



Sigma Phi Epsilon Fraternity
310 South Boulevard
Richmond, Virginia 23220
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Chartering Criteria Summary

*A Sigma Epsilon Chapter is an organization in the process of fulfilling the requirements to receive a Sigma Phi Epsilon charter. A chapter is ready to submit a petition for its charter when it has met the criteria below. The specific form for the petition can be found in the **Chartering Petition Outline**. A Sigma Epsilon Chapter has a timeframe of **three years** from the time of its inception to meet these criteria.*

1. Achieve a competitive manpower level as established with the chapter by the National Board of Directors, or its designee.
2. Set and define a plan to reach a mutually agreed upon manpower number, agreed upon by the undergraduate chapter, the Alumni and Volunteer Corporation, the staff, and the host institution.
3. Implement the Balanced Man Scholarship annually.
4. Complete a minimum of two successful recruitment periods as a Sigma Epsilon Chapter.
5. Achieve a cumulative chapter GPA above the all-campus average GPA or a 3.0, whichever is greater for at least two semesters prior to chartering.
6. Display sound financial operations and have \$500 in the Sigma Phi Epsilon Educational Foundation, \$500 in AVC savings, \$500 saved for the chartering fee, and adequate savings for a chartering banquet (\$5,000 - \$7,000).
7. Implement the Balanced Man Program in its entirety.
8. Purchase ritual equipment and regularly exemplify the Fraternity's Ritual.
9. Have an active chapter counselor and Balanced Man steward appointed by the district governor.
10. Have a fully populated, trained, and functioning Alumni and Volunteer Corporation and mentor committee to support the chapter.
11. Have an Alumni and Volunteer Corporation that is chartered by the state in a form approved by Sigma Phi Epsilon Headquarters.
12. Have at least one non-fraternity member on the Alumni and Volunteer Corporation.
13. Complete a strategic plan that addresses all areas of chapter operations and includes components of the residential learning community program.
14. Send at least six representatives to the annual Carlson Leadership Academy and at least two representatives to the biennial Grand Chapter Conclave.
15. Train 90 percent of chapter members through an approved alcohol education program.
16. Operate for a minimum of 1.5 years.
17. Submit a petition to the Fraternity's headquarters at least 90 days before the first proposed chartering date.

Approved by the Sigma Phi Epsilon National Board of Directors, October 19, 2013.