taken in regard to the Chapter under suspension.

Section 4. Placement of Chapters on Probation ---

- a. The Presidents or Grand President shall have the power to place a Chapter on probation. The Board of Directors or the National Chapter Congress may recommend that a Chapter be placed on probation but the enactment of such recommendation shall be at the discretion of the Presidents or Grand President.
- b. A Chapter may not be placed on probation unless an action under this Article (including probation) has been taken against the Chapter within the four years preceding the start of the probation period for similar type(s) of violation(s).
- c. The limitation of Section 4 (b) may be waived by a unanimous vote of voting eligible members of the Board of Directors in those specific cases deemed appropriate by the Board of Directors.
- d. Nothing in these Bylaws shall prevent a Chapter from being placed on guidance and probation simultaneously.

Section 5. Suspension of Chapters --- The Presidents or Grand President may unilaterally suspend a Chapter's activities for a period of up to ninety (90) days. The Board of Directors may also suspend a Chapter's activities for a period of ninety (90) days by a two-thirds (2/3) vote. Any suspension initiated by the Presidents or Grand President may be renewed for additional ninety (90) day periods by the unanimous vote of the voting-eligible members of the Board of Directors.

Section 6. Revocation of Charter --- If a Chapter has been on probation or receivership for the designated period and the causes for such status have not been rectified, the Presidents or Grand President may revoke the charter of the Chapter. Additionally, the Board of Directors may revoke the charter of a Chapter at any time for any of the causes specified herein by a three-fourths (3/4) vote of those present.

Section 7. Causes for Revocation of Charter --- The charter of any Collegiate Chapter may be revoked by the Board of Directors, Presidents, or Grand President for any of the following reasons:

1. **Failure to Comply:** Failure to strictly observe the Laws and policies of this Fraternity.
2. **Ineligible Membership:** The initiation of individuals who are ineligible for membership in this Fraternity.
3. **Standards Maintenance:** Inability to maintain the standards required by the regulations and policies of this Fraternity.
4. **Professional Engagement:** Failure to sponsor a program of professional activity.
5. **Unworthy Conduct:** Engagement in unworthy conduct or actions deemed disloyal or insubordinate.
6. **Scholastic Standards:** Unsatisfactory scholastic standing.
7. **Charter Abandonment:** Abandonment of the charter.
8. **Gross Immorality:** Instances of gross immorality by its members.
9. **Financial Responsibilities:** Failure to forward National Chapter initiation fees and dues to the Central Office in a timely manner.
10. **Membership Decline:** A significant decline in collegiate membership to fewer than fifteen (15) members.
11. **Meeting Frequency:** Failure to hold meetings for a period exceeding two (2) months during the academic year without good cause.
12. **Prejudicial Actions:** Any actions or behaviors that, in the opinion of the Board of Directors, are prejudicial to the best

interests of the Chapter or this Fraternity.

The charter of any Alumni, Faculty Member, or Honorary Chapter may be revoked by the Board of Directors for any of the following reasons:

1. **Failure to Comply:** Failure to strictly observe the Laws and policies of this Fraternity.
2. **Standards Maintenance:** Inability to maintain the standards required by the regulations and policies of this Fraternity.
3. **Unworthy Conduct:** Engagement in unworthy conduct or actions deemed disloyal or insubordinate.
4. **Charter Abandonment:** Abandonment of the charter.
5. **Gross Immorality:** Instances of gross immorality by its members.
6. **Financial Responsibilities:** Failure to forward National Chapter dues to the Central Office in a timely manner.
7. **Membership Decline:** A significant decline in active membership to fewer than ten (10) members.
8. **Meeting Frequency:** Failure to hold a minimum of four (4) meetings during the fiscal year.
9. **Prejudicial Actions:** Any actions or behaviors that, in the opinion of the Board of Directors, are prejudicial to the best interests of the Chapter or this Fraternity.

Section 8. After Revocation of Charter --- A Chapter whose charter has been revoked must return the charter and all property belonging to the Fraternity within sixty (60) days of receiving notice of the revocation. This property includes, but is not limited to:

- Standard Accounting Systems
- Minute Books
- History Documentation
- Files and Records
- Rituals and Paraphernalia
- Official Communications
- Presentations and Worksheets
- Social Media Accounts
- **All Electronic Logins:** This includes all login credentials for email accounts, social media, Google Drive, and any other digital platforms associated with the Chapter.

The returned property shall be sent to the Central Office of the Fraternity or to an individual designated by the Presidents or Grand President for receipt.

All property belonging to a Chapter whose charter has been revoked will pass into the custody of the Presidents. Such property will be held in trust or may be sold, with the proceeds also held in trust by the Presidents for the potential benefit of the Chapter should it be reorganized.

If the Chapter is not reorganized within two (2) years from the date of revocation, the value of the property shall be credited to the National Scholarship Fund of this Fraternity.

All members of the Chapter agree to hold Rho Epsilon Iota harmless from any claims or liabilities arising from the revocation of the charter and the return of the Chapter's property.

Section 9. Reactivation of Chapters --- A Chapter on an inactive status or whose charter has been revoked shall be recognized as a Chapter in good standing only after the steps for new Collegiate, Alumni, Faculty Members, or Honorary Members Chapters as hereinafter provided are completed and it has been authorized for reactivation by a majority vote of the Board of Directors. The

original charter, the funds, and other property of the original Chapter, which may not have been credited to the National Scholarship Fund heretofore mentioned, shall be given to the reactivated Chapter. The date of installation of the original Chapter shall be regarded as the date of founding of the reactivated Chapter.

Section 10. Appeals ---

- a. **Appeal of Probation** --- A Chapter placed on probation may, within thirty (30) days of notice of such action, submit an appeal to the Presidents or Grand President for consideration by the Board of Directors. An appeal must be in writing and must address the specific areas on which the probation action was taken. The Board of Directors, by a three-fourths (3/4) vote, may dismiss the probation; otherwise the decision already made is sustained.
- b. **Appeal of Charter Revocation** --- A Chapter whose charter has been revoked may, within thirty (30) days of notice of such action, submit an appeal to the Presidents or Grand President for consideration by the National Chapter else the revocation action shall be final. Such appeals must be made in writing and must address the specific areas on which the charter revocation action was taken. It shall be the duty of the Presidents or Grand President to present the appeal documents to the next National Chapter Congress following, at which the delegates in attendance may, by a three fourths (3/4) vote, dismiss the charges and reinstate the Chapter to its original status; otherwise, the charter revocation is sustained. During the appeal process, a Chapter whose charter has been revoked shall not operate as a Chapter of the Fraternity and shall follow the steps after revocation of a Chapter charter as heretofore stated.

Section 11. Delegation of Authority --- The authority of the Presidents and Grand President provided for in this Article to take disciplinary action may be delegated by the Board of Directors.

ARTICLE XIV FINANCES

Section 1. Fiscal Year --- The fiscal year of this Fraternity and each Chapter will commence on September 1st and expire on August 31st.

Section 2. Initiation Fee --- The total initiation fee to be paid by each member of the Chapter shall be determined by the Bylaws and Constitution of the Chapter, but shall in no event be less than the national initiation fee plus the membership dues of this Fraternity. Each Chapter shall be responsible for the collection of the initiation fees and membership dues. No pledge shall be initiated by any Chapter until the entire local initiation fee has been paid in full and all other financial obligations have been fulfilled to the satisfaction of the Chapter. Each Chapter Senior Director shall remit, immediately following the initiation, to the Central Office a national initiation fee which is determined by the Board of Directors, for each Collegiate, Alumni, Faculty, and Honorary Member initiated. This fee is subject to change at an annual rate of no more than ten (10) percent or \$15.00 dollars, whichever is lower. If a situation arises where the fee must be increased by an amount greater than the cap, that amount must be approved by the National Chapter Congress prior to implementation. Failure to remit such initiation fees promptly shall cause the Chapter to be subjected

to such disciplinary action as may be provided for in the Laws of this Fraternity.

Section 3. Collegiate Dues --- The national dues of the Collegiate Members are determined by the Board of Directors for each type of academic term. This fee is subject to change at an bi-annual rate of no more than fifteen (15) percent or \$25.00 dollars, whichever is lower. If a situation arises where the fee must be increased by an amount greater than the cap, that amount must be approved by the National Chapter Congress prior to implementation. National dues shall be payable thirty (30) days from the first day of classes in each academic term. The Board of Directors may establish such discount for prompt payment as it may deem advisable.

Section 4. Alumni, Faculty, and Honorary Member Dues --- The annual dues of all Alumni, Faculty, and Honorary Members shall be such amount as may be determined, from time to time, by the Board of Directors and shall be payable directly to the Central Office.

Section 5. Charter Fee --- Each Collegiate Chapter shall pay a charter fee to be determined by the Board of Directors and payable at such time as the Board of Directors shall require. Each Alumni, Faculty, and Honorary Member Chapter shall pay a charter fee as provided for in the Laws of this Fraternity.

Section 6. Traveling Expenses --- The necessary and actual traveling expenses of the Presidents, Grand President, and Board of Directors shall be paid by the Central Office when such expenses are filed on forms furnished by the Central Office and when such appropriation and authority to incur such expenses has been made by the Board of Directors.

Section 7. Dissolution --- Upon dissolution of Rho Epsilon Iota, the Board of Directors shall, upon paying or making provision for the payment of all liabilities of Rho Epsilon Iota, dispose of all the assets of Rho Epsilon Iota exclusively for the purposes of the Fraternity in such manner, or to such organizations organized to operate exclusively for charitable, educational or religious purposes, as shall qualify at that time as an exempt organization or organizations under the Internal Revenue Code, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of as provided by laws of the State of Illinois for the dissolution of non-profit corporations.

Section 8. National Scholarship Fund --- The National Scholarship Fund is established to support a select number of students chosen by the Presidents or the Board of Directors in achieving their real estate goals. The purposes of the Fund include:

1. **Scholarship Administration:** The Fund shall provide financial assistance to eligible students to help them further their education in real estate or related fields.
2. **Eligibility Criteria:** Scholarship recipients must be in good standing with Rho Epsilon Iota and meet any additional eligibility requirements set forth by the Board of Directors, including but not limited to academic performance, demonstrated financial need, and involvement in fraternity activities.
3. **Disbursement Process:** Fund disbursements shall be determined on a case-by-case basis. The Board of Directors will evaluate applications and make awards in accordance with established criteria and budgetary constraints.
4. **Management of Funds:** The National Scholarship Fund shall consist of all sums previously allocated to it and any additional sums that may be appropriated from the general funds of the Fraternity. The Fund will be managed in compliance with all applicable laws and regulations,

ensuring transparency and accountability.

5. **Reporting and Compliance:** The Board of Directors shall maintain accurate records of all contributions to and disbursements from the National Scholarship Fund. Annual reports will be prepared to ensure compliance with legal and tax obligations associated with scholarship funds.

The purpose of the National Scholarship Fund shall be faithfully observed by the Board of Directors, the Presidents, and all members of Rho Epsilon Iota, fostering a commitment to the educational and professional development of its members.

Section 9. General Fund --- The General Fund of Rho Epsilon Iota shall consist of all revenues received from various sources, excluding funds specifically allocated to the National Scholarship Fund and amounts reimbursed to Chapters as specified in these Bylaws. The General Fund shall be used to support the operations, initiatives, and programs of the Fraternity.

Section 10. Taxation --- The National Chapter shall possess the authority to levy, regulate, and amend the taxation of individual members or groups within the Fraternity. This taxation shall be applied to support the maintenance, growth, and development of Rho Epsilon Iota, ensuring the sustainability of its programs and resources. All members shall be informed of any changes in taxation policies, and such policies shall be implemented in a fair and equitable manner.

ARTICLE XV NEW CHAPTERS

Section 1. Eligible Groups for Collegiate & Alumni Chapters --- Groups consisting of not fewer than ten (10) members who are either students matriculating in a qualified program at a recognized institution or active alumni of such programs shall be eligible to petition Rho Epsilon Iota for a charter to establish, maintain, and operate a Chapter. This includes groups formed at schools both within and outside the United States of America. The Board of Directors may, at their discretion, require any petitioning group to have additional members beyond the minimum of ten (10) as they deem advisable.

Section 2. Petition --- Notice that a petition is to be formally presented shall be mailed to the Central Office within thirty (30) days after official action has been taken to petition Rho Epsilon Iota for a Chapter. The petition shall be in a form and of such description as required by the Board of Directors and shall provide the necessary information to give a full and thorough insight into the character of the applicants individually and the standing of the school and qualified program at which it is proposed to establish a Chapter. Acceptance of a petition and the granting of a charter for the establishment of a Chapter shall require either a three-fourths (3/4) vote of the entire Board of Directors or may be granted at the discretion of the Presidents or Grand President.

Section 3. Designation of Collegiate Chapters --- All Chapters shall be designated alphabetically, in the order of their installation year, using the Greek alphabet. Each year, the Greek designation will be updated for all Chapters to reflect the graduating or associated class. When the Greek alphabet has been exhausted, Chapters shall then be designated as Alpha Beta, Alpha Gamma, and so forth through Alpha Omega; Beta Gamma, Beta Delta, and so on through Beta Omega; Gamma Delta, Gamma Epsilon, and so on through Gamma Omega; Delta Epsilon, Delta Zeta, and so on through Delta Omega; Epsilon

Zeta, Epsilon Eta, and so on through Epsilon Omega; and Zeta Eta, Zeta Theta, and so on through Zeta Omega, etc. The combinations of Alpha Alpha and Beta Beta shall not be used. Once the Greek alphabet has been used through Psi Omega, Chapters shall be designated with two Greek letters in reverse order: Omega Psi, Omega Chi, and so on through Omega Alpha; Psi Chi, Psi Phi, and so forth through Psi Alpha; and so on.

Section 4. Date of Installation of Collegiate Chapters --- Upon approval of a petition for a Collegiate Chapter by the Board of Directors, the date of the installation of such Chapter shall be set by the Executive Director which shall be no more than six months from the date of the approval of the petition. The Grand President, or such other Grand Officer(s) as the Grand President may designate, shall be in charge of the installation.

Section 5. Members of Petitioning Groups Eligible for Alumni Membership --- Alumni members of petitioning groups and subscribing petitioners eligible for alumni membership may be initiated, at the date of installation of the Chapter, or at any later date, provided their history blanks are properly filled out and available and that all fees required of a Collegiate Member shall be paid on or before the date of installation of such Chapter.

Section 6. Eligible Groups for Alumni Chapters --- Petitions for the authorization of the establishment of an Alumni Chapter must be signed by at least ten (10) Alumni Members of this Fraternity, in good standing and who reside in the locality in which it is proposed to establish such Alumni Chapter. The petition must be approved by the Presidents or Grand President. Each Alumni Chapter shall maintain a minimum membership of at least ten (10) members at all times.

Section 7. Designation of Alumni Chapters --- The Alumni Chapters shall be called after the locality in which they are situated or by such other title as may be approved by the Board of Directors or Presidents. No Alumni Chapter shall include the Greek letter designation of any Collegiate Chapter in its name, and no Alumni Chapter shall restrict or limit its membership to alumni of any specific Collegiate Chapter or Chapters.

**ARTICLE XVI
OFFICIAL INSIGNIA**

Section 1. Official Badges --- The official badge shall consist of a skull and crossbones, containing the Greek letters (PEI) superimposed on a wreath, with a crown of red at the top and a bowknot at the bottom. The eyes in the skull shall be of amethyst. The badge further may be encircled by a wreath of jewels, of such kind and design as may be provided by the Board of Directors (see illustration).

Section 2. Special Jeweled Badges --- Special jeweled badges may be authorized by the Board of Directors to be worn by certain members or groups of members, and such badges shall be worn by no other member than those specified.

Section 3. Persons Eligible to Wear the Official Badge --- The official badge of this Fraternity shall be worn only by a member of this Fraternity in good standing, the member's parents, spouse or partner.

Section 4. Ownership of Badge --- All badges are forever the

property of and under the control of this Fraternity, are subject to recall on just grounds of conduct unbecoming a member and must be returned to the Central Office on the suspension or expulsion of any member.

Section 5. Official Pledge Pin --- The official pledge pin shall consist of the Rho Epsilon Iota Coat of Arms (see illustration). Every pledge shall be presented with an official pledge pin at the time the pledging ceremony is given, and a pledge shall wear this insignia on the left coat lapel, or over the heart on the shirt, blouse, sweater or dress. This pledge pin remains in the ownership and under the control of the Chapter and it must be returned by the pledge on demand of the Chapter.



Official Pledge Pin Badge Rendering

Section 6. Official Coat of Arms --- The official coat of arms shall be of the following design (see illustration):



RHO EPSILON IOTA

Official Coat of Arms

Section 7. Official Seal --- The official seal shall be the following design (see illustration).



Official Seal

Section 8. Official Colors --- The official colors shall be REI Orange (#de6832; R: 222, G: 104, B: 50) and black.



Section 9. Official Flower --- The official flower of Rho Epsilon Iota shall be the *Papaver californicum*, commonly known as the fire poppy. This vibrant flower blooms brightly

through ash and fire, symbolizing the spirit of renewal and the potential for growth. It embodies the mission of Rho Epsilon Iota to inspire its members to build their futures from a strong foundation, flourish in all their endeavors, and transform communities for the better.

Section 10. Official Flag --- The official flag shall be a reproduction of the official logo in color on a field of white with the inscription “Building Futures, Investing in Excellence.” The size of the flag shall be in ratio of three (3) to five (5).



Official Flag

Section 11. Alternate Flag --- The alternate flag shall be in a ratio of three (3) to five (5). It shall be a reproduction of the official logo in color on a field of white with the inscription “Building Futures, Investing in Excellence.”



Alternate Flag

ARTICLE XVII AMENDMENTS TO THE POLICIES

Section 1. Policy Changes --- The Policies of Rho Epsilon Iota may be amended or suspended in whole or in part by a two-thirds (2/3) vote of the Board of Directors or by a unanimous vote of the Presidents. In cases where immediate action is required, a President or member of the Board of Directors may enact temporary changes, which will be subject to review and permanent approval at the next meeting of the Board of Directors or Presidents. All Chapters shall be notified, in writing and/or by electronic means, of all such changes to the Policies.

Section 2. Changes Proposed by a Chapter --- Any Chapter of this Fraternity in good standing may, by majority vote of the Chapter members in good standing, propose changes to the Policies. Changes proposed by a Chapter shall be presented in writing to the Presidents not less than forty-five (45) days prior to the National Chapter Congress. The Presidents shall notify the Delegates of the National Chapter Congress in writing of the proposed changes no less than thirty (30) days prior to the National Chapter Congress. Proposed changes approved by a majority of the Delegates of the National Chapter Congress, present and voting, shall be presented in writing and within twenty-one (21) days to the Board of Directors by the Presidents. The Board of Directors shall have sixty (60) days after receipt of the proposal in which to consider the proposal. All Chapters and Grand Officers shall be notified, in writing

and/or by electronic means, of all changes to the Policies within sixty (60) days of such approval.

ARTICLE XVIII AMENDMENTS TO THE BYLAWS

Section 1. Bylaws Changes --- These Bylaws may be amended or suspended in whole or in part by a ninety percent (90%) approval vote of the delegates assembled at the National Chapter Congress, or by a three-fourths (3/4) vote of the Board of Directors, or by a unanimous vote of all National Presidents.

Section 2. Changes Proposed by the Board of Directors --- The Board of Directors may propose changes, suspensions in whole or in part, or revocation of these Bylaws. Proposed changes must be submitted in writing to the Presidents for review prior to presentation to the Chapters. The Board shall provide notification of such proposals to the Presidents and all Chapters at least thirty (30) days before the meeting where the proposals will be discussed.

Section 3. Changes Proposed by a Chapter --- Any Chapter of Rho Epsilon Iota in good standing may propose amendments, suspensions in whole or in part, or revocation of these Policies by a majority vote of the Chapter members in good standing. Changes proposed by a Chapter must be submitted in writing to the Central Office not less than fourteen (14) days prior to the National Chapter Congress. The Presidents will inform all Chapters of the proposed changes at the National Chapter Congress. Proposed changes approved by a majority of the Delegates present and voting at the National Chapter Congress shall be presented to the Board of Directors within twenty-one (21) days for further consideration.

Section 4. Changes Proposed by a President --- The Presidents may propose changes, suspensions in whole or in part, or revocation of these Bylaws. Proposed changes in the year of a National Chapter Congress shall be submitted to the delegates assembled at the National Chapter Congress or to the Board of Directors. Proposed changes made by the Presidents in a year without National Chapter Congress may be submitted for consideration by mail ballot, as specified in these Bylaws.

Section 5. Procedures for Changes Considered during the National Chapter Congress --- All proposed changes to the Bylaws to be voted on at the National Chapter Congress must be received at the Central Office no later than fourteen (14) days preceding the meeting. The President shall notify Chapters in good standing, Grand Officers, and the Board of Directors at the National Chapter Congress of such proposed amendments.

Section 6. Mail Voting --- All proposed changes to the Bylaws considered by mail ballot shall be distributed from the Central Office. A proposed change may be accompanied by one (1) statement in support of the proposal and one (1) statement in opposition. Statements shall be in writing and limited to no more than two hundred and fifty (250) words. To ensure sufficient time for consideration and voting, proposed changes shall be submitted for mail ballot at least thirty-one (31) days prior to the National Chapter Congress meeting. Chapters shall consider proposed changes at a regular or special meeting where a quorum is present. A majority vote of those present shall be required to approve or reject the change. Votes must be received at the Central Office by mail, facsimile, electronic means, or any method deemed acceptable by the Presidents within forty-five (45) days after the date of the request to vote.

Section 7. Emergency Powers --- In emergencies requiring prompt action in the best interests of Rho Epsilon Iota, special emergency powers are granted to the Board of Directors to make temporary

amendments to these Bylaws. A three-fourths (3/4) vote of the Board of Directors shall be required to adopt such emergency amendments, which shall remain in effect only until the next meeting of the National Chapter. At that time, these amendments shall either be approved by the National Chapter for permanent adoption or revert to their previous wording.

Appendix B
Chapter Constitution Template

RHO EPSILON IOTA PROFESSIONAL FRATERNITY

Constitution and Bylaws at the <School Name>



Published in May, 2024
Recognized for the 2024-2025 Academic Year

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PREAMBLE

We, an assembly of undergraduate and graduate students, organized as the Rho Epsilon Iota Professional Fraternity, do hereby bind ourselves together for the purposes of promoting the professional advancement of all aspiring real estate professionals by encouraging scholarship through commercial, residential, industrial, land, and special-use programs: upholding the highest standard of honesty, equality, representation, knowledge, and professionalism on college campuses and within the community.

ARTICLE I **Name**

Section 1. The name of the Organization shall be Rho Epsilon Iota Professional Fraternity

Section 2. The symbol shall be the Greek Letters representing Rho Epsilon Iota (*PEI/ρελ*)

Section 3. The Chapter shall be established as the Rho Epsilon Iota Chapter at the <School Name>

Section 5. The Organization may also assume the name of Future Investors in Real Estate

Section 6. The acronym for this assumed name shall be recognized as F.I.R.E.



ARTICLE II

Purpose

The purpose of Rho Epsilon Iota Professional Fraternity, is to foster the ideals of honesty, equality, representation, knowledge, and professionalism in all facets of real estate. These ideals are reflected in the fraternal programs for which its members and auxiliary groups can actively learn and engage in real estate acquisitions, professional appraisals, fund management, residential licensure, continuing education, community outreach, networking, and commercial development, and architectural creation/design.



ARTICLE III Objectives

Section 1. Objectives

Rho Epsilon Iota Professional Fraternity, shall have as its objectives: The fostering and practice of *honesty, equality, representation, knowledge, and professionalism in all facets of real estate.*

Section 2. Implementation

The implementation of these objectives shall be reflected in organization's programs that provide training, scholarships, advising services and project the image of real estate prowess through community action.

To further the objectives of providing training, scholarships, and services, the Organization shall serve in an advocacy role to enhance the local community, by way of volunteer task groups and provide financial assistance to approved recipients.

Section 3. Establishment of Foundations

To assist in carrying out its objectives, the Organization may establish one or more Foundations, separate and apart from its other funds, exclusively for charitable, educational, and licensing purposes, and/or for the advancement of the Rho Epsilon Iota.

Section 4. Chapter at the <School Name>

In addition to the aforementioned Objectives of Rho Epsilon Iota, the established Chapter at the <School Name> strives to promote and uphold the Organization's ideals through individual and collaborative programs with other campus organizations, recruiting and advising other students with a passion for real estate, raising funds for meaningful causes, and serving the greater community by providing a conducive environment for academic and social achievement.



ARTICLE IV **Affiliations**

Rho Epsilon Iota Professional Fraternity at the <School Name> is associated with the National body of Rho Epsilon Iota Professional Real Estate Fraternity. Rho Epsilon Iota Professional Fraternity at the <School Name>, is a Voluntary Student Organization (VSO).



ARTICLE V

Membership

Section 1. Diversity Clause

Rho Epsilon Iota Professional Fraternity is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.

Section 2. Prerequisites

Prospective members:

1. Must have at least twelve (12) credits completed, or in the process of being completed, at the <School Name>
2. Must be enrolled at the <School Name>
3. Must have a minimum of a 2.50 cumulative GPA
4. Must have a record of leadership, community service, and campus involvement or have an approved explanation as to why you are unable to meet this requirement
5. Intake of prospective members must follow the guidelines and meet the minimum eligibility requirements as mandated by the <School Name> campus

Section 3. Members

Active Members:

1. Must currently be enrolled at the <School Name>
2. Must maintain a 2.5 semesterly and cumulative GPA
3. All active members must attend ALL REI events unless the member has pre-communicated any of the following excused events to REI Directors
 - a. Exam, Class, or other Academic requirement
 - b. Personal/Family Emergency - including illness
 - c. Student Organization Required event
 - d. Travel scheduled before Chapter event
 - e. Work
4. Must abide by the Membership Expectations per Article V Section 4.

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Section 4. Membership Expectations

Membership in Rho Epsilon Iota Professional Fraternity is a privilege. Members are expected to uphold the principles of honesty, equality, representation, knowledge, and professionalism in all interactions with each other and in the community. Upon joining the Organization, all members agree not to undermine the purpose or mission of Rho Epsilon Iota on a nationally, regionally, and locally established level.

Section 5. Disciplinary Action

Failure to follow the policies and procedures described in the Rho Epsilon Iota Professional Fraternity Constitution and Bylaws, <School Name> Code of Conduct, Policy Against Hazing, and other documents can result in disciplinary action taken by the Fraternity including but not limited to:

Prospective Members:

1. "Bar" or permanent loss of eligibility for membership
2. "Probation" or temporary loss of eligibility for membership

Active/Previously Recognized Members:

1. Reprimand or Warning
2. Membership Probation
3. Membership Suspension
4. Membership Expulsion

ARTICLE VI

Officers

Rho Epsilon Iota Professional Fraternity is led by a Board of Directors. Each Director has a specific focus and role to ensure the success of the Chapter. In order to maintain smooth operations, Directors can create committee positions which are to be filled according to Article X or Article VII.



Section 1. Senior Director of Residential Real Estate

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have served previously on the Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's national headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as Senior Director of a Rho Epsilon Iota Chapter
5. Must attend ALL Rho Epsilon Iota Chapter and National meetings unless by the National Presidents of REI in accordance with Article V Section 3
6. Must have a residential real estate background or get the necessary training (ie. licensure) to remain knowledgeable on all responsibilities

Powers:

1. Has the power to call meetings
2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
5. Calls and conducts regular Chapter meetings, Chapter Board

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- meetings and any necessary special meetings
6. Signs all contracts related to residential real estate and countersigns membership applications, transfer cards, checks, and vouchers
 7. Serves as the official representative of the Chapter or selects a designee to serve in their place
 8. Must approve all outgoing correspondences related to residential real estate
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
 9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
 10. Assists members with obtaining their local real estate license and researches opportunities for affordable CE courses
 11. Acts as a judge on the Scholarship Review Committee for their Chapter
 12. Train the next Director of Residential Real Estate at least one (1) year prior to graduation

Section 2. Senior Director of Commercial Real Estate

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have served previously on the Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's national headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as a Senior Director of a Rho Epsilon Iota Chapter.
5. Must attend ALL Rho Epsilon Iota Chapter and National meetings unless by the National Presidents of REI in accordance with Article V Section 3
6. Must have a commercial real estate background or get the necessary training to remain knowledgeable on all responsibilities



Powers:

1. Has the power to call meetings
2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
5. Calls and conducts regular Chapter meetings, Chapter Board meetings and any necessary special meetings
6. Signs all contracts related to commercial real estate and countersigns membership applications, transfer cards, checks, and vouchers
7. Serves as the official representative of the Chapter or selects a designee to serve in their place
8. Must approve all outgoing correspondences related to commercial real estate
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
10. Acts as a judge on the Scholarship Review Committee for their Chapter
11. Train the next Director of Commercial Real Estate at least one (1) year prior to graduation



Section 3. Director of Compliance

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have been on Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's national headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as a Director of a Rho Epsilon Iota Chapter
5. Must attend ALL Rho Epsilon Iota Chapter meetings unless otherwise excused by the Chapter's Senior Director or by the National Presidents of REI in accordance with Article V Section 3
6. Must have a legal/HR background or get the necessary training to remain knowledgeable on all responsibilities

Powers:

1. Has the power to call meetings
2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload



5. Calls and conducts regular Chapter meetings, Chapter Board meetings and any necessary special meetings
6. Signs all contracts and countersigns membership applications, transfer cards, checks, and vouchers
7. Serves as an official representative of the Chapter or selects a designee to serve in their place
8. Must approve all outgoing correspondences related to real estate and fraternity compliance
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
10. Keeps records of attendance by calling membership roll at each regular Chapter meeting
11. Maintains an active roster of the Chapter membership
12. Takes meeting minutes at each Chapter meeting
13. Prepares all minutes of previous meetings and emails them to the Chapter. Uploads meeting minutes to the Chapter's Google Drive folder
12. Reviews and provides forms needed for the Chapter
13. Train the next Director of Compliance at least one (1) year prior to graduation

Section 4. Director of Finance

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have been on Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's national headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as a Director of a Rho Epsilon Iota

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Chapter

5. Must attend ALL Rho Epsilon Iota Chapter meetings unless otherwise excused by the Chapter's Senior Director or by the National Presidents of REI in accordance with Article V Section 3
6. Must have a financial background or get the necessary training to remain knowledgeable on all responsibilities

Powers:

1. Has the power to call meetings
2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
5. Calls and conducts regular Chapter meetings, Chapter Board meetings and any necessary special meetings
6. Signs all contracts and countersigns membership applications, transfer cards, checks, and vouchers
7. Serves as an official representative of the Chapter or selects a designee to serve in their place
8. Must approve all outgoing correspondences related to financial compliance
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
10. Custodian of all monies of the Chapter (Dues, Fundraisers, Scholarship, etc.)
11. Maintains an accurate list of all financially current Chapter members



12. Prepares annual financial reports (Chapter tax and per capita tax if applicable) and budgeting to send to National and Local Headquarters when due
13. Collect physical payments (cash, money orders, checks, etc.), which are only to be collected at Chapter meetings and deposit into the appropriate Student Organization or National REI account
14. Disperse money only on approved forms with vouchers countersigned by both Senior Directors and the Director of Compliance
15. Keep an accurate record in a ledger of all financial transactions of the Chapter
16. Train the next Director of Finance at least one (1) year prior to graduation

Section 5. Director of Marketing/Recruitment

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have been on Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's national headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as a Director of a Rho Epsilon Iota Chapter
5. Must attend ALL Rho Epsilon Iota Chapter meetings unless otherwise excused by the Chapter's Senior Director or by the National Presidents of REI in accordance with Article V Section 3
6. Must have a marketing/sales background or get the necessary training to remain knowledgeable on all responsibilities

Powers:

1. Has the power to call meetings



2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
5. Calls and conducts regular Chapter meetings, Chapter Board meetings and any necessary special meetings
6. May countersign membership applications and transfer cards
7. Serves as an official representative of the Chapter or selects a designee to serve in their place
8. Manages all outgoing correspondences and Chapter social media
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
10. Oversees amenities and room rentals for Chapter meetings
11. Compile written history of the chapters accomplishments/failures of the year
12. Keeps record of all programs, fundraisers and events done within the year
13. Brainstorm upcoming speaker events, treks, and workshops with fellow Directors
14. Train the next Director of Marketing/Recruitment at least one (1) year prior to graduation



Section 6. Director of Infrastructure and Facilities

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have been on Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's National Headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as a Director of a Rho Epsilon Iota Chapter
5. Must attend ALL Rho Epsilon Iota Chapter meetings unless otherwise excused by the Chapter's Senior Director or by the National Presidents of REI in accordance with Article V Section 3
6. Must have a infrastructural/facilities background or get the necessary training to remain knowledgeable on all responsibilities

Powers:

1. Has the power to call meetings
2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload



5. Calls and conducts regular Chapter meetings, Chapter Board meetings and any necessary special meetings
6. May countersign membership applications and transfer cards
7. Serves as an official representative of the Chapter or selects a designee to serve in their place
8. Must approve all outgoing correspondences related to real estate and fraternity infrastructure or facilities
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
10. Keeps records of the Chapter's technology needs and any approved technology integrations
11. Maintains an active report of any recurring subscriptions that the Chapter is using and paying for
12. Work to introduce innovative new softwares and building designs to the brotherhood
13. Train the next Director of Infrastructure and Facilities at least one (1) year prior to graduation



Section 7. Director of Social Development

Qualifications:

1. Must have been a part of Rho Epsilon Iota for one (1) year, except in the case of reactivation or if approved in writing by the Presidents of Rho Epsilon Iota Professional Fraternity's national headquarters
2. Must have been on Chapter's Board, held at least two (2) committee chair positions for a minimum of one (1) year, or held a leadership position in another real estate related collegiate organization at the <School Name>
3. Must be nominated and elected by current, active members of the Rho Epsilon Iota Professional Fraternity or approved in writing by the Presidents of REI's national headquarters
4. Must be in good academic standing with the <School Name> and maintain such standing while serving as a Director of a Rho Epsilon Iota Chapter
5. Must attend ALL Rho Epsilon Iota Chapter meetings unless otherwise excused by the Chapter's Senior Director or by the National Presidents of REI in accordance with Article V Section 3
6. Must have a social welfare/humanities background or get the necessary training to remain knowledgeable on all responsibilities

Powers:

1. Has the power to call meetings
2. Has the power to appoint responsibility within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload
3. Authorized signer (after completing necessary REI/University training)

Duties:

1. Shall be an Executive Officer of the Chapter
2. Presides over all regularly scheduled and officially called meetings of the Chapter
3. Can appoint committee chairpersons and rotate alternate representatives within reason
Reason: a person fully capable of completing tasks. Cannot cause unnecessary overload



5. Calls and conducts regular Chapter meetings, Chapter Board meetings and any necessary special meetings
6. May countersign membership applications and transfer cards
7. Serves as an official representative of the Chapter or selects a designee to serve in their place
8. Must approve all outgoing correspondences related to real estate and fraternity social development or community affairs
 - Outgoing correspondences are emails, flyers, letters, social media posts, etc.
9. Must attend bi-monthly Chapter meetings or select a designee to serve in their place, and will report Chapter activities to the appropriate party as necessary
10. Ensures that all events are fair for every member and considers how the Chapter's messages might be understood across different cultures.
11. Works to mediate any disputes until they can properly be directed to the National Headquarters or University's Department for student conflict resolution
12. Reaches out to the local community for engagement and sponsorship opportunities
13. Researches how fair housing issues are affecting the local community and collaborates with the Chapter to develop ideas for fostering a more equitable and inclusive society
13. Train the next Director of Social Development at least one (1) year prior to graduation



ARTICLE VII

Elections

Section 1. Nominations/Election Chair

The Nominations/Election Chair shall be elected or appointed at the last meeting in April or at least three (3) weeks prior to the set election date. They shall report to the Chapter's Director of Marketing/Recruitment and the Chapter's Director of Compliance to ensure all candidates are considered.

Section 2. Nominations

1. Names of nominees for election to serve under the Board of Directors shall be submitted to the Nominations/Election Chair and/or nominated from the floor by the last meeting in August or at least four (4) weeks prior to elections.
2. Nomination forms should be submitted to the Nominations/Election Chair by the first meeting in September or at least three (3) weeks prior to elections.
3. Nominated members must plan to be in good academic standing, financially current on all Fraternal levels (Local and National), and active by the start of the election term or for the next Chapter year, whichever comes first.
4. Nominated members must have attended ALL local Chapter meetings, unless a written exception was provided by the Chapter's Senior Directors.

Section 3. Verification

The Nominations/Election Committee shall verify the qualifications and eligibility of each nominated member prior to presenting the final slate at the first September meeting or at least two (2) weeks prior to elections.

Section 4. Elections

Elections should be held on the last meeting date in the month of September, unless voted upon by the body. Nominated members are allowed a limit of a two (2) minute speech the day of elections or at a



meeting prior to elections. Procedure for electing officers shall be in accordance with the rules established by REI National Headquarters:

1. A member whose name appears on the ballot shall have consented to serve, if elected; and, **MUST** be present at the time of voting.
2. Voting shall be by secret paper ballots.
3. The majority of all votes cast (50% + 1) shall constitute a choice.
4. The official term of all officers serving under the Chapter's Board of Directors shall be one (1) year and subject to re-election or graduation, whichever comes first.
5. No officer shall serve in the same position for consecutive terms

Section 5. Removal from Office

1. Non-performance of duty is grounds for removal from office. A recommendation by the Chapter's Executive Board and by the majority of the body must be made for removal from office. A member who is to be removed must be notified prior to removal from office by the body.
2. The member will have one (1) week from the date of notice to request a meeting with the Chapter's Board of Directors to discuss their non-performance. Failure to do-so will result in said member forfeiting their right to address their non-compliance.
2. Other grounds for removal include non-payment of the approved National and Local dues, failure to perform duties, misconduct, inactivity, and rule violations.
3. If an elected officer misses three (3) consecutive meetings without an approved, reasonable explanation and prior notification to the Chapter's Executive Board, said officer shall be removed from office by the Chapter's Executive Board. Due to non-compliance, no general membership vote is required.

ARTICLE VIII Voting

Section 1. Voting Members

1. Must be active per Article 5: Section 3 of these Bylaws
2. Must be present to vote
 - If an active member has an approved excused absence, a request

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must be submitted in writing to the Nominations/Election Chair up at least three (3) days prior to the election and their completed paper ballot must be submitted at least twenty-four (24) hours prior to the election.

- All ballots are to be opened only on the day of the election in the presence of the Nominations/Election Committee.

Section 2. Voting

1. Votes shall be taken by voice or a show of hands, or by secret ballot in the case of elections; no votes shall be taken over electronic devices
2. Voting can only be held with a quorum of majority (50% + 1) of the Chapter present

ARTICLE IX Meetings

Section 1. Chapter meetings shall be held twice a month from September through April and monthly May through August. Any meetings missed or held in addition to these requirements should be explained at the Senior Director's discretion. The day for Chapter meetings should be decided upon by the Chapter's Board of Directors every school semester, but is subject to change should the Senior Directors deem necessary.

Section 2. Meetings shall be run by the Chapter's Senior Directors or another designated member and should begin no more than ten (10) minutes after the scheduled meeting time.

Section 3. A majority shall constitute a quorum at a regular meeting for the purposes of voting. At no time shall the lack of a quorum at a regular meeting prevent those present from proceeding with the program of the day.



ARTICLE X Committees

Section 1. Standing Committees shall consist of Community Service, Finance, Public Relations/Protocol, and Membership Intake.

Section 2. Committee Chairpersons for Festifall and other activities/events shall be appointed by the Executive Board or volunteered.

Section 3. All members of any committee should be present and active with the activities of that committee.

ARTICLE XI Finances

Section 1. The Chapter shall operate as a non-profit unit of the Rho Epsilon Iota Fraternity. Any funds remaining at the end of a semester must be disclosed to the REI National Presidents so that the appropriate action can be taken.

Section 2. Banking and Mobile Payment Accounts

The Chapter shall maintain a campus student organizational account through Student Organization Account Services (SOAS) and may maintain a general checking operating fund, a restricted savings account for scholarship funds, and other accounts the presiding National President and Chapter Senior Directors deem necessary to maintain the operations of Rho Epsilon Iota.

Section 3. Annual Assessments

1. Annual assessments include: National and Local dues.
2. National assessments are due by the indicated postmark date.
3. A partial payment of at least 50% of the set Local assessments must be paid by the last meeting in the month of September and the balance paid by the last meeting in the month of January or be subject to collection efforts.
4. All assessments are non-refundable. Any unauthorized back-charge



will result in a \$20 fee that must be paid to the Rho Epsilon Iota National Headquarters.

5. Special assessments may be added with the approval of the body.

6. If an active member has not paid assessments by the appointed time, a late fee of \$10 per month of noncurrent balance will be incurred unless waived by the National Rho Epsilon Iota Presidents.

Section 4. Authorized Signing

The Chapter requires at least four Authorized Signers for all financial accounts. Unless stated by the policies of SOAS, required Authorized Signers are the Senior Directors, Director of Compliance, and Director of Finance.

1. All vouchers for checks and reimbursements shall be signed by all four Authorized Signers.
2. Checks to pay invoices or for reimbursements shall only be written at regular Chapter meetings or Executive Board meetings, unless voted upon by the body.
3. All financial correspondences to National Headquarters shall be sent to the attention of the National Presidents along with the contact information of the Local Rho Epsilon Iota President.
4. A member's name shall be removed from all official accounts after official affiliation with the Chapter ceases; including but not limited to probation status, inactive status, graduation, end of Advisor term.

Section 5. Budget

1. A budget for the ensuing fiscal year August 1st to July 31st, covering all projected income and expenditure shall be submitted to the National Executive Board for approval.
2. The National Executive Board may change or adjust the budget as needed in order to continue the smooth operation of the Chapter.

Section 6. The Chapter shall finance all local projects that align with the Fraternity's National Programs and Principles.

ARTICLE XII Scholarship

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Section 1. All funds donated or raised for scholarship must be kept and used specifically for awarding financial assistance at the collegiate level. Scholarship funds are to be sent and held by the Rho Epsilon Iota National Headquarters and used to help members advance their real estate journey through events, licenship, continued education, etc.

Section 2. An annual fund-raising project must be a major part of Chapter programming for additional scholarship.

ARTICLE XIII Ratification

The Constitution and Bylaws shall be reviewed and approved through a signature of the entire active membership body on the first meeting in August. This process is to take place each academic year to ensure the Constitution remains in favor and up-to-date. All proposed changes must be submitted, reviewed, and approved by the Co-Founders of Rho Epsilon Iota at least two (2) weeks prior to the first meeting in August.

ARTICLE XIV Effective Date of These Bylaws

These Bylaws shall take effect immediately upon adoption by members of the Rho Epsilon Iota Professional Fraternity and the <School Name> Center for Campus Involvement on April 26, 2024.

ARTICLE XV Statement of Compliance

Rho Epsilon Iota Professional Fraternity has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent upon acceptance of these policies.

Ashlyn Elwood (04/26/2024)

Ashlyn Elwood;
Rho Epsilon Iota Co-Founder
& REI National President

Simran Guliani (04/26/2024)

Simran Guliani;
Rho Epsilon Iota Co-Founder
& REI National President



Appendix C Code of Conduct and Anti-Hazing Policy

Purpose and Scope

This document establishes the behavioral standards expected of all members, leaders, and affiliates of Rho Epsilon Iota (hereinafter referred to as the "Organization"). It includes a strict anti-hazing policy to ensure a safe, inclusive, and professional environment and outlines consequences for violations to minimize legal exposure and safeguard the Organization's reputation.

Section I - Code of Conduct

I.I Professional Behavior

All members of Rho Epsilon Iota shall:

- Conduct themselves with professionalism, integrity, and respect in all Organization-related activities.
- Foster an inclusive environment free from harassment, discrimination, or bullying on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected status.

I.II Compliance with Laws and Policies

Members are required to comply with all federal, state, and local laws, as well as the policies of their institution and Rho Epsilon Iota National.

I.III Social Media and Public Representation

Members shall:

- Represent Rho Epsilon Iota positively on social media and in public forums.

- Refrain from making defamatory, discriminatory, or otherwise harmful statements about the Organization, its members, or affiliates.

I.IV Conflict Resolution

Conflicts or grievances within the Organization shall be addressed through established channels and escalated to Rho Epsilon Iota National if necessary. Members must refrain from engaging in retaliatory actions.

Section II - Anti-Hazing Policy

II.I Definition of Hazing

Hazing is defined as any action or situation that:

- Intentionally or recklessly endangers the mental, physical, or emotional health or safety of an individual.
- Coerces or pressures an individual into actions that cause personal discomfort, embarrassment, or humiliation, regardless of willingness to participate.

Examples of prohibited hazing include, but are not limited to:

- Physical harm, such as hitting, paddling, or forcing excessive physical activity.
- Verbal abuse, threats, or ridicule.
- Forced consumption of food, alcohol, or any other substances.
- Sleep deprivation or prolonged isolation.
- Mandatory participation in illegal, indecent, or degrading activities.

II.II Prohibited Activities

The following activities are strictly prohibited by Rho Epsilon Iota:

- Hazing in any form, whether intentional or unintentional.

- Bring Your Own Beverage (BYOB) events, underage alcohol consumption, or use of illegal substances during Chapter events.
- Activities that violate institutional policies, local laws, or the values of Rho Epsilon Iota.

II.III Mandatory Reporting

All members, leaders, and affiliates have a duty to report hazing or suspected hazing to Rho Epsilon Iota National immediately. Reports may be made anonymously.

Section III - Investigations and Disciplinary Action

III.I Investigation Process

Upon receipt of a report of misconduct or hazing:

- Rho Epsilon Iota National will promptly investigate the allegations in accordance with established procedures.
- Chapters and members under investigation are required to cooperate fully.

III.II Consequences of Violations

Confirmed violations of this Code of Conduct or Anti-Hazing Policy may result in:

- Suspension or revocation of Chapter charters.
- Suspension or expulsion of individual members.
- Referral of criminal violations to law enforcement authorities.

III.III Liability Waiver

Rho Epsilon Iota National is not liable for the actions of individual members or Chapters that violate this policy. Responsibility rests solely with the individuals or Chapters involved in such conduct.

Section IV - Commitment to Education

IV.I Member Education

Rho Epsilon Iota National shall provide educational materials and training to all Chapters to:

- Promote a culture of respect, professionalism, and inclusivity.

IV.II Annual Acknowledgment

All members must annually review and sign a written acknowledgement of their understanding and agreement to abide by this Code of Conduct and Anti-Hazing Policy.

Section V - Policy Acknowledgment

By signing the Rho Epsilon Iota General Membership Agreement, the Member acknowledges their understanding and agreement to uphold the standards and policies outlined in this document.

Appendix D Social Media and Branding Guidelines

Purpose and Scope

This document establishes standards for maintaining a cohesive and professional social media presence and consistent branding for all Chapters of Rho Epsilon Iota (hereinafter "Rho Epsilon Iota National"). These guidelines ensure alignment with Rho Epsilon Iota's mission while safeguarding its reputation and legal rights.

Section I - Branding Guidelines

I.I Logo Usage

- Chapters will be provided with a custom Rho Epsilon Iota logo tailored to their school's primary colors for better campus recognition.
- Logos must not be altered, distorted, or used outside the scope of approved activities without written consent from Rho Epsilon Iota National.
- Chapters must refer to their **Visual Identity Guide** in their Chapter's Google Folder for approved logo usage and color palettes. Additional requests can be made via **rhoepsiloniota@gmail.com**.
- National REI colors are REI Orange (#DE6832; R: 222, G: 104, B: 50) and black, to be used when no Chapter-specific palette is available.

I.II Fonts and Templates

- The preferred font for all Rho Epsilon Iota branding is **Poppins**. Chapters are required to use Poppins in all official marketing materials, presentations, and social media posts to ensure consistent visual identity.

- Templates and branding materials using Poppins are available in the REI Chapter Google Folder.

I.III Ownership and Restrictions

- Only authorized Chapters may create Instagram accounts or any other social media accounts using the Rho Epsilon Iota logo, name, or branding elements.
- Unauthorized use of Rho Epsilon Iota's intellectual property, including the creation of unapproved accounts, will be considered a copyright violation and subject to enforcement to the full extent of the law.

Section II - Social Media Guidelines

II.I Account Creation and Setup

Step 1: Authorization and Creation

- Chapters must receive approval from Rho Epsilon Iota National before creating an Instagram account.
- Use a username that starts with “**rei**” and clearly represents your University. Examples include:
 - @reiumich
 - @reimichigan
 - @reiatuva

Step 2: Profile Picture and Bio

- Use the custom Rho Epsilon Iota profile picture logo provided by National in your Chapter's Google Folder. Contact **rhoepsiloniota@gmail.com** for assistance or customization requests.

- Bio template:
 - **Category:** Sorority & Fraternity
 - **Name:** Rho Epsilon Iota - [University Name]
 - **Bio:** Premium Real Estate Fraternity at [University Name], Open to all majors 🎓
| National @rhoepsiloniota
 - **Links:** National website (www.rhoepsiloniota.org), interest form/application, or a Linktree containing these links.

Step 3: Follow and Network

- Follow the National Instagram account @rhoepsiloniota and all other REI Chapter accounts tagged there.
- Encourage Chapter members to follow these accounts to stay informed and engaged.

II.II Content Creation and Compliance

Professional Standards

- Posts and captions must uphold the professionalism of Rho Epsilon Iota. The use of vulgar language, inappropriate music (including music with profanity), or imagery inconsistent with Rho Epsilon Iota's values is strictly prohibited.
- Ensure all content complies with University policies. For Universities requiring disclaimers, include them in posts as needed.

Best Practices

- Highlight events, achievements, and educational content related to real estate.
- Include hashtags like #rei #rhoepsiloniota #realestate #whyrei #realestatefraternity #explore #trending to boost visibility.
- Interact with other Chapters and the National account to foster community.

Prohibited Content

- Posts promoting hazing, illegal substances, underage drinking, or activities that violate Rho Epsilon Iota policies.
- Posts containing vulgar, offensive, or discriminatory language or imagery.

II.III Email Setup and Access

- Chapters must create an official email address for communication. Options include:
 - **Option 1 (Preferred):** An EDU email for your student organization (e.g., **rhoepsiloniota@umich.edu**).
 - **Option 2:** A Gmail address following this format: **rhoepsiloniota[school acronym]@gmail.com** (e.g., **rhoepsiloniotavt@gmail.com**).
- Provide your Chapter email to **rhoepsiloniota@gmail.com** for access to National platforms like LinkedIn.

Section III - Monitoring and Accountability

III.I Oversight

- Rho Epsilon Iota National reserves the right to monitor all Chapter social media accounts for compliance with these guidelines.
- Non-compliance may result in content removal, revocation of account privileges, or disciplinary action against Chapter leadership.

III.II Unauthorized Accounts

- Any unauthorized use of Rho Epsilon Iota branding, including unapproved social media accounts, will be addressed as a copyright violation. Violators will be subject to enforcement under applicable laws.

III.III Reporting Violations

- Members are encouraged to report any non-compliant content or unauthorized branding use to rhoepsiloniota@gmail.com.

Section IV - Policy Acknowledgment

By signing the Rho Epsilon Iota General Membership Agreement, the Member acknowledges their understanding and agreement to adhere to the Social Media and Branding Guidelines outlined in this document. By adhering to these guidelines, Chapters contribute to a unified and professional image that strengthens Rho Epsilon Iota's reputation and mission nationwide.

Appendix E Accessibility and Inclusivity Standards

Purpose and Scope

Rho Epsilon Iota (hereinafter “Rho Epsilon Iota National”) is committed to fostering an environment of inclusivity and accessibility across all Chapters, ensuring equal participation and opportunities for all members, regardless of abilities or backgrounds. These standards outline the expectations and responsibilities of Chapters to uphold accessibility and inclusivity in all activities, communications, and materials.

Section I - General Principles

I.I Commitment to Equal Access

- Chapters must provide an environment where all members and prospective members, including individuals with disabilities, feel valued and included.
- Reasonable accommodations must be made to ensure full participation in Chapter events, activities, and leadership opportunities.

I.II Inclusive Culture

- Chapters must foster a culture of respect, diversity, and inclusion, actively working to eliminate any forms of discrimination or exclusion.
- Recruitment efforts and programming must welcome individuals of all identities, backgrounds, and academic majors.

Section II - Event Accessibility

II.I Event Planning and Execution

- Chapter events must be held in locations that comply with the Americans with Disabilities Act (ADA) or equivalent regulations, ensuring accessibility for individuals with mobility, sensory, or other disabilities.
- Event materials, including presentations and handouts, must be accessible, such as providing alternative text for images, captions for videos, and large-print or digital formats for documents when possible.

II.II Virtual Events

- Upon request, virtual events must include closed captions, clear audio, and screen-reader-compatible materials to accommodate all participants.
- Platforms used for virtual events should be tested for accessibility features in advance.

II.III Dietary and Religious Accommodations

- Chapters must accommodate dietary restrictions and religious practices in catering and scheduling events, such as providing vegetarian, vegan, halal, or kosher meal options and avoiding event conflicts with major religious observances whenever possible.

Section III - Communication and Materials

III.I Accessible Communication

- Social media posts, emails, and marketing materials must follow accessibility standards, such as high-contrast text, readable fonts (e.g., **Poppins**), and descriptive captions for images.
- Avoid using jargon or language that may exclude or alienate individuals unfamiliar with specific terms.

III.II Inclusive Messaging

- All communications must use inclusive language and avoid terminology that could be perceived as discriminatory or offensive.

III.III Compliance with University Policies

- Chapters must adhere to their affiliated University's accessibility and inclusivity standards in all communications and programming.

Section IV - Training and Accountability

IV.I Leadership Training

- Chapter leaders must participate in accessibility and inclusivity training provided by Rho Epsilon Iota National, a nationally recognized non-profit/government organization, or their University.
- Training topics may include disability awareness, cultural competency, and best practices for fostering inclusion.

IV.II Reporting and Resolution

- Chapters must establish a clear process for members to report concerns about accessibility or inclusivity.
- Reports must be addressed promptly and, if necessary, escalated to Rho Epsilon Iota National for further review.

IV.III Accountability

- Failure to comply with these standards may result in corrective action, including loss of event privileges, Chapter probation, or other measures deemed appropriate by Rho Epsilon Iota National.

Section V - Policy Acknowledgment

By signing the Rho Epsilon Iota General Membership Agreement, the Member acknowledges their understanding and agreement to uphold the Accessibility and Inclusivity Standards outlined in this document. By adhering to these standards, Chapters help ensure that Rho Epsilon Iota remains a welcoming and inclusive organization that values and supports the contributions of all its members.

Appendix F Website Terms and Conditions

Purpose and Scope

This document sets forth the Terms and Conditions governing the use of Rho Epsilon Iota's website, services, and digital resources. By accessing the website, users agree to comply with these Terms and Conditions, all applicable policies of Rho Epsilon Iota, and the Non-Disclosure Agreement included herein.

Section I - User Eligibility

I.I Membership Requirement

Access to certain features and resources on the Rho Epsilon Iota website is restricted to active Members in good standing with the organization.

I.II Accurate Information

Users must provide accurate and current information when creating an account or making payments through the website. Failure to do so may result in account suspension, revocation, or denial of access.

I.III Compliance with Policies

All users must comply with the Rho Epsilon Iota General Membership Agreement, the National Bylaws of Rho Epsilon Iota, and other applicable policies.

I.IV Minimum Age Requirement

All users of the Rho Epsilon Iota website and associated services must be at least 18 years old. If a user is under the age of 18, they may only access the website and its content with the express permission and supervision of a parent or legal guardian.

I.V Parental Responsibility

Parents or guardians providing consent for minors to use the website or access its resources assume full responsibility for the child's use of the platform, including compliance with these Terms and Conditions.

I.VI COPPA Compliance

Rho Epsilon Iota does not knowingly collect, use, or disclose personal information from children under the age of 13 in accordance with the Children's Online Privacy Protection Act (COPPA). If Rho Epsilon Iota becomes aware that personal information has been inadvertently collected from a child under 13 without verified parental consent, such information will be promptly deleted.

I.VII Liability Waiver

By using this website or participating in Rho Epsilon Iota programs, all users and members affirm that they meet the age requirements specified or have obtained the necessary parental or guardian consent. Rho Epsilon Iota is not liable for any misrepresentation of age or parental consent by users or members.

Section II - Payment Methods and Policies

II.I Approved Payment Methods

All payments for membership dues, event registrations, or other fees must be made using the methods specified on the Rho Epsilon Iota website.

II.II Payment Security

Rho Epsilon Iota utilizes secure third-party payment processing services. While reasonable efforts are made to protect user information, Rho Epsilon Iota is not liable for unauthorized access to user financial data.

II.III Payment Flexibility

Fees and offerings, including membership dues, may be adjusted at Rho Epsilon Iota's discretion. Users will be notified in advance of any changes that impact their accounts.

Section III - Modification of Offerings

III.I Right to Modify

Rho Epsilon Iota reserves the right to modify, suspend, or discontinue any feature or offering on its website without prior notice.

III.II Availability of Services

Rho Epsilon Iota does not guarantee uninterrupted access to its website or services and is not liable for delays, interruptions, or technical issues.

Section IV - Warranties and Disclaimers

IV.I No Guarantees

The website and its services are provided on an "as-is" and "as-available" basis. Rho Epsilon Iota makes no warranties, express or implied, regarding the accuracy, reliability, or suitability of its website or content.

IV.II Limitation of Liability

Rho Epsilon Iota is not liable for any damages arising from the use or inability to use the website, including but not limited to loss of data, revenue, or reputation.

Section V - Intellectual Property Rights

V.I Ownership of Content

All content on the Rho Epsilon Iota website, including text, graphics, logos, and software, is the intellectual property of Rho Epsilon Iota and is protected under applicable copyright and trademark laws.

V.II Prohibited Use

Users may not reproduce, distribute, or modify website content without prior written consent from Rho Epsilon Iota. Unauthorized use of intellectual property may result in legal action.

Section VI - Non-Disclosure Agreement

VI.I Confidential Information

All users of the Rho Epsilon Iota website agree to maintain the confidentiality of any exclusive discounts, resources, or information provided by Rho Epsilon Iota or its partners.

VI.II Prohibition on Sharing

Users may not share, distribute, or publicly disclose any discounts, resources, or other privileged information provided through Rho Epsilon Iota's website, communication channels, or partnerships.

VI.III Legal Consequences

Any breach of this Non-Disclosure Agreement will result in disciplinary action, including but not limited to suspension of membership, account termination, and potential legal action.

Section VII - Account Suspension or Cancellation

VII.I Grounds for Suspension

Rho Epsilon Iota reserves the right to suspend or terminate user accounts for violations of these Terms and Conditions, the General Membership Agreement, or the National Bylaws.

VII.II Notification of Suspension

Users will be notified via email of any suspension or cancellation of their account and may appeal the decision by contacting rhoepsiloniota@gmail.com within 14 business days.

Section VIII - Compliance with Organizational Policies

VIII.I Agreement to Comply

By using the Rho Epsilon Iota website, users acknowledge their obligation to comply with the Rho Epsilon Iota General Membership Agreement, National Bylaws, and other applicable policies.

VIII.II Governing Authority

Rho Epsilon Iota National retains full authority to interpret and enforce these Terms and Conditions as they relate to organizational standards and policies.

Section IX - Acknowledgment

By accessing and using the Rho Epsilon Iota website, users agree to these Terms and Conditions, including the Non-Disclosure Agreement, in their entirety. Non-compliance may result in restricted access to website features and services.

Appendix G Website Privacy Policy

Purpose and Scope

This Privacy Policy outlines Rho Epsilon Iota's commitment to protecting the privacy of its website visitors and members. It explains how we collect, use, disclose, process, and manage data, ensuring compliance with applicable privacy legislation and protecting personal information.

Section I - User Eligibility

I.I Types of Information

We collect the following types of information:

- **Personal Information:** Name, email address, phone number, mailing address, school affiliation, and profile details for member accounts.
- **Payment Information:** Billing details for membership dues, event registrations, and other payments, processed securely via third-party services.
- **Technical Information:** IP addresses, browser types, device identifiers, and other data collected automatically for website functionality and analytics.
- **Voluntary Information:** Information you choose to provide, such as messages, inquiries, or survey responses.

I.II How Information Is Collected

- Directly from users when they create accounts, complete transactions, or interact with our website.

- Automatically through cookies and similar technologies to enhance user experience and functionality.
- From third-party services integrated with the website.

Section II - How We Use Information

II.I Purpose of Collection

Rho Epsilon Iota uses collected information for:

- Managing member accounts and profiles.
- Processing payments and maintaining financial records.
- Providing access to exclusive resources and tools.
- Communicating with members about organizational updates, events, and opportunities.
- Improving website functionality and user experience through analytics and feedback.
- Connecting members with our third-party partners to assist with professional development

II.II Retention Period

We retain personal data as long as it is necessary for the purposes outlined above or as required by law.

Section III - Sharing Information with Third Parties

III.I Third-Party Services

Rho Epsilon Iota integrates with third-party payment processors, analytics platforms, and communication tools. These services are governed by their respective privacy policies.

III.II No Unauthorized Sharing

We do not sell or rent personal information to third parties. Information is only shared:

- To comply with legal obligations.
- With vendors and partners who support our operations under strict confidentiality agreements.
- With members of Rho Epsilon Iota for networking purposes through the Membership Directory, as outlined in Appendix N.
- To connect members with partners, providing enhanced access to resources that support their professional growth and development.

III.III Opt-Out Option

Members may opt out of specific information-sharing arrangements by contacting rhoepsiloniota@gmail.com.

Section IV - Data Protection Mechanisms

IV.I Security Measures

We implement industry-standard security measures to protect personal information, including encrypted connections (SSL), secure storage, and access controls.

IV.II Responsibility of Third Parties

While we strive to work with trusted third-party providers, Rho Epsilon Iota is not responsible for the data protection practices of these entities.

Section V - Members' Rights

V.I Access and Correction

Members can access and update their personal profiles through their accounts on the website.

V.II Deletion and Delisting

Members may request deletion of their accounts or delisting from the Membership Directory by emailing rhoepsiloniota@gmail.com.

V.III Opt-Out of Communications

Members can unsubscribe from email updates or other communications by following the provided instructions or contacting Rho Epsilon Iota.

Section VI - Practices Regarding Minors

VI.I No Collection of Minors' Data

Rho Epsilon Iota does not knowingly collect personal information from individuals under the age of 18 without appropriate consent.

VI.II Compliance with Laws

We comply with applicable regulations regarding minors' data, including the Children's Online Privacy Protection Act (COPPA) where relevant.

Section VII - Use of Cookies and Tracking Technologies

VII.I Cookies Policy

We use cookies to:

- Improve website navigation and user experience.
- Analyze website traffic and performance.
- Store user preferences for seamless interaction.

VII.II Managing Cookies

Users can manage cookie preferences through their browser settings. Note that disabling cookies may impact website functionality.

Section VIII - Modifications to This Privacy Policy

VIII.I Updates and Changes

Rho Epsilon Iota reserves the right to update this Privacy Policy to reflect changes in practices, regulations, or offerings. Updated policies will be posted on the website with the revision date.

VIII.II Notification of Changes

Members will be notified of significant changes via email or website announcements.

Section IX - Agreement to Privacy Policy

By accessing or using the Rho Epsilon Iota website, users acknowledge that they have read, understood, and agreed to this Privacy Policy.

Contact Information

For inquiries regarding this Privacy Policy, please contact us at rhoepsiloniota@gmail.com.

Appendix H Website Accessibility Statement

Last Updated: December 1, 2024

Our Commitment to Accessibility

At Rho Epsilon Iota, we believe that accessibility is foundational to inclusivity. Our goal is to create an online environment where all individuals, regardless of ability, can navigate, understand, and interact with our digital content. We are committed to ensuring that our website aligns with the Web Content Accessibility Guidelines (WCAG) 2.2 to provide an inclusive experience for everyone.

Accessibility Features

We have implemented various initiatives such as the below to enhance accessibility and achieve WCAG 2.2 Level AA compliance:

- **Alternative Text for Images and Multimedia:** Providing descriptive text for all visual content to support screen readers.
- **Keyboard Navigation and Screen Reader Compatibility:** Ensuring that all interactive elements are fully navigable without a mouse and work seamlessly with assistive technologies.
- **Color Contrast and Readability Enhancements:** Adjusting color schemes and text formatting to optimize visibility and ease of reading.
- **Regular Accessibility Audits:** Conducting periodic reviews and updates to ensure ongoing compliance and address any accessibility barriers.

Third-Party Content

While we strive to ensure accessibility across our website, certain pages may include third-party content outside our direct control. We monitor third-party resources for compliance as much as possible; however, Rho Epsilon Iota is not responsible for their accessibility standards.

Accessibility Beyond the Website

Rho Epsilon Iota extends its commitment to accessibility beyond the digital realm:

- National and Chapter Events: We actively select event locations that offer accessibility features such as parking, public transportation access, service desks, and accessible restrooms.
- Inclusivity in Physical Spaces: We continuously work to ensure our events and activities are fully inclusive and welcoming to individuals with diverse needs.

Reporting Accessibility Issues

If you encounter challenges accessing specific pages or have suggestions for enhancing our website's accessibility, we encourage you to contact us for immediate assistance.

Contact Information

- Email: rhoepsiloniota@gmail.com
- Phone: (757) 814-9477

Our team will work diligently to address your concerns and improve your experience.

Continuous Improvement

At Rho Epsilon Iota, we recognize that accessibility is an ongoing process. We are committed to staying informed about best practices and advancements in accessibility standards to ensure our website remains a welcoming platform for all.

Appendix I New Chapter Agreement

Purpose and Scope

This agreement establishes the responsibilities, liabilities, and operational guidelines for the founding members and subsequent leadership of a new chapter of Rho Epsilon Iota (hereinafter referred to as the "Chapter") and defines the limitations of liability for Rho Epsilon Iota National (hereinafter referred to as "Rho Epsilon Iota National").

Section I - Responsibilities of the Chapter

I.I Compliance

The Chapter shall comply with all applicable federal, state, and local laws, as well as institutional policies and guidelines established by Rho Epsilon Iota National.

I.II Constitution and Bylaws

The Chapter shall develop and maintain a Constitution and Bylaws that align with the mission of Rho Epsilon Iota National and institutional requirements. Any updates to these documents must be submitted to Rho Epsilon Iota National for approval.

I.III Operations

The Chapter is responsible for its operations, including:

- Recruiting and evaluating applicants for membership.
- Providing accepted members access to Rho Epsilon Iota National's payment platform on rhoepsiloniota.org.
- Organizing events, maintaining records, and managing Chapter-specific activities.

I.IV Prohibition of Hazing and Illegal Activities

Hazing, BYOB events, activities involving underage alcohol consumption, and the use or distribution of illegal substances are strictly prohibited. Any violations may result in disciplinary action, including revocation of the Chapter's charter.

Section II - Financial Responsibilities

II.I Dues Collection and Allocation

- All dues shall be collected exclusively through the national payment platform on rhoepsiloniota.org.
- Rho Epsilon Iota National will allocate 40% of the dues collected from each Chapter back to that Chapter for discretionary use.
- Chapters must prepare and submit a general budget outlining their use of funds for each semester. This budget is subject to review and approval by the National Presidents.

II.II Financial Oversight

Chapters are required to maintain transparent financial records. Rho Epsilon Iota National retains the right to audit Chapter financials as deemed necessary.

II.III Non-Liability Clause

Rho Epsilon Iota National is not liable for financial mismanagement at the Chapter level. Chapter leadership may be held personally responsible for the repayment of mismanaged funds to the Chapter or National organization.

Section III - Ownership and Leadership Roles

III.I Transfer of Rights

Founding members and Chapter leaders agree to transfer all rights, branding, and intellectual property associated with the Chapter to Rho Epsilon Iota National.

III.II Leadership Positions

All leadership roles within the Chapter, including Senior Directors and Directors, are voluntary and uncompensated.

Section IV - Intellectual Property Assignment

IV.I Assignment of Intellectual Property

All intellectual property created by Chapter members during their membership, whether by founding members or future leadership, is assigned to Rho Epsilon Iota National.

IV.II Scope of Intellectual Property

This includes, but is not limited to, marketing materials, presentations, educational resources, branding, and other creative works developed under Rho Epsilon Iota's guidance or for its benefit.

Section V - Accessibility Policy

V.I Commitment to Accessibility

Rho Epsilon Iota National is committed to fostering an inclusive environment. All Chapter activities, events, and resources must be accessible to individuals with disabilities in compliance with applicable laws and guidelines.

Section VI - Limitation of Liability

VI.I Limitation on National Liability

Rho Epsilon Iota National is not responsible for the actions, decisions, or misconduct of Chapter leadership, members, or affiliates. Chapters shall indemnify and hold harmless Rho Epsilon Iota National from claims arising from Chapter-level activities.

VI.II Chapter Accountability

The Chapter and its leadership are directly accountable for ensuring compliance with this agreement. Rho Epsilon Iota National reserves the right to impose sanctions, including the suspension or revocation of the Chapter charter, in cases of non-compliance.

Acknowledgment and Acceptance

By signing the Rho Epsilon Iota General Membership Agreement, the Member and respective Chapter representatives agree to the terms outlined in this agreement and acknowledge their responsibilities as stewards of Rho Epsilon Iota's mission and values.

Appendix J

Financial Management Handbook

Purpose and Scope

The purpose of this handbook is to establish clear financial policies and procedures for Rho Epsilon Iota (hereinafter "Rho Epsilon Iota National") and its Chapters. As a 501(c)(7) organization, Rho Epsilon Iota is committed to maintaining financial transparency, accountability, and compliance with all applicable laws and regulations.

This handbook provides guidelines for budgeting, dues collection, fund allocation, and reporting to ensure proper management of financial resources at both the National and Chapter levels.

Section I - General Financial Principles

I.I Nonprofit Financial Responsibility

- Rho Epsilon Iota National and its Chapters must operate in a manner consistent with the nonprofit status of a 501(c)(7) organization.
- Funds must be used solely to further the mission of Rho Epsilon Iota and benefit its members.

I.II Transparency and Accountability

- All financial activities must be documented and reported accurately.
- Chapters are required to prepare and submit financial reports to Rho Epsilon Iota National for review each semester.

I.III Prohibition on Private Benefit

- No individual, group, or Chapter within Rho Epsilon Iota may use organizational funds for personal gain.

Section II - Dues Collection and Allocation

II.I Membership Dues

- Membership dues are set bi-annually by Rho Epsilon Iota National and communicated to all Chapters.
- Chapters are responsible for approving applicants and providing them access to the National payment platform on www.rhoepsiloniota.org for dues collection.

II.II National and Chapter Fund Allocation

- Rho Epsilon Iota National will retain 60% of all dues collected to support national operations, events, scholarships, and resources.
- 40% of dues collected from each Chapter will be redistributed to the respective Chapter for use at their discretion.

II.III Chapter Budget Requirements

- Each Chapter must prepare a general budget for the use of their funds each semester.
- Budgets must be submitted to Rho Epsilon Iota National for review and approval before funds are allocated.

II.IV Payment Platform and Recordkeeping

- All dues must be processed through the National payment platform to ensure proper documentation and tracking.
- Chapters are prohibited from collecting cash or processing payments through unapproved methods.

Section III - Chapter Financial Operations

III.I Authorized Expenses

- Chapter funds may be used for:
 - Event planning and execution
 - Recruitment activities and materials
 - Educational materials
 - Rho Epsilon Iota official merchandise
 - Travel to a Rho Epsilon Iota event (i.e. Rho Epsilon Iota's National Convention)

Funds may not be used for personal expenses, unauthorized events, or activities that violate Rho Epsilon Iota policies.

III.II Banking and Fund Management

- Chapters must establish a dedicated bank or student organization account for Chapter operations. The account must be in the Chapter's name and separate from personal accounts of any member.
- At least two Chapter officers may have access to and oversight of the account along with at least one National Rho Epsilon Iota representative such as a President whenever possible.

III.III Recordkeeping and Reporting

- Chapters must maintain accurate financial records, anticipated vs actual budget reports, including receipts, invoices, and bank/account statements.
- Financial reports must be submitted to Rho Epsilon Iota National by the following deadlines:
 - Fall Semester: December 15
 - Spring Semester: May 15

III.IV Mismanagement of Funds

- Mismanagement or misuse of funds by any Member or Chapter is grounds for disciplinary action, which may include Chapter probation, leadership removal, or repayment requirements. If repayment of mismanaged funds is not made within the timeframe specified in an official Notice for Repayment, Rho Epsilon Iota reserves the right to pursue collections to recover the outstanding amount.

Section IV - National Financial Operations

IV.1 Fund Allocation and Usage

- Rho Epsilon Iota National will use its portion of dues for a variety of purposes which includes, but is not limited to:
 - National events and conferences
 - Development of resources for Chapters
 - Website maintenance and branding materials
 - Administrative expenses related to the operation of the national organization

IV.II Annual Financial Review

- Rho Epsilon Iota National will conduct an annual financial review to ensure compliance with 501(c)(7) regulations.
- A summary of the review will be uploaded to the Rho Epsilon Iota official website (www.rhoepsiloniota.org) to maintain transparency.

Section V - Compliance and Accountability

V.I Adherence to IRS Regulations

- Rho Epsilon Iota National and Chapters must comply with all financial reporting requirements for 501(c)(7) organizations, including the filing of IRS Form 990 or equivalent documentation.

V.II Audit Rights

- Rho Epsilon Iota National reserves the right to audit Chapter financial records at any time to ensure compliance with this handbook.

V.III Reporting Concerns

- Any concerns regarding financial mismanagement or irregularities should be reported immediately to rhoepsiloniota@gmail.com.

Section VI - Policy Acknowledgment

By signing the Rho Epsilon Iota General Management Agreement, the Member acknowledges their understanding and agreement to comply with the Financial Management Handbook outlined in this document. By adhering to the principles and procedures outlined in this handbook, Rho Epsilon Iota National and its Chapters will maintain financial integrity and ensure the sustainability of the organization for years to come.

Appendix K Event Planning and Risk Management Policy

Purpose and Scope

This policy outlines the guidelines and procedures for planning and executing events hosted by Rho Epsilon Iota Chapters. The goal is to ensure that all events are conducted in a safe, compliant, and professional manner, minimizing health, legal, and financial risks while protecting the organization's nonprofit status.

Section I - General Event Planning Guidelines

I.I Purpose of Events

- Events hosted by Rho Epsilon Iota Chapters should align with the mission of the organization, focusing on professional development, networking, and community engagement within the real estate industry.
- Events must adhere to the values of integrity, inclusivity, and respect, maintaining a professional and positive image for Rho Epsilon Iota.

I.II Approval Process

- All events, including virtual and in-person, must be submitted for approval by Rho Epsilon Iota National at least **30 days prior** to the event. Approval can be provided through submission of the Chapter's semester events calendar.
- Event proposals should include the event purpose, location, date, budget, and whether or not it is a public event or solely for Rho Epsilon Iota Members.

I.III Event Leadership

- A designated Event Coordinator from the Chapter must be assigned to manage the event. This individual is responsible for ensuring the event adheres to Rho Epsilon Iota guidelines and policies. The Event Coordinator will automatically be the Chapter's Senior Directors unless otherwise specified.
- All Chapter leadership must undergo training or have pre-existing knowledge on risk management, safety procedures, and relevant legal obligations.

Section II - Risk Management

II.I Risk Assessment

- A risk assessment must be conducted for events to identify potential hazards, including but not limited to, physical injury, alcohol consumption, safety concerns, and legal compliance issues.
- Any high-risk activities, such as those involving alcohol, transportation, or physical activity (e.g., sports), must be specifically addressed in the risk assessment.

II.II Insurance Requirements

- Rho Epsilon Iota National requires that certain events, especially those involving off-campus activities, alcohol, or large gatherings, have **event insurance**.
- Chapters are responsible for securing appropriate event insurance coverage and providing proof of coverage to Rho Epsilon Iota National before the event date.

II.III Alcohol and Substance Use

- **Alcohol consumption** at Rho Epsilon Iota events is prohibited unless the event is held at a licensed venue where alcohol is served by a professional. Under no circumstance is underage drinking permitted.

- Events involving alcohol must comply with all federal, state, and local laws, including age restrictions and proper supervision.
- The use of illegal substances is strictly prohibited at all Rho Epsilon Iota events.

II.IV Third-Party Vendors and Contracts

- Any contracts with third-party vendors, such as venues, caterers, or entertainment providers, must be reviewed and approved by Rho Epsilon Iota National.
- Chapters must ensure that all vendors have the proper licensing and insurance to operate at the event.

Section III - Legal Compliance and Liability

III.I Compliance with Laws

- All events must comply with federal, state, and local laws, including health and safety regulations, alcohol laws, and public safety ordinances.
- Chapters must ensure all event activities, including advertising, adhere to Rho Epsilon Iota's **Code of Conduct** and the policies outlined in this handbook.

III.II Waivers and Release Forms

- For high-risk activities, participants must sign a **Waiver and Release of Liability** form. This form should explicitly state that Rho Epsilon Iota National and the local Chapter are not liable for any injuries or damages that may occur during the event.
- The Waiver and Release of Liability form must be reviewed by legal counsel to ensure compliance with state and federal regulations.

III.III Financial Responsibility

- Chapters are responsible for the financial costs associated with events, including venue rental, catering, transportation, and any additional expenses.
- Event budgets must be submitted to Rho Epsilon Iota National or included in the Chapter's semester budget for review and approval prior to any financial commitments being made.

Section IV - Event Promotion and Marketing

IV.I Advertising and Promotion

- All promotional materials for events must adhere to Rho Epsilon Iota's **Branding Guidelines** to maintain consistency and professionalism.
- Event promotions must not mislead or misrepresent the nature of the event or the organization. All advertisements should clearly indicate that the event is hosted by Rho Epsilon Iota and include proper disclaimers as needed.

IV.II Social Media and Publicity

- All social media posts related to the event must comply with Rho Epsilon Iota's **Social Media and Branding Guidelines** and must avoid the use of vulgar language, inappropriate content, or any other material that could harm the organization's reputation.

Section V - Emergency Procedures and Safety Protocols

V.I Emergency Preparedness

- Chapters must prepare an emergency response plan for events, addressing potential issues such as medical emergencies, fire hazards, and natural disasters.
- A designated emergency contact must be identified and accessible during the event.

V.II Medical Assistance

- Events should ensure access to emergency medical assistance (e.g., first-aid kit or EMT service), particularly if the event involves physical activities.
- Chapters must have a procedure in place for handling any medical incidents, including contacting emergency services and informing relevant parties.

Section VI - Post-Event Reporting and Evaluation

VI.I Incident Reporting

- Any incidents, injuries, or other significant events must be reported to Rho Epsilon Iota National within **48 hours** of the event.
- Incident reports should include a detailed description of the event, actions taken, and any follow-up steps required.

VI.II Post-Event Evaluation

- After the event, the Chapter is advised to submit a **post-event report** to Rho Epsilon Iota National, including an evaluation of the event's success, any issues encountered, and feedback from attendees.
- Feedback will be used to improve future event planning and risk management processes.

Section VII - Acknowledgment and Compliance

By hosting any event, Member and the Chapter acknowledges their understanding and agreement to follow all guidelines, policies, and risk management procedures outlined in this document.

Failure to comply with these policies may result in disciplinary action, including event cancellation, Chapter/Membership probation, or other consequences as deemed appropriate by

Rho Epsilon Iota National. This policy ensures that Rho Epsilon Iota events are conducted responsibly, protecting both the organization and its members from potential health, legal, and financial risks.

Appendix L Intellectual Property Guidelines

Purpose and Scope

This policy outlines the guidelines for the creation, use, and ownership of intellectual property (IP) within Rho Epsilon Iota. The goal is to ensure that all intellectual property generated by Member and Chapters is properly assigned to Rho Epsilon Iota National, and that the integrity and consistency of the Rho Epsilon Iota brand are preserved.

Section I - Ownership of Intellectual Property

I.I Assignment of Intellectual Property

- All intellectual property created by a Rho Epsilon Iota Member, Chapter leadership, or affiliates, including but not limited to logos, marketing materials, educational resources, presentations, event branding, publications, and digital content, shall be the sole property of Rho Epsilon Iota National.
- This includes any work produced by Member, either during their Membership or after they leave the organization, provided that it was created in connection with Rho Epsilon Iota activities.
- Member and Chapter leadership assign all rights, title, and interest in any such intellectual property to Rho Epsilon Iota National upon creation.

I.II Scope of Ownership

- Intellectual property owned by Rho Epsilon Iota includes, but is not limited to, the following:

- Logos and trademarks (including any Chapter-specific logos created under the Rho Epsilon Iota name)
- Written materials, including but not limited to reports, manuals, guides, articles, and promotional content
- Visual content, including photographs, videos, and graphic design
- Educational materials, including presentations, training documents, courses, and lesson plans
- Digital content, including websites, social media posts, and apps created under Rho Epsilon Iota's name
- Rho Epsilon Iota's National Membership Directory and Member Profiles

I.III Use of Intellectual Property

- The use of any Rho Epsilon Iota intellectual property, including the logo, name, branding, and any copyrighted or trademarked works, is strictly regulated.
- Chapters must receive prior approval from Rho Epsilon Iota National before using the Rho Epsilon Iota name, logo, or other branded materials for any purpose, including but not limited to promotional items, event materials, and social media posts.

I.IV Commercial Use of Intellectual Property

- Rho Epsilon Iota National retains the right to use any intellectual property created under its name - including that created by Member or Chapters - for commercial purposes. This includes, but is not limited to, the sale, distribution, or licensing of intellectual property.
- If Rho Epsilon Iota profits from the commercialization of intellectual property, **no compensation** shall be due to the original creator(s) of the work. The rights to the work are fully assigned to Rho Epsilon Iota National as per the terms of this agreement.

Section II - Protection of Rho Epsilon Iota's Brand

II.I Brand Identity and Guidelines

- Rho Epsilon Iota's brand identity includes the use of its name, logo, slogan, exclusive descriptions, colors, fonts, and overall visual style. All Chapters and Member must adhere to Rho Epsilon Iota's Branding Guidelines when using any official branded materials.
- Chapters must ensure that the Rho Epsilon Iota brand is represented consistently and professionally in all materials, including social media posts, flyers, event materials, and any other public-facing content.

II.II Protection of Trademarks

- Rho Epsilon Iota National holds exclusive rights to the trademarks associated with its name, logo, slogan, and other branding including, but not limited to the classification as a "Real Estate Fraternity."
- Member, Chapters, or any affiliated parties may not create or use any derivative works or new trademarks that could be confused with Rho Epsilon Iota's established marks without express written consent from Rho Epsilon Iota National.

II.III Brand Usage Violations

- Any misuse or unauthorized use of the Rho Epsilon Iota name, logo, or branding by Member, Chapters, or any external parties will be considered a violation of the organization's intellectual property rights.
- Violations of this policy may result in disciplinary action, including suspension or expulsion of Member or Chapters, and legal action if necessary.

Section III - Licensing of Intellectual Property

III.I Licensing of Rho Epsilon Iota Intellectual Property

- Rho Epsilon Iota National may, at its discretion, license the use of its intellectual property (such as its logo or name) to third-party entities, vendors, or external organizations that align with its mission and values.
- Chapters and Member are prohibited from licensing Rho Epsilon Iota's intellectual property to third parties without prior written approval from Rho Epsilon Iota National.

III.II Third-Party Products and Merchandise

- Any merchandise, promotional materials, or products featuring Rho Epsilon Iota's name, logo, or branding must be approved by Rho Epsilon Iota National.
- Chapters may not create or sell items featuring Rho Epsilon Iota branding without explicit approval and licensing from Rho Epsilon Iota National.

Section IV - Confidentiality and Non-Disclosure of Intellectual Property

IV.I Confidentiality Obligations

- All Members and Chapter leadership must treat Rho Epsilon Iota's intellectual property, operational information, and partnership-related resources as confidential.
- Confidential information includes, but is not limited to:
 - Unpublished works and proprietary resources.
 - Chapter-specific documents and internal communications.
 - The National Membership Directory and Member Profiles.
 - Educational courses, workshops, and training materials.

- Upcoming projects, event plans, and proprietary initiatives.
- **Partnership Initiatives and Exclusive Offerings:**
 - Rho Epsilon Iota may collaborate with partners to provide Members and Chapters access to exclusive resources, such as:
 - Discounted services, software, or educational tools.
 - Invitations to exclusive events, networking opportunities, or training programs.
 - Privileged access to proprietary market research, industry insights, or materials.
 - Member and Chapter leadership are prohibited from sharing or redistributing these exclusive offerings, discounts, or resources with individuals or organizations outside of Rho Epsilon Iota without prior written approval.

IV.II Non-Disclosure Agreement (NDA)

- **Mandatory NDA Agreement:**
 - Upon becoming a Member and/or joining Chapter leadership or engaging in the development, handling, or management of intellectual property, Member is automatically bound by Rho Epsilon Iota's Non-Disclosure Agreement (NDA).
 - By signing the **General Membership Agreement**, Member agrees to the confidentiality obligations outlined in this policy, including the NDA terms.
- **Prohibited Actions:**

- Member may not share, distribute, or disclose any exclusive resources, discounts, or information provided by Rho Epsilon Iota or its partners.
- Unauthorized sharing of proprietary content or benefits is a violation of this agreement and may result in disciplinary or legal action.

IV.III Enforcement of NDA

- **Breaches of NDA:**

- Any unauthorized disclosure of confidential or proprietary information will result in immediate investigation by Rho Epsilon Iota National.
- Potential consequences include:
 - Removal from Chapter leadership roles.
 - Revocation of Membership privileges.
 - Legal action, including pursuit of damages or injunctive relief.

- **Reporting Breaches:**

- Members are encouraged to report suspected breaches to **rhoepsiloniota@gmail.com** for prompt investigation and resolution.

Section V - Enforcement and Legal Action

V.I Monitoring and Enforcement

- Rho Epsilon Iota National will regularly monitor the use of its intellectual property to ensure compliance with these guidelines.
- Chapters and Member are encouraged to report any potential infringements or misuse of the Rho Epsilon Iota name, logo, or branding to rhoepsiloniota@gmail.com.

V.II Legal Action

- Rho Epsilon Iota National reserves the right to take legal action, including sending cease-and-desist letters, pursuing intellectual property claims, and seeking monetary damages, against individuals or entities that violate Rho Epsilon Iota's intellectual property rights.

Section VI - Acknowledgment and Compliance

By using Rho Epsilon Iota's intellectual property, Member and Chapters acknowledge that they have read, understood, and agree to comply with these guidelines. Any failure to comply may result in disciplinary action or legal consequences. This policy ensures that Rho Epsilon Iota's intellectual property is effectively protected and managed, while maintaining the integrity and consistency of the brand across Chapters and activities.

Appendix M Leadership Transition Guide

Purpose and Scope

This guide ensures smooth and consistent leadership transitions across Rho Epsilon Iota Chapters. By adhering to the Appendix A. National Bylaws of Rho Epsilon Iota and Appendix B. Chapter Constitution Template, the guide outlines the processes for electing, training, and preparing new leadership, ensuring continuity and adherence to Rho Epsilon Iota's mission and standards.

Section I - Leadership Transition Overview

I.I Purpose of Leadership Transitions

- Leadership transitions are critical to maintaining the integrity, operational success, and growth of Rho Epsilon Iota Chapters.
- Transitions ensure that incoming leadership is well-trained, prepared, and fully knowledgeable about their responsibilities.

I.II Scope of Leadership Positions

- This guide applies to all Chapter leadership roles as defined in the Chapter Constitution, with a primary focus on the Senior Director roles, which oversee Chapter operations and serve as the principal liaison to Rho Epsilon Iota National.

Section II - Election Process

II.I Compliance with Bylaws

- Leadership elections must follow the procedures outlined in Appendix A. National Bylaws and Appendix B. Chapter Constitution Template to ensure fairness and transparency.

- Elections must occur during the prescribed timeline set forth in each Chapter's governing documents, typically at the end of the fall semester to allow adequate transition time.

II.II Nomination and Candidacy

- Candidates for leadership roles must meet the eligibility criteria established in the Chapter Constitution, including academic standing and active membership requirements.
- Nominations may be submitted by Chapter members or through self-nomination.

II.III Voting Procedures

- Voting shall be conducted via a secure and confidential method, as outlined in the Chapter Constitution.
- A simple majority vote is required to elect new leadership unless otherwise specified in the governing documents.

II.IV Certification of Results

- Election results must be certified by the outgoing Senior Director and verified by the Chapter Directors to ensure compliance with guidelines.
- A formal announcement of the new leadership team and their contact information must be sent to Rho Epsilon Iota National within seven days of election results.

Section III - Training and Onboarding of New Leadership

III.I Timeline for Leadership Training

- To ensure continuity, a new Senior Director must be selected and trained at least one semester before the current Senior Director steps down due to graduation or personal reasons.
- All other leadership roles must undergo a minimum two-month transition period to ensure familiarity with responsibilities.

III.II Training Curriculum

- Outgoing leadership must provide comprehensive training to incoming leadership, including the following:
 - Review of Governance Documents: In-depth review of Appendix A. National Bylaws and Appendix B. Chapter Constitution Template.
 - Operational Responsibilities: Overview of Chapter operations, including event planning, financial management, member recruitment, and adherence to policies.
 - National Communication: Training on maintaining regular communication with Rho Epsilon Iota National, including submitting reports and meeting deadlines.

III.III Documentation and Resources

- Outgoing leadership must ensure that the following documents and resources are provided to incoming leadership:
 - Updated Chapter Constitution and Bylaws
 - Chapter budget and financial records
 - Event planning guides and schedules
 - Contact lists for Chapter members, alumni, and Rho Epsilon Iota National
 - The Chapter's email/social login information

III.IV Mentorship and Support

- The outgoing Senior Director is expected to mentor their successor during their final semester in office, providing guidance, advice, and support as needed.

Section IV - Leadership Accountability

IV.I Responsibilities of New Leadership

- New leadership must adhere to all policies and standards set forth in Rho Epsilon Iota's governing documents and ensure the Chapter operates in alignment with Rho Epsilon Iota's mission and values.
- Leadership must participate in all required National training sessions and submit reports as mandated.

IV.II Performance Evaluations

- Rho Epsilon Iota National reserves the right to evaluate Chapter leadership performance during the transition period and throughout their term in office.

IV.III Failure to Transition Properly

- Failure to conduct a proper leadership transition as outlined in this guide may result in Chapter probation, removal of leadership, or other disciplinary actions deemed necessary by Rho Epsilon Iota National.

Section V - National Oversight and Support

V.I Reporting to Rho Epsilon Iota National

- Newly elected leadership must submit the following to Rho Epsilon Iota National within 30 days of elections:
 - Leadership roster with contact information
 - A brief outline of goals and planned activities for the upcoming semester

V.II National Training Resources

- Rho Epsilon Iota National provides training resources, including leadership manuals, email/form/presentation templates, and one-on-one consultations, to support new Chapter leadership teams.

- Nationally facilitated mentorship programs may pair new Senior Directors with experienced leaders from other Chapters.

V.III Conflict Resolution

- In the event of disputes during leadership transitions, Rho Epsilon Iota National will serve as the final authority to mediate and resolve conflicts.

Section VI - Acknowledgment and Commitment

By signing the Rho Epsilon Iota General Membership Agreement, the Member agrees to uphold and adhere to the Leadership Transition Guidelines if they assume or are designated to assume a leadership role within a Rho Epsilon Iota Chapter. These guidelines are designed to equip Chapters with the tools and support necessary to thrive under new leadership while ensuring compliance with Rho Epsilon Iota's national standards. Adhering to this guide fosters continuity, stability, and the long-term success of the organization.

Appendix N Membership Directory Opt-In Policy

Purpose and Scope

This policy outlines the inclusion of Members in the Rho Epsilon Iota National Membership Directory and provides guidelines for managing Member information to facilitate professional networking while respecting privacy preferences.

Section I - Automatic Inclusion in the Membership Directory

I.I Automatic Agreement

By joining Rho Epsilon Iota, Member automatically consents to inclusion in the Rho Epsilon Iota National Membership Directory.

I.II Information Included

The directory may include the following Member information:

- Full Name
- Profile Photo
- University or Chapter Affiliation
- Contact Information (e.g., email address/phone number)
- Information a Member provides on their rhoepsiloniota.org Profile Page

This information allows Members to connect and network with peers and professionals across the Rho Epsilon Iota network.

Section II - Member Profiles

II.I Profile Management

- Each Member will have a personal profile in the directory.
- Members can update their profile information, including their photo and contact details, through rhoepsiloniota.org.

II.II Privacy and Security

- Member information will be accessible only to other Members and the authorized partners and representatives of Rho Epsilon Iota National.
- Rho Epsilon Iota will take appropriate measures to safeguard directory data against unauthorized access or misuse.

Section III - Directory Removal and Opt-Out Options

III.I Removal Upon Termination or Non-Renewal

- Members who terminate, do not renew, or fail to comply with Rho Epsilon Iota's membership requirements will be delisted from the National Membership Directory.

III.II Voluntary Opt-Out During Membership

- Members may opt out or request removal from the directory at any time during their membership by submitting a written request to rhoepsiloniota@gmail.com.
- Opt-out requests will be processed within 14 business days of receipt.

Section IV - Use of Membership Directory Information

IV.I Networking Purposes Only

The Membership Directory is intended solely for networking and professional development purposes among Rho Epsilon Iota Members and Rho Epsilon Iota's partners.

IV.II Prohibited Uses

The use of directory information for unsolicited marketing, harassment, or any purpose contrary to Rho Epsilon Iota's mission is strictly prohibited. Violations may result in disciplinary action, including membership termination.

Section V - Acknowledgment

By joining Rho Epsilon Iota and signing the General Membership Agreement, Member acknowledges their automatic inclusion in the Rho Epsilon Iota National Membership Directory and accept the terms outlined in this policy. This policy ensures that the Membership Directory fosters meaningful connections and professional growth while respecting Member preferences and upholding Rho Epsilon Iota's commitment to privacy and inclusivity.

Appendix O Media Release

Purpose and Scope

This policy grants Rho Epsilon Iota the right to photograph, film, and otherwise capture the likeness of its Members for use in promotional, educational, and organizational materials, ensuring alignment with the fraternity's mission and professional image.

Section I - Grant of Rights

I.I Consent to Use Media

By becoming a Member of Rho Epsilon Iota, individuals consent to being photographed, filmed, or recorded during Rho Epsilon Iota events, meetings, or activities.

I.II Scope of Usage

Members grant Rho Epsilon Iota the unrestricted right to use, reproduce, publish, or distribute their likeness, voice, name, and images captured in any of the following media for both non-commercial and commercial purposes, including but not limited to:

- Websites and social media platforms
- Presentations and promotional materials
- Training and educational resources
- Newsletters, press releases, and other publications

I.III Perpetuity

This consent remains in effect indefinitely, even if membership is terminated, unless explicitly revoked in writing by the Member as outlined in Section IV.

Section II - Ownership of Media

II.I Intellectual Property

All media captured by or on behalf of Rho Epsilon Iota, including but not limited to photographs, videos, and recordings, is the sole property of Rho Epsilon Iota.

II.II Modification and Adaptation

Rho Epsilon Iota reserves the right to edit, alter, or otherwise modify media as deemed necessary to suit its purposes, without seeking additional approval from Members.

Section III - Prohibited Uses of Media by Members

III.I Unauthorized Media Distribution

Members are not permitted to use or distribute media featuring Rho Epsilon Iota events, branding, or Members without prior written consent from Rho Epsilon Iota National.

Unauthorized use may result in disciplinary action.

Section IV - Opt-Out Process

IV.I Written Revocation of Consent

Members who wish to revoke their consent for future media use may submit a written request to rhoepsiloniota@gmail.com and their respective Chapter leadership. The request must include:

- The Member's full name
- A clear statement of intent to revoke media release consent

IV.II Processing and Compliance

Opt-out requests will be processed within 14 business days. However, media created prior to the receipt of the request may continue to be used at Rho Epsilon Iota's discretion.

Section V - Acknowledgment

By signing the General Membership Agreement, Members acknowledge and agree to the terms outlined in this Media Release Policy. This acknowledgment ensures Rho Epsilon Iota can effectively promote its mission and activities while respecting Members' rights and preferences. This policy enables Rho Epsilon Iota to create impactful content for its initiatives while maintaining transparency and a professional relationship with its Members.